

Business plan on ohs report

[Literature](#), [Russian Literature](#)



1.

Report Introduction

A great variety of jobs are undertaken in healthcare facilities. Workers in such settings face immense hazards. It is vital that workers are free from hazards that may hinder their optimum excellence at work. Under Australian law, OHS require that employers in the medical field have well-written and proactive health and safety plan that comprises of an effective mechanism that hears and responds to the concerns of the workers. Section 8 (1) of the Occupational Health and Safety Act 2000 state that an “ an employer must ensure that health safety and welfare at work of all the employees of the employer” (OHS Act 2000). While the legal requirement bestows the role of provision of work safety on the employer, the employee must also take considerable caution to ensure that the workers are safe and free from harm at work.

I currently work for a hospital in the city of Melbourne in Victoria. In the process of work, workers in the hospital interact with citizens, sometimes injuries occur that harm workers and citizens. The OHS issue in the line of duty that I work with is the conglomeration of different aspects that include physical harms, machine break down, chemical problems, pollution issues, noise, and other non-terrestrial accidents such as animal harm, radiation, and psychological problems. Underscoring the health and safety profession is the fact that there is no single occupational and safety regulation that provides answers to every safety problem at work. Still, it is imperative that every employer takes the necessary precaution against any form of harm. The hospitals I work with do not have assigned OHS committee. Instead, the

OHS representatives are managers appointed to monitor the implementation and of OHS requirements. The hospital lack proper work groups and do not carry employee consultation.

2.

Identification of Hazards, Assessments, and Control Risks

i. Aspects of OHS

Working in hospitals is a high-risk activity. Ensuring the safety of persons working hospitals is vital. Systems of work must ensure limited risks with patients or hospital equipments. Safe work method statements can assist in ensuring the safety of workers. The Code of Practice no. 19 (1995) provides a details account of legislation required for ensuring the safety. The requirements are based on the Occupational Health and Safety Communication's Regulations. The standards for the medical profession require that practitioners must hold a certificate of competency. It is the task of the managers to ensure that individuals moving hospital machines are competent to handle the machines. The individual's supervisor must undergo training before using the machines. Occupational Health and Safety Communication Regulations require employers to go through the document for the sake of having an understanding of their responsibilities. The Department of Health and Community Service requires that designers of mobile plants identify all the hazards associated with the use of the plant during the design and the subsequent use of the plant.

The Hospital I work with uses the Occupational Health and Safety Act (2004) as a preamble for assessing the risk at the work place. The Victorian Occupational Health and Safety Regulation provide the backbone for the

development of Risk assessment plan. Although the OHS (2004) points that effective consultation between workers and employers is essential for effective risk management, the hospital that I work with do not fully adhere to this requirement.

ii.

Risk Identification Process

Possible hazards associated with working in the health facility are immense. The hazards may accrue from activities such as generations of hazardous conditions from pressurized content, electricity, radiation, malfunction, and friction, medicine, and even from bacteria. Other times, hazards may accrue from the failure of the plant that leads to loss of content, loss of load or unintended ejection. Australian regulations (2007) require manufacturers to report the hazardous situations associated with the equipment that they produce. The identification of risk is a process that involves:

1. Identifying the injury and its health implications as well as the causes and causal practices
2. Evaluating the severity of the accident is a process that includes an extensive analysis of work procedure, damage to property, and any liability to the public
3. Means of providing advice to the affected individuals to prevent further occurrences of accidents. This part also requires that the regulations are articulated to other workers by professionals
4. Develop a counter plan that involves an accident prevention mechanism and procedure
5. Incorporate important safety and health requirements while contracting

specifications

6. Communicating accidents and loss to the authorities.

7. Measuring and evaluation the loss

The risk identification process in the hospital is wanting. Even though nurses and doctors have complained numerous times of patient violence is increasingly becoming a hazard, the OHS department has taken very little notice of the problem.

