

*Manager/ supervisor to give to new employees /casual employees / contractors as part of their
induction*

Refer Element 3 – Risk Management

St Vincent's Safety Rules

Purpose: The Safety Rules establish the basic requirements which apply to all persons on a St Vincent's site or facility

Application: All persons, including employees, visitors, volunteers and contractors.

Tenants (Lessee/Licensee) are responsible for the providing a safe workplace in accordance with the Victorian OHS Act 2004. The following rules apply for all operations which may impact on the STV site.

Definitions:

Plant:	Includes any machinery, equipment or appliance.
PPE:	Personal Protective Equipment.
MSDS:	Material Safety Data Sheet.
Premises:	Building or places where persons work.

Responsibilities:

All employees are to comply with these Rules.
All contractors and visitors are to comply with these Rules.
All supervisors and managers are to comply with and ensure the compliance with these Rules by employees, contractors and visitors.
All tenants (Lessee/Licensee) are to comply with these rules where their operations may impact on locations occupied by STV employees, visitors, volunteers and contractors

Access/ Egress

Access to all fire fighting equipment such as fire extinguishers and fire hose reels must be kept clear.

Fire extinguishers and fire hose reel cupboards or storage areas are not to be used as storage for clothes, PPE, rags, leads, hoses, materials etc.

All passageways to emergency exits must be kept clear of stored material, rubbish etc.

Exit signs indicating exit paths should be illuminated at all times. Broken or otherwise inoperable signs should be reported.

Alcohol/ Drugs

Working while under the influence of alcohol or illegal drugs is strictly prohibited. It is St Vincent's intent and obligation to provide a substance free, healthy, safe and secure work environment. Therefore, alcohol and drugs are not permitted on site.

Any person who exhibits behaviour that indicates an inability to perform work safely will be sent off premises. Any person who is required temporarily to take medicinal drugs that may affect their ability to work safely should inform their supervisor so that suitable duties can be found for them.

Authority to Operate Plant & Equipment

Only persons who are trained by or hold a relevant certificate of competency, qualification, licence and are authorised by the organisation are permitted to operate any plant and equipment, including medical and surgical equipment, Organisation vehicles, or equipment on any St Vincent's site or elsewhere on behalf of the Organisation.

This restriction applies to any employee, casual or agency staff, visitor, patient, contractor or sub-contractor on any site. The use of any Contractor equipment or plant by employees is subject to the same restriction.

Behavior

St Vincent's believes strongly in creating and fostering a respectful work environment for all employees.

Bullying, harassment and occupational violence are prohibited at our workplace.

Workplace bullying is repeated, unreasonable behaviour directed towards an employee or group of employees that creates a risk to health and safety.

Harassment can include behaviour directed at another person that is unsolicited, unwelcomed or unreciprocated.

Occupational violence is where an employee is physically attacked or threatened in the workplace.

We encourage all persons to report any instances of bullying, harassment or occupational violence. All reports will be treated seriously and investigated and dealt with in a timely manner.

Failing to comply with the applicable St Vincent's policies will result in disciplinary action in accordance with established procedures and in extreme cases may be grounds for termination of employment.

Clothing

Employees are expected to maintain a clean, well-groomed appearance, where required wear uniform as stipulated and to behave in a professional manner that best represents you and St Vincent's whilst at work.

Electrical Distribution Panels

Only persons authorised by the Organisation in their job description or approved electrical contractors are to access the interior of electrical distribution panels where there are exposed electrical connections or bus bars.

All such panels are to be kept locked with the key only available to an authorised person through the Engineering Department on site.

Electrical Leads

Extension power cords are to be used as a temporary measure only. No electrical leads or extensions should be left exposed on the floor of office, clinical, surgical, residential care or engineering areas where they can form a trip hazard or they could be subject to damage from trolleys, vehicles or dropped objects. Leads should be suspended in traffic ways by suitable means.

Any electrical lead where the outer insulation is damaged must be removed from service immediately. Any case where the inner coloured insulated wires of an electrical cable are exposed must be reported to a supervisor. If the copper cores are showing the cable must be switched off, removed from any power source and isolated by tagging to indicate that it cannot be used.

Only St Vincent's supplied leads and extensions are to be used on any site. The exceptions to this are leads supplied and used by contractor personnel as long as they comply with above requirements as to condition and use.

Electrical Appliances

- All portable electrical devices used for cooking must undergo an assessment by the Engineering and Infrastructure Department prior to use
- The use of personal heaters, air coolers and portable air conditioners is not permitted
- All staff, patient and resident electrical equipment brought into a STV facility must be tagged and tested prior to use.
- Double adaptors are not permitted with STV sites. Approved power boards may be used as required for temporary use. These power boards must have an overload cut-out.
- Areas around switchboards must be kept clear for a distance of at least one metre.
- A suitable fire extinguisher must be located adjacent to all electrical switchboards

First Aid

First aid and medical treatment is provided at the staff clinic and the Emergency Department.

Gas Cylinder Storage and Use

Supplies of flammable gas, oxygen and inert pressurised gas must be separated in storage by a distance of at least 3 metres in a well ventilated area or separately inside vapour proof walls.

In Engineering, where oxygen and acetylene cylinders may be used, then they are to be upright and secured in a proper welding trolley.

All acetylene cylinders are to be stored upright, to prevent separation of acetone and acetylene.

All oxygen cylinders are to be kept free of any oil or grease and not stored in the vicinity of any such substances.

