



Workplace Health & Safety Policy

TriCare has an overall Workplace Health and Safety 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 Workplace Health and Safety and is an accurate reflection of the approach to Workplace Health and Safety in TriCare's Retirement Villages and Residential Aged Care Facilities.

TriCare's overall Workplace Health & Safety Policy is:

TriCare is committed to achieving the standards of health and safety established by the Queensland Workplace Health and Safety Act and 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 Workplace Health and Safety 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 Retirement Villages and Residential Aged Care Facilities will take a systematic risk management approach to Workplace Health and Safety to achieve this goal. That approach includes reviewing all notified incidents and accidents to identify whether hazards exist, conducting risk assessments when necessary and implementing risk controls.

While managing Workplace Health and Safety is a management responsibility, TriCare employees, contractors, 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 Workplace Health and Safety 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 Retirement Villages and Residential Aged Care 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 Retirement Villages and Residential Aged Care Facilities, Workplace Health and Safety matters are managed in a cooperative way by the Village or Facility Manager and the Injury Risk Management Committee. One of the main responsibilities of the Village or 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 Village or Facility Manager.

The policy objective of 'continuous improvement' is a cornerstone of TriCare's Workplace Health and Safety system. Feedback from everyone in the TriCare Group including management, employees, residents, visiting relatives and external contractors and service providers is sought and welcomed as part of TriCare's commitment to improving Workplace Health and Safety within our Retirement Villages and Residential Aged Care Facilities.

Everybody at TriCare has a personal responsibility to work safely. Management, employees, 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

Peter O'Shea
Director
TriCare Group of Companies

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