Workplace Health and Safety

About Workplace Health and Safety (WHS) in QAS

The Commissioner and QAS Board of Management are committed to employee safety. Our vision is to build a positive culture of safety within QAS to help reduce the number and severity of workplace health and safety incidents.

The QAS HR Portal - Workplace Health and Safety tab provides employees with access to a variety of workplace health and safety material, including policies and procedures; in-house advice on safety issues; and health and wellbeing resources.

Students on clinical placement seeking further information on workplace health and safety matters within QAS should contact their local Health and Safety Representative (HSR), go to the Workplace Health and Safety tab on the QAS HR Portal or speak to their university contact.

Our Commitment to Working Safely

Our commitment to working safely within QAS can be summarised as:

i. Safety as a core value for QAS. This includes the health, safety and wellbeing of all employees, volunteers, contractors, visitors and the community.

ii. Working safely is a condition of working in QAS.

iii. QAS aspires to a zero harm philosophy and supports a positive culture of safety to continually reduce the number and severity of safety incidents.


v. QAS is focussed on identifying and reducing workplace risks to acceptable levels.

All employees have a role to play in contributing to this commitment by meeting their responsibilities as outlined below.

Safety Responsibilities

All employees have a responsibility toward safety in the workplace. Employees must:

i. Take reasonable care to ensure their own health and safety;

ii. Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;

iii. Comply with any safety instruction that is given by QAS management;
iv. Comply with all QAS policies or procedures relating to health or safety; and

v. Report all hazards and incidents (see ‘Hazard and Incident Reporting’ below).

**Safety Resources and Advisors**

In the workplace, employees will have access to a range of people and resources to obtain safety advice. These may include:

i. The employee’s supervisor

ii. Trained Health and Safety Advisors (HSA)

iii. Health and Safety Representatives (HSR)

iv. First Aid Officers

v. Emergency Wardens

vi. Workplace Rehabilitation and Return to Work Coordinators

vii. Counsellors/Employee Assistance Service providers/Peer Support Officers

viii. The QAS Intranet (for policies, procedures, manual and forms)

QAS has a State WHS Unit that provides WHS strategic direction, overarching documentation and support across LASNs and business units.

A list of WHS representatives within QAS is available through the WHS page on the QAS HR Portal. Employees should ensure that they identify these people and resources in the area they are working and how they can to access them.

**Hazard Identification and Incident Reporting**

A hazard is a source or a situation with a potential for harm, which may lead to injury or ill-health of a person; damage to property or the environment; or a combination of these.

Students who discover a hazard in the course of their work **must report it** to their supervisor immediately so the hazard can be corrected. It must also be recorded in the Safety, Health and Environment (SHE) software system.

In addition to reporting hazards, all workplace health and safety incidents must be reported and recorded in the SHE system. An incident is an event or occurrence that resulted in, or had the potential to result in, adverse consequences to people, property, the environment or a combination of these. An incident is different from a hazard in that an incident is where an event has
already occurred, whereas a hazard is the potential for an incident to happen in the future.

Every employee plays an important role in ensuring that all workplace incidents are reported and recorded. Employees who are involved in an incident (even if there was no injury or it was a near miss) **must report it** as soon as possible to their supervisor and also record it in SHE.

Employees involved in an incident should:

- ix. Seek immediate medical attention if required
- x. Notify the supervisor and the university immediately
- xi. Have someone complete the report on their behalf
- xii. Advise their supervisor and the university of the treatment and medical advice they have received, and provide the supervisor with any medical certificates.
- xiii. Continue to seek medical treatment as required and continue to update their supervisor on their progress.
- xiv. Obtain medical clearance from their doctor stating that they are fit to return to normal clinical placement duties.