

Purpose	To ensure that the practice team understands and is committed to health and safety in the workplace.
Scope	All staff.
Policy	<p>The general practice team is able to demonstrate that they comply with the Health and Safety Act 2015.</p> <p>The Practice team acknowledge that they have a primary duty of care to ensure the safety of employees, patients, contractors and any other persons who may be on the premises at any time.</p> <p>The Practice owner has a primary duty of care that includes:</p> <ul style="list-style-type: none">• Providing and maintaining a work environment without risk to health and safety• Providing and maintaining safe plant and structures• Providing and maintaining safe systems of work• Ensuring the safe use, handling and storage of plant, structures and substances• Providing facilities for the welfare at work of employees including ensuring access to those facilities e.g toilets, changing rooms, first aid facilities• Providing information, training, instruction and supervision to protect their employees from risks while working• Monitoring health and safety to prevent illness or injury. <p>The Practice has a designated Health and Safety Coordinator who manages the health and safety for the practice. The Health and Safety Coordinator will have a job description with accountabilities and responsibilities documented. The Health and Safety Coordinator will ensure that health and safety policies and procedures are documented and communicated to all staff.</p> <p>The practice will engage with staff to:</p> <ul style="list-style-type: none">• Identify and assess hazards- anything that can cause harm, current hazard register• Identify and assess risks- the likelihood that injury, illness or death might occur when exposed to a hazard• Incident register• Monitor health and workplace conditions• Review health and safety procedures• Provide staff training• Communicate any changes that affects health and safety <p>The practice encourages staff to identify and document hazards or situations that they feel are unsafe. All practice staff are encouraged to report any incidents or near misses through the appropriate channels taking all practical steps to prevent harm or injury in the practice.</p> <p>The practices has a regular review procedure for the accident and incident register. All incidents are recorded, investigated and followed up.</p> <p>The practice supports and maintains a healthy workplace environment for our staff.</p>

All staff are encouraged to take a vital and responsible role in maintaining a safe and healthy workplace. The practice encourages a team approach in increasing knowledge and awareness, and influencing attitudes or challenging beliefs.

The practice is smoke free and will offer brief advice and cessation support assistance to their employees to stop smoking.

Resources

- www.workplacehealth.co.nz
- [Worksafe New Zealand](#)
- [Health and Safety at Work Regulations 2016](#)
- [RNZCGP Health and Safety Leadership](#)
- [Employers and Manufacturers Association](#)

Title :Health and Safety in the Workplace	Section 2 Indicator 20
 Authorised: Carol Ennis	Date: 17 th November 2016
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