All cylinders, with the possible exception of forklift LPG cylinders, must be kept upright and secured so that they cannot topple over. They must be stored in such a place that they are protected from collision by vehicles.

Hazard Reporting

Any person who identifies a potential danger or hazard in the workplace is to first do what they can, provided it is safe to do so, to make the situation safer. E.g. warning nearby persons of the danger, highlighting the danger in some way or isolating it could do this.

The hazard is then to be reported to the Supervisor, Manager, or site STV contact person. It should also be recorded in our Hazard Management register, by completing a hazard report on Riskman, to ensure that future actions are taken to assess the risks and controls are applied.

Dangerous Goods and Hazardous Substances at STV

Any person, including contractors or sub-contractors, who bring any dangerous goods and hazardous substance onto any St Vincent's site is to provide in advance an MSDS for that substance to the Engineering Department or STV Contact/Manager. Copies of all MSDS must be forwarded to the Occupational Health and Safety Department to be assessed in terms of potential impacts on others onsite.

Tenants (Lessee/Licensee) are responsible for ensuring that all contractors under their management and control supply MSDS for all chemicals brought onsite.

Any person using or storing dangerous goods or hazardous substances on site is to do so in accordance with all information supplied in the relevant MSDS for that substance. This includes Tenants and Contractors who will be responsible for maintaining their own Hazardous Substance and Dangerous Goods Register, and obtaining MSDS for all dangerous goods and hazardous substances stored in the area under the management and control of the tenant.

MSDS will be retained at the point of use under the management and control of the tenant, copies of the MSDS, and Hazardous Substance and Dangerous Goods Register will be forwarded to the OHS department for assessment of potential impact on the STV site.

All containers that hold dangerous goods or hazardous substances must be appropriately labelled such that the substance is clearly identified, basic health and safety information is provided and the label is not removed, defaced or altered.

Storing dangerous goods or hazardous substances in used drink bottles etc is prohibited.

All chemicals -hazardous substances and dangerous goods, currently in use or stored in workplaces under the management and control of St Vincent's, or proposed to be introduced into a St Vincent's

workplace shall be listed by the Department Manager and forwarded to the OHS Team to upload onto the Chem Gold Chemicals Management system. This information will form the STV Chemicals Management Register. All of these chemicals are the subject of a risk assessment.

Material Safety Data Sheet's (MSDS) for all Hazardous Substances and Dangerous Goods used in the workplace can be obtained from the Chem Gold Data base by Department Heads or competent management delegate. The MSDS will be stored in the departments at point of use.

Housekeeping

All work areas are to be kept clear of accumulated scrap or rubbish at all times. All Biological waste must be disposed of in receptacles provided for medical waste.

Oil and water leaks are to be reported and absorbent material used to remove the leaked fluid.

No unreasonable collection of combustible material should be allowed to accumulate in any area.

Nothing is to be stored in any area marked by painting on the floor.

Manual Handling

Any person who assesses that a load they are required to lift or otherwise move is either too heavy or too awkward for them to move is to seek assistance from other persons. Any person asked for such assistance is to co-operate as far as practicable with this request. Any task that is believed by any person to be a manual-handling hazard is to be reported to the Supervisor or Manager so that a risk assessment can be undertaken in accordance with our system.

Patient Manual Handling Assessments will be conducted as per Move Smart policies, in consultation with the MoveSmart Co-ordinator, and Move Smart training.

Tenants will ensure that they comply with all OHS legislative requirements in locations under their management and control.

Signs

All persons must comply with the requirements of any safety signs on all St Vincent's sites.

The wilful defacing of any sign is an offence.

Damage to any safety sign is to be reported without delay to the area supervisor.

Smoking

A non-smoking policy applies inside any St Vincent's facility and within the boundaries of any St Vincent's facility, and extends to all St Vincent's owned motor vehicles and enclosed equipment. There are no designated areas for smoking at St Vincent's. The only exception will be for some categories of patients in agreed designated areas. All other St Vincent's staff, visitors, casual and agency staff and contractors may not smoke in these areas.

Smoking is allowed only in designated outdoor locations for certain patients. These smokers are expected to dispose of cigarette butts and ashes in designated containers and to take smoking breaks at regularly scheduled break times.

Failure to comply with the smoking policy will result in the privileges being removed.

Step Ladder Use

Where access to high shelves or tops of cupboards in the office or any other area is required, persons are not to use chairs but are to use the small stepladders provided. They are not to stand on the very top step and high-heeled shoes are to be removed before using a stepladder.

Traffic Precautions

Trucks loading and unloading material, must report to the loading dock. Any trucks with a trailer height above or below the level of the loading dock platform (making it difficult to unload and load) are to be sent away.

Breaches of Safety Rules

Any breach of the site or legal safety requirements may, after investigation, result in the offending person being subject to the St Vincent's disciplinary procedures. These procedures are as follows:

- For a first warning, the person will be verbally warned and retrained and a note will be made of this on their personal file.
- For the second warning, the person will receive a written warning, a copy of which will be placed on their personal file.

- For a third warning they will receive a final warning that any further breach will result in summary termination of employment.

In some cases, where the breach is deliberate and creates a situation of high risk to other persons, then summary dismissal, when the full circumstances of the case are taken into account, may result.

In the case of contractors and tenants breaching safety requirements, contracts and agreements may be terminated and the contractor/tenant asked to leave the STV site.