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Disability and Aged Care WHS Management Plan

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Purpose and Scope

This Disability and Aged Care WHS Management Plan sets out how [Company Name] will manage work health and safety risks associated with delivering disability and aged care supports and services. It is designed to ensure the health, safety and welfare of workers, clients, visitors, contractors, volunteers and others who may be affected by our activities.

This plan applies to all:

- Residential aged care facilities
- Disability accommodation and supported independent living (SIL)
- Community and in-home care services
- Day programs, respite services and centre-based activities
- Office locations, administration areas and shared workspaces
- Off-site and outreach services, including transport of clients

The plan aligns with relevant Work Health and Safety (WHS) legislation, regulations, Codes of Practice and industry standards applicable in Australian jurisdictions.

Objectives

The objectives of this WHS Management Plan are to:

- Provide a clear framework for systematically managing WHS risks
- Demonstrate due diligence and WHS compliance
- Prevent work-related injury, illness and psychological harm
- Ensure safe delivery of personal care, clinical and behavioural supports
- Protect vulnerable clients, including older persons and people with disability
- Promote a culture of safety, consultation and continuous improvement

WHS Governance and Responsibilities

Officers (e.g. Board Members, Executive Team)

Officers of [Company Name] must exercise due diligence to ensure the organisation complies with its WHS duties. This includes taking reasonable steps to:

- Acquire and keep up-to-date knowledge of WHS matters relevant to disability and aged care
- Understand the operations and associated hazards and risks (e.g. manual handling of clients, infection control, occupational violence and aggression)
- Ensure appropriate resources and processes are available to eliminate or minimise WHS risks
- Ensure processes are in place for receiving, considering and responding to WHS information

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- Verify that WHS processes and controls are implemented and effective

Managers and Supervisors

Managers and supervisors are responsible for implementing this WHS Management Plan in their areas of control. This includes:

- Ensuring workers understand and follow WHS policies, procedures and safe work practices
- Identifying hazards and managing risks in consultation with workers
- Providing appropriate induction, training, supervision and competency assessments
- Ensuring incidents and near misses are reported, investigated and corrective actions completed
- Monitoring workloads, staffing levels and rostering to prevent fatigue and psychosocial risks
- Ensuring contractors, agency staff and students comply with WHS requirements

Workers (including Employees, Agency Staff and Volunteers)

All workers have a duty to take reasonable care for their own health and safety and that of others. Workers must:

- Follow reasonable instructions, WHS policies, procedures and safe work instructions
- Use equipment, personal protective equipment (PPE) and aids correctly and safely
- Report hazards, incidents, injuries, illnesses and near misses promptly
- Participate in WHS consultation, training and safety meetings
- Not intentionally or recklessly interfere with or misuse anything provided for WHS

Health and Safety Representatives (HSRs) and Committees

Where elected, Health and Safety Representatives (HSRs) play a key role in representing workers on WHS matters. [Company Name] will:

- Support the election of HSRs and formation of work groups where requested
- Provide HSRs with access to training, information and resources
- Consult with HSRs on WHS matters, including changes to work practices and environments

Where a WHS Committee is established, it will:

- Meet regularly to review WHS performance and issues
- Facilitate cooperation between management and workers on WHS

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- Monitor the implementation of this WHS Management Plan

WHS Consultation and Communication

Consultation Arrangements

[Company Name] is committed to genuine consultation with workers on WHS matters, including:

- Identifying hazards and assessing risks
- Making decisions about ways to eliminate or minimise risks
- Proposing changes that may affect WHS (e.g. new client equipment, new service models)
- Developing or reviewing WHS policies, procedures and safe work practices

Consultation will occur through:

- Toolbox talks and shift handovers
- Team meetings and case conferences
- WHS Committee meetings
- Direct discussions with HSRs
- Surveys and feedback forms

Communication Methods

WHS information will be communicated using:

- Induction programs and regular training sessions
- Noticeboards and digital displays in facilities and offices
- Email updates and intranet posts
- Client and family/carer information where relevant to shared safety responsibilities

Workers are encouraged to raise WHS concerns at any time without fear of reprisal.

Hazard Identification and Risk Management

Risk Management Process

[Company Name] uses a systematic risk management process:

1. Identify hazards
2. Assess risks (likelihood and consequence)
3. Control risks following the hierarchy of control
4. Review and monitor controls for effectiveness

This process applies to all disability and aged care activities, including personal care, clinical care, behaviour support, social activities, transport and domestic tasks.

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