

## Tool 1.1: Work Health & Safety Policy

TriCare has an overall W H & S Policy, as well as policies that relate to specific issues, such as manual handling. These policies are combined in TriCare's Injury Risk Management Standards and other related documents. The policy confirms management commitment to W H & S and is an accurate reflection of the approach to W H & S in TriCare's Facilities.

TriCare's overall Work Health & Safety Policy is:

TriCare is committed to achieving the standards of health and safety established by the work, health and safety legislations in the various Australian jurisdictions in which TriCare operates and also, for our Aged Care Residential Facilities the regulations by the Commonwealth Aged Care Act through the Accreditation Standards.

We believe that the needs of the residents can only be met when the W H & S of employees is not compromised. TriCare also believes that all employees have the right to a workplace that is, as far as is practicable, safe and without risk. Therefore all of our Facilities will take a systematic risk management approach to W H & S to achieve this goal. That approach includes reviewing all notified incidents and accidents to identify whether hazards exists, conducting risk assessments when necessary and implementing risk controls.

While managing W H & S is a management responsibility, TriCare employees, contractors, volunteers, residents and visitors all have a role to play in achieving a safe and healthy working and living environment. For employees, these roles are defined in legislation and managers, supervisors and other employees will be held accountable for meeting those responsibilities.

As part of their role, all TriCare employees will be provided with a genuine opportunity to participate in decisions on matters with the potential to affect their workplace health and safety. Information, instruction, training and supervision will also be provided to enable all personnel to carry out their responsibilities and effectively participate in the W H & S management system.

Our residents are at "home" at TriCare and have the right to participate in activities, which involve a degree of personal risk. However TriCare Facilities are communities and, as in all communities, no individual has the right to put other members of the community, including employees, at risk.

At our Facilities, W H & S matters are managed in a cooperative way by the Facility Manager and also, for our Aged Care Residential Facilities the Injury Risk Management Committee (Health and Safety Committee). One of the main responsibilities of the Facility Manager and the Committee is to review all Hazard Reports, Accident/Incident Notification Reports and follow-up actions and make recommendations as appropriate. Information regarding the Committee can be obtained from the Facility Manager.

The policy objective of 'continuous improvement' is a cornerstone of TriCare's W H & S system. Feedback from everyone in the TriCare Group including management, employees, volunteers, residents, visiting relatives and external contractors and service providers is sought and welcomed as part of TriCare's commitment to improving W H & S within our Facilities.

Everybody at TriCare has a personal responsibility to work safely. Management, employees, volunteers, residents and contractors and other service providers recognise that no task is so important that time cannot be taken to find a safe and healthy way to work.

Signed  .....

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