

Safe and aware workplace culture



A safe culture depends upon:

- organisational commitment and continuous reinforcement by example
- management awareness of legal responsibilities
- policies and procedures that:
 - clearly outline safe practices
 - are met with compliance
 - remind and reinforce safe practice
 - support a fair and respectful workplace
- procedures to identify, assess, eliminate and/ or control hazards and risks before they occur
- effective consultation between staff and management
- OH&S induction and ongoing training for management and staff in:
 - policies and procedures
 - risk identification and assessment
 - responding to difficult and challenging behaviours
 - first aid skills
- the line between acceptable and unacceptable behaviour being clearly drawn and understood
- safe workplace expectations being clearly defined and communicated to staff, clients, partners, consumers, carers, families, friends and the community.

A safe and aware workplace culture:

- ensures policies and procedures are implemented that cover staff safety and OH&S regulations
- makes sure there is management concern, care, cooperation and responsibility, and that staff are treated fairly and with respect
- is risk aware – so staff recognise and report potential hazards
- has effective and clear communication and consultation about OH&S issues and corrective action
- promotes open discussion about risk and its consequences with all stakeholders
- encourages staff to raise issues and be involved in creating and maintaining a safe work environment
- ensures all management and staff are aware of roles and responsibilities
- makes sure staff are properly briefed for home visits and updated on any changes to assessments.

Good OH&S organisations have:

- an OH&S officer or someone with designated responsibility for OH&S and/or OH&S consultation practices (*depending on size of organisation*)
- OH&S reporting procedures and follow up
- an OH&S item at regular staff meetings.

Note: All material presented here is for guidance purposes only. See your organisation's policies and procedures on these issues.