Systems of Risk Assessment

The hospital applies the use of Risk Assessment Matrix that aids in reporting hazards and adjusting the environment to facilitate any changes. The Risk Assessment Matrix is simple and easy to use. It employs six processes that include:

1. Identification of task and procedures

2. Ranking tasks and procedures according to criticality.

3. Determining recovery time span of sustaining critical functions and processes.

4. Identification of things that affect each critical business function and process.

5. Determine the vulnerability of each critical function and process.

It is imperative to realize that some risks pose greater dangers than others do. In addition, the frequency and duration of exposure affect the risk. Risk assessment involves covering the chances of the risk happening and the

severity of injury or illness that accrues from exposure to the risk. These include aspects such as:

- **Harm caused by the exposure to the risk**

- Number of people harmed by and the frequency

- Capability and the experience of the people harmed

- Environmental factors involved in the risk occurrence

Risk control involves assessing the potential of risk occurrence by monitoring the risk associated and the hazard control mechanism. Controlling risks involves providing information available about the hazard, reporting injury when it occurs, and adjusting the work system to cater for any environmental changes. While considerable effort has been made on this front, a lot still needs to be done to ensure accuracy.

Audits

Audits are means that a company can assess the effectiveness of their OHS system. A good audit of the OHS requirements measures the most vital components of the regulations. If there are loopholes, it provided a mechanism that is usable in correcting the deficit. An effective audit looks for the following:

1. Ensures that there are reduced injuries and health issues
2. There is limited loss of work time arising from injuries

3. Measures the organization's readiness to work and care for the employees
4. Proposes the inclusion of work materials that increase safety
5. Aspires for increased workers satisfaction

While it is possible for an organization with a sound OHS mechanism to meet the regulations without an auditor, the auditor brings benefits that accrue from an independent observer. First, being an outsider, the auditor has a critical eye that members cannot see. My organization has not used an auditor because the managers believe that using auditors is expensive and tasking.

Site Walkabouts

Site walkabouts provide powerful ways that senior employees can increase visibility and create a bond between junior workers and senior management. Best Practices require leaders that want to make a favourable impression. Managers must be willing to meet the junior employers at a personal level in their places of work. This way, the workers feel appreciated. In my organization, the high level of interaction between junior workers and senior management is thwarted by a busy schedule and extensive protocol order.

Statistical Data

In the organization, I work for, work related injuries are evaluated and managed by OHS. The organization does not release the records of injuries to the public or any organization except those stipulated by the Australian authorities. However, statistical records show that all patients who have had work injuries received compensation appropriately.

Consultative Records

OHS consultative records include although they are not limited to copies of forms, risk assessment, and other details regarding OHS management records. The records also comprises of documentation that show data, external audit reports and agreement signed by work groups. The firm has limited consultative records because it rarely happens. Most of the decisions in the farm are made from the top, and the junior just follow.

System for Assessment

I work for an organization that do not use internal or external audits to assess OHS competency, the company uses experienced OHS managers to assess OHS regulations. The OHS managers are experienced personnel who have been involved with competency for over years. The managers make sure that employees follow the regulation as stipulated. However, there has been a lack of innovation due to the old-fashioned approach used by the OHS representatives in the organization.

Risk Assessment

Risks are classified into high risk, moderate risk and low risk. High risks occur when there are multiple hazards present in significant proportions of the work place. These includes risks such as bacteria or close contact with patients. Moderate risk occur when there is only one risk hazard present while low risk occur when there is the absence of hazards.

System for Hazard Control

Improving a work process is not limited to developing following OHS rules. A firm should be constantly assessing itself to provide an opportunity for

improving all the dimensions of the business. Risk performance thus becomes a crucial aspect of measuring how a firm is doing in respect to improving its performance. Metrics becomes the cornerstone of measuring the level of progress. A company needs to identify its needs in order to provide a clear and well-developed strategy to be able to measure performance. Standardization of performance bases on three objects that include strategic goals, objectives, and metrics. Setting up goals is the first step in measuring performance. The company can then measure how far it has made progress depending on the number of goals achieved.

The law requires employers to provide training to all employees, including supervisors so that they can perform tasks without risks without threat to their health. In addition to the provision of relevant work tasks, employers must inform workers of aspects such as:

Duties of employers in times of emergencies as stipulated by OHS

Signage

Emergency procedure and terms

Communication and risk management requires that users are informed of the legislations that apply while using the equipment. Employers must inform workers of the best way to use equipment in different environments.

iii.

