



Australasian Society for HIV Medicine Inc.

Occupational health and safety

1. Scope

ASHM is committed to providing all staff, students, representatives, contractors and visitors with a healthy and safe place environment, in accordance with legislative obligations including the NSW Occupational Health and Safety Act (2000).

This Policy applies to all ASHM staff, students, representatives, contractors and visitors. ASHM also has a *OHS Statement* by the CEO as required by OHS Legislation.

2. Responsibilities for OHS

The promotion and maintenance of OHS is the responsibility of Management. Management at all levels is required to contribute to the health and safety of all persons with specific responsibilities as defined below.

The CEO is responsible for the overall implementation of the ASHM's OH&S Policy and with it overall responsibility for the health and safety of employees, students, representatives, contractors and visitors. The responsibility includes ensuring that staff are able to meet their obligations through the allocation of resources, availability of health and safety guidelines and the establishment and implementation of appropriate OHS procedures.

Division Managers are responsible and accountable to ensure that relevant safety standards and procedures are implemented, reviewed and maintained in their area of responsibility. Where necessary, they must provide staff (and students, representatives and visitors where applicable) with safety equipment, safe systems of work, information, instruction, training and supervision as prescribed in the Occupational Health and Safety Act 2000.

The Business Services Manager also has the role of OHS Coordinator. The purpose of this role is to carry out bimonthly OH&S workplace inspections, as well as all the responsibilities stated for Division Managers.

All employees have an obligation to comply with ASHM's health and safety policies, procedures and instructions to ensure their own health and safety and the health and safety of others at ASHM. Employees are also required to take corrective action to eliminate hazards at the workplace, or report those beyond their control to their immediate supervisor. Employees must cooperate with ASHM to enable compliance with the requirements under the Occupational Health and Safety Act 2000 and regulations.

All contractors engaged to perform work on ASHM's premises or locations are required as part of their contract, to comply with health and safety policies and procedures of the ASHM and observe directions on health and safety from designated persons of the ASHM.

3. Consultation

Consultation between ASHM and employees is an essential part of effectively managing health and safety in the workplace. ASHM will consult with employees so that they may contribute to decisions about the implementation of safety practices and systems designed to ensure the health, safety and welfare of employees. Employee involvement at all levels is critical for ensuring a safe workplace.

ASHM will ensure:

- the sharing of relevant information about OH&S and welfare with employees;
- that employees be given the opportunity to express their views and to contribute in a timely fashion to the resolution of OH&S and welfare issues at the workplace; and
- that the views of employees are valued and taken into account.

An OHS Representative is elected by ASHM staff to represent ASHM employees and to liaise with the OHS Coordinator and Managers on health and safety issues.

4. Occupational Health and Safety Procedures

ASHM has health and safety procedures relating to all aspects of OHS including:

- risk management that includes identification of hazards, assessment of risk, control of risk and continuous monitoring;
- OH&S training and education including provision of information;
- work design, workplace design and standard operating procedures;
- changes to work methods and practice, including those associated with technological change;
- safety responsibilities;
- emergency procedures and drills;
- provision of OH&S equipment, services and facilities;
- workplace inspections and audits;
- reporting and recording of incidents, accidents, injuries and hazards;

ASHM will ensure that these procedures are continually monitored and reviewed in order to improve health and safety.