

Quality review and OH&S



Regular review of policies and procedures is an important part of maintaining best practice OH&S.

How organisations can improve practices:

- Establish processes to review policies, procedures and practices e.g.
 - risk management plans
 - staff training and induction
 - feedback and appraisals for management and staff
 - OH&S reports
 - critical incident reports
 - consumer feedback.
- Employ effective and transparent review systems such as:
 - check-lists
 - inspections and audits
 - consultations.
- Follow through, implement and monitor actions resulting from review processes with staff involvement.
- Take into account both physical and psychological health and safety.
- Ensure staff look after themselves and others, cooperate with management, follow processes and procedures and report incidents and hazards.
- Ensure management and staff understand their responsibilities for maintaining a safe workplace.
- Ensure all documents comply with OH&S legislation requirements and codes of practice including:
 - OHS Act 2000
 - WorkCover Code of Practice.
- Carry out ongoing review to ensure management and staff are fully trained and complying with:
 - OH&S legislation and responsibilities
 - organisational standards.
- Carry out ongoing review of OH&S procedures or committee to assess operational effectiveness and that requirements are being met.
- Review and upgrade equipment including:
 - first aid kit
 - home-visiting items such as mobile phones
 - fire equipment.
- Review vehicle safety and suitability.