Risk, Hazards, and Communication

Occupational Health and Safety regulations 2007 documents that the Health and Environmental Monitoring can be performed by OHS professionals. The

professionals provide information and technical advice about potential health hazard. OHS can determine if a given substance is hazardous or not. If the substance is hazardous, OHS can determine the best way to handle the situation. Environmental monitor's measures hazards present in the work place such as the presence of chemicals and the extent upon which personal safety is in jeopardy. Because of the absence of effective communication, work groups and consultation, limited progress has occurred on this front.

3.

Role of Supervisor

The law requires employers to provide training to all employees, including supervisors so that they can perform tasks without risks without threat to their health. Employers must inform workers of aspects such as:

Duties of employers in times of emergencies as stipulated by OHS

Signage

Emergency procedure and terms

Communication and risk management requires that workers be informed of the legislation that apply in their profession. Workers must be informed of best ways of using equipments in varying environments to avoid environmental hazards. If a hazard is identified under regulation 302 of Code of Practice – (No. 19) – reports that

Plant, a designer must ensure that an assessment is made to determine whether there is any risk associated with the hazard. (2) (1) The designer must ensure that the risk assessment does not compromise regulations – (a) Any risk factors associated with the use of the plant and, so far as is

practicable, risk factors associated with the use of the plant that is specific to the workplace in which the plant is to be used.

(b) The range of environmental and operational conditions in which the plant is intended to be used.

(c) Any ergonomic considerations in relation to people who may use the plant. (3) If the design of the plant is required to be notified in accordance with regulation 1001 and a risk assessment has been conducted under sub-regulation.

Assignment Number 2

Introduction:

I am presenting this report to recommend procedures that can reduce the occurrence of injuries for workers in medical facilities. This report is a response to the to the OHS report that identified deficiencies in the OHS implementation at the hospital where I work. I discovered that while so much progress has been made in risk management based on the research.

However, several areas especially in the areas of communication, consultation and development of work groups still need work. The purpose of this report is to provide guidance not only for my organization but also for all stakeholders in the healthcare facilities, in the state of Victoria.

I am hoping that the report will provide a concise and detailed analysis of how to implement OHS requirement for the benefit of the company. The risk management program advocated should be coherent and sound. It must be in accordance with the Victorian and OHS laws. The following must be given critical attention:

Methods of training and communication with workers for preventing hazards

Ways of developing conduct and evaluation drills that assists workers for response of hazards

Importance of teamwork and consultation

Relevance of mentors in facilitating effective implementation of work safety practices.

I believe that this report will be helpful to the company and should be treated with the utmost respect it deserves. I reckon that the document will not be a panacea to work injuries and hazards in the hospital. However, the ideas presented will play a great role in alleviating injuries and improve work safety.

Methods of Training: Mentoring

Medical and healthcare provision is a high-risk field. Injuries in the healthcare and aged care sector occur out of hazards such as patient handling or major occupational issues. It is important for organizations to take the injuries seriously because they can lead to pain and discomfort that may last for a long time. For injuries related to equipments, work safe program has been initiated to improve safety at the work place. Ever though considerable level of improvement has been made in this field, a lot needs to be done.

Highlighted in the document is the primary role that mentors play in ensuring that other employees are safe and unharmed.

Induction for employees

When new employees come, the managers may establish an induction process that creates a support system. The induction process helped the

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new workers to learn the operating system with the support of experienced workers. The induction process enables the new workers to learn the hazards and risk associated with operating equipments before they take full command or running the system. In the same way, induction allows managers to get to know the new workers and test their capability. Induction is an effective way of reducing injuries that occur out of lack of information. Mentoring is not limited to the induction process, mentoring is an important tool that creates synergy and supports the professional development of both the mentor and the mentee. The mentor imparts knowledge and experience to the new worker. Cooper and Wheeler (2007) Five-Phase Mentoring Relationship Model document strategies that an employer can use. The process includes:

