

Part 3 - BoardSafe Plan

Plan created: Date:

By?

Plan reviewed:- Date:

By?

Guidance notes for creating your BoardSafe Plan

When completing the BoardSafe Checklist, where you have answered P (partial) or N (no), steps must be taken to ensure compliance.

Use each question in the BoardSafe Checklist and the references in the first section to guide you to determine What Must Be Done.

One member, or a group of members, must be accountable for each item. Enter these names in the column By Whom?

A reasonable and practicable time frame will need to be set for the completion of the items(s) and entered in the column By When?

You may choose to incorporate these dates in your Board Agenda, under the item OHS, so the Board can sign off the Item Completed? column.

Include the regular use of BoardSafe Checklist in your BoardSafe Plan.

1. Board Responsibility and Accountability

There must be a written health and safety policy authorised by the organisation's current Board, chief executive, or other person with executive responsibility, that clearly states health and safety objectives and a commitment to improving health and safety performance. The Board must ensure that management consults with employees in a timely and effective way to enable employees to make a contribution to decisions that will affect their health, safety and welfare at work.

Item	What must be done?	By Whom?	By When?	Item Completed?
1.1 Does the organisation have a written and signed OHS and IM Policy?				
1.2 Is the Board fully accountable?				
1.3 Is senior management held accountable by the Board?				

Item	What must be done?	By Whom?	By When?	Item Completed?
1.4 Does the organisation have an OHS management system?				
1.5 Does the organisation have an OHS management plan?				
1.6 Are all staff consulted and involved in decisions affecting their health and safety ?				
1.7 Does the organisation make sufficient resources available to effectively manage health and safety?				
1.8 Will the Board use this checklist regularly to review OHS implementation in the organisation?				

2. OHS Risk Management Systems

The NSW OHS Act 2000 and the OHS Regulation 2001 introduced a move away from laws which attempt to detail how hazards are to be controlled in every situation to a position which requires employers to assess the risks posed by hazards in their workplace and to determine how best to modify their work processes to effectively eliminate or control risks. This is known as Risk Management. Risk management must include activities, products or services of contractors and suppliers. An important part of fulfilling due diligence is to develop and implement procedures to identify foreseeable hazards before an injury occurs. All risk management activities must be fully documented.

Item	What must be done?	By Whom?	By When?	Item Completed?
2.1 Does the organisation have a system for identifying and reporting hazards?				
2.2 Does the organisation assess and act upon all health and safety risks?				
2.3 Does the Board ensure that there are regular and systematic reviews of OHS?				
2.4 Does the organisation have procedures in place for the safety of contractors?				

3. Notification of Incidents

WorkCover NSW has established guidelines for the notification of incidents whether or not they result in an injury.

Item	What must be done?	By Whom?	By When?	Item Completed?
3.1 Are Board members familiar with the Legislative and WorkCover NSW notification procedures for work related incidents?				
3.2 Are all incidents reported to the Board?				

4. Emergency Procedures

Boards must show strong evidence of their duty of care in the development and review of emergency procedures because of the specialized nature of the aged care sector and the client population.

Item	What must be done?	By Whom?	By When?	Item Completed?
4.1 Does the organisation have a procedure for the safe and rapid evacuation of all persons in the event of an emergency?				
4.2 Have the organisation's First Aid requirements been met?				

5. Training

The organisation must identify the health and safety training needs of employees and managers. To prove due diligence directors and Boards of Management must be able to demonstrate that not only was sufficient health and safety instruction and training provided to employees and others in the workplace but that it was successfully applied to their work.

Item	What must be done?	By Whom?	By When?	Item Completed?
5.1 Does the organisation have a comprehensive Induction Program?				
5.2 Does the organisation have a comprehensive, ongoing OHS Training Program that addresses specific issues and tasks to minimise the risk to health and safety?				
5.3 Has the organisation acted to overcome all barriers to work and learning that may be caused by language and literacy barriers?				

6. Managing Injuries and Claims

The injury management approach adopts risk management principles by making sure that a plan is in place for the early and effective management of injuries and return to work for the injured person.

Item	What must be done?	By Whom?	By When?	Item Completed?
6.1 Does the organisation have a planned systematic approach to managing workplace injuries and subsequent workers compensation claims?				
6.2 Are the organisation's employee return-to- work plans regularly reviewed in accordance with WorkCover Guidelines?				

End of Part 3

This material was developed by LMA The Safe Move Pty Ltd as part of a project funded under the WorkCover NSW WorkCover Assist Program 2004 and 2005.

Any views expressed are not necessarily those of WorkCover NSW.

The information contained in this publication has been prepared for general information only. The information is not intended to constitute or substitute for legal or professional advice appropriate to your specific circumstances. We recommend that specific professional advice be obtained from your professional adviser prior to acting on any information contained in this publication to ensure that any action taken is appropriate to your specific circumstances. Aged & Community Services Association of NSW & ACT Incorporated, Aged Care Association Australia NSW and their employees, agents and contractors shall not be liable for any loss or damage incurred as a result of any reliance on the information contained herein.

LMA The Safe Move Pty Ltd has developed this Manual in good faith. It is recommended that each organisation seeks advice in all matters pertaining to health and safety and injury management specific to their organisation. LMA The Safe Move, its consultants and contractors shall not be liable for any loss or damage incurred as a result of reliance on any information contained herein.



LMA The Safe Move

PO BOX 1335, STRAWBERRY HILLS NSW 2012
TELEPHONE: (02) 9318 1758 FAX: (02) 9318 2923

ABN: 23 091 215 146

Email: leamaher@safemove.com.au

www.safemove.com.au