

# Aussie Locums

## WHS Policy

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### 1. Objective

We believe that every individual has a right to a safe and healthy working atmosphere. At Aussie Locums, our comprehensive policy integrates our various WHS practices, ensuring alignment with WHS legislation and guidance material.

### 2. Scope

All persons affiliated with Aussie Locums—including operational employees, contractors, on-hire workers, and representatives—are governed by this policy, regardless of their work location.

### 3. Primary WHS Policy Statement

Aussie Locums commits to:

- I. Conducting regular evaluations and updates of potential workplace hazards.
- II. Providing necessary training, resources, and support to boost workplace health and safety.
- III. Engaging actively in consultation with employees, encouraging their involvement in health and safety decisions and eliciting feedback.
- IV. Cooperating and coordinating with entities with whom we share a health and safety duty to ensure aligned objectives and thorough health and safety coverage.
- V. Swiftly addressing and rectifying any WHS-related incidents.
- VI. Complying fully with all WHS laws and standards.

### 4. Responsibilities and Accountabilities:

- I. Aussie Locums' management oversees policy implementation and monitoring.
- II. All employees must adhere to this policy and raise any WHS concerns promptly.
- III. On-hire staff are bound by WHS guidelines set by both Aussie Locums and their respective organisations.

### 5. Mental Health Protection and Support:

- I. Fostering a culture that champions the mental wellbeing of all associated staff.
- II. Offering educational resources and support to manage work-induced stress and mental challenges.
- III. Ensuring confidential assistance for those facing mental health challenges.

### 6. Fatigue Management:

Work-related fatigue is the result of extended, excessive, or poorly timed work activities. Our policy stresses the importance of strategic work scheduling, regular rest periods, and raising awareness among staff about the dangers and early signs of exhaustion to promote safety, efficiency, and overall wellness.

### 7. Aggression and Violence Deterrence:

Work-related aggression and violence entail actions, behaviours, or threats that jeopardise staff safety, stemming from work tasks or the workplace environment. We're dedicated to preventing such incidents through:

- i. Cultivating a respectful and secure workplace.
- ii. Maintaining proper communication avenues.
- iii. Informing all staff of risks and protocols to report and tackle aggressive or violent behaviours.

#### **8. Bullying, Sexual Harassment, and Discrimination:**

Our workplace stringently prohibits bullying, sexual harassment, and discrimination. We're committed to:

- I. Promoting an inclusive, respectful environment.
- II. Providing clear reporting mechanisms and mandatory training to identify and prevent inappropriate behaviours.
- III. Ensuring all staff are aware of their rights, potential consequences, and procedures to address incidents in a timely and confidential manner.

#### **9. Protocols for Working Alone:**

Working alone can introduce specific risks due to the absence of immediate support. Recognising these challenges, our policy aims to:

- I. Safeguard those working alone through regular check-ins and immediate access to assistance.
- II. Equip them with the tools to handle potential issues independently.
- III. Ensure every worker working alone is informed about these protocols, risks, and procedures for assistance.

#### **10. Balanced Job Requirements:**

It's essential that job requirements respect the physical, mental, and emotional wellbeing of every individual. By reviewing job roles, gathering feedback, and tailoring duties based on individual capacities, we strive for a workspace where productivity aligns with personal wellbeing.

#### **11. Alcohol and Substance Use:**

Aussie Locums advocates for a workplace free from alcohol and drug influence. We prioritise:

- I. Raising awareness about substance-related risks.
- II. Offering non-judgmental support for those in need.
- III. Emphasising individual accountability for policy adherence.

#### **12. Addressing Trauma and Secondary Trauma:**

Recognising the deep effects of direct and vicarious trauma, our policy focuses on:

- I. Identifying and addressing these experiences.
- II. Providing information, discussions, and confidential counselling.

#### **13. Safe and Secure Accommodation:**

Aussie Locums is committed to conducting relevant checks to ensure any provided or arranged accommodation is safe and secure for our staff.

#### **14. Consultation:**

Believing in collaborative decision-making, Aussie Locums will:

- I. Actively consult with employees, on-hire workers and stakeholders in WHS discussions.
- II. Organise routine forums to collect feedback and insights.

**15. WHS Issue Resolution:**

We ensure:

- I. Prompt addressing of WHS concerns.
- II. A transparent process for employees and on-hire workers to voice WHS issues, with management for review and resolution.
- III. Both short-term remediation and long-term prevention measures are taken.

**16. Grievance:**

Aussie Locums commits to:

- I. Providing a transparent and impartial grievance process.
- II. Ensuring workers can raise issues without fear of retaliation.
- III. Handling all grievances confidentially, with thorough investigations to guarantee justice.

**17. Incident Reporting and Response:**

Maintaining a safe environment requires vigilance from all our staff. In the unfortunate event of any incidents:

- I. **Reporting:** All staff are obliged to report incidents, no matter how minor they may seem, using our designated reporting system. Early reporting can prevent escalation and aid in swift remediation.
- II. **Response:** Upon receiving an incident report, Aussie Locums will evaluate the situation promptly. Necessary actions will be initiated to address the incident, mitigate risks, and ensure the continued safety and wellbeing of all involved. Our response will be both immediate, to manage the present situation, and strategic, to prevent future occurrences.

**Periodic Review:**

This policy will be reviewed annually or following major incidents to ensure its relevance and effectiveness.

**ISO 9001:2015 REQUIREMENTS**

<b>Clause: 7 Support</b>	9.1.1 General
7.1 Resources	9.2 Internal audit
7.1.1 General	9.3 Management review
7.1.2 People	9.3.1 General
7.1.3 Infrastructure	9.3.2 Management review inputs
7.1.4 Environment for the operation of the processes	9.3.3 Management review outputs
7.4 Communication	
7.5 Documented information	<b>Clause: 10 Improvement</b>
7.5.1 General	10.1 General
7.5.2 Creating and updating	10.2 Nonconformity and corrective action
7.5.3 Control of documented information	10.3 Continual improvement
<b>Clause: 9 Performance evaluation</b>	
9.1 Monitoring, measurement, analysis, and evaluation	