1. Explaining the importance of mentoring to each party
2. Defining the principles that govern the mentoring process
3. Planning the mentoring program (this includes goals, resources, expectations and other goals).
4. Development of the relationship based on communication, listening and feedback
5. The Completion of the mentoring process

Principles of Adult Learning

Although facilitating OHS learning is paramount, few professionals have expertise in this front. Conventionally, one way of getting better in education is training others. Adult learning principles are effective in creating necessary working skills. While developing an adult educative program, it is essential to know that adults have considerable experience to bring to the

training room. Training adults is thus distinctive because it requires a substantial deal of patience and respect on the students. In order to develop an effective training program, the following procedures are handy:

1. Apply the use of andragogy. Andragogy refers to the process of letting the class take charge of the activities pertaining to learning. This way, the students become part of the learning process. It also allows time for students to reflect on the concepts taught.
2. While teaching adults, it is necessary for the instructor to minimize lecture presentations. Although lecture presentation is ideal for college students, adults do not respond well because they create boredom that limits their attention.
3. The alternative methods are presenting interactive learning strategies that ensure that the learners are attentive and engaged in the learning program.
4. Motivated the students by encouraging them and highlighting the benefits of training for the career
5. Lighten the moment by reducing tension. Assess the impact of lessons by small tests, group discussions and personal opinions

Organization of the Job Training

Informal learning like workplaces are perhaps the most optimal place for the development of vocational skills. This is because work setting learning's are close to the work environments that facilitate the transfer of information while relating it to work. The organization of the adult learning can be constructed in a manner that allows the teacher to be a mentor or a professional that merely provides guidelines for the new worker. Similarly,

work programs can be adjusted to create a place for the lessons to be conducted at work. Training enables employers to become aware of the companies goals and aspirations. OHS regulations require that workers are educated on their rights and other best practices that maximize safety.

Organization Report Mechanism

Report on training can be done using the following:

1. Company reports
2. Audit reports
3. Employee surveys
4. Feedback from statistics on injury after the training

Consultation

The Australian law provides a legal framework that makes it a requirement for consultation between employees and employers in issues related to work. The OHS Consultation Code of 2001 has information on how to develop, maintain, and review effective consultation. Complying with the legal requirements of consultation requires employers to do.

1. Ensure that there are established arrangements on consultation on OHS issues.
2. Document and publicize the outcome of OHS consultations.
3. Resolve any issues that may cause injury to workers
4. Establish an OHS committee at work
5. Making sure that the workgroup established takes into account the diversity such as gender, race, and age.

Risk Management Principles

OHS has the ability to determine if a given substance is hazardous or not. If the substance is hazardous, OHS can determine the best way to handle the situation. Environmental monitor's measures hazards present in the work place such as the presence of chemicals and the extent upon which personal safety is in jeopardy.

OHS Risk Management is a tool that demonstrates the best practices in risk management. The first aspect of the document highlights the need to have a vision statement that expresses the organization's goal of having a specific work environment. This will be followed by recognition of the highlighted values. The management must do the following to realize visions:

1. Define roles and responsibilities
2. Have adequate human resources for the project
3. Provide timely and regular updates on risk management

Organizational reporting mechanisms

The company uses a computer risk mechanism. The computer based risk reporting determines the hazard by rating hazards on a timetable that evaluates the likelihood and the consequence of the risk. In this method, the computer rates the risk in five point degree that starts from 1 and ends at five. In the category, risks are categorized from almost certain, likely, possible, unlikely and rare. The consequences are listed from insignificant to catastrophic. This method enables the organization to respond according to the nature of risk and to assess the rate of frequency and consequences pertaining to all kinds of risks. The organization employs the use of risk

control method that allows hazards that have higher risk to receive priority so that adequate resources can be allocated to control those particular risks. The risks are controls by employing the authorities qualified to handle the risk at the point where they occur.

Deficits of the OHS Training Program

The adult training program is not well developed

The company do not practice mentoring

The OHS officials are not a committee, there is lack of work groups and consultation within the committee and the extended organization

Auditing is carried out internally, there should be external auditors to asses OHS competency.

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