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# Injury Prevention

Some practical suggestions for managers

The *Occupational Health and Safety Act 1991* places a duty on all employers in the Commonwealth jurisdiction to protect the health and safety of their employees at work. As a manager, you must do all that is reasonably practicable to ensure that risks to the health and safety of your staff are eliminated or reduced.

For injury prevention to be effective, managers must show that they are committed to ensuring their workplaces are safe and that they are accountable for this. They should encourage all staff to participate in the management and maintenance of health and safety systems and support staff who have an active role in Occupational Health and Safety (OHS).

## **But how is this practically translated into workplaces?**

### **Be aware, and ensure all your staff are aware, of the formal OHS structures in your organisation**

- What does your organisation's Health and Safety Management Arrangements (HSMAs) say?
- Are they available to all staff?
- Who is the elected Health and Safety Representative for your area?
- Who are your first aid officers and fire wardens?
- Are regular workplace inspections and system audits conducted?
- What is the system for reporting any incidents and accidents?
- Is OHS a part of the induction/orientation process?

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**Ensure all staff are appropriately inducted and trained**

- Are all your staff aware of site safety issues?
- Are your staff who use equipment and machinery properly trained?
- Are workplace assessments carried out for new staff to ensure a correct ergonomic fit?

**Promote OHS in the workplace**

- Is OHS a standing item on your agenda for staff meetings?
- Are all staff encouraged to report incidents and accidents?
- Do you regularly review and assess incident and accident reports?

**If someone is injured - find out how this happened and ensure it doesn't happen again**

- Is a proper investigation carried out following an injury?
- Are causes assessed without apportioning blame or finding fault?
- Are corrective actions taken immediately?
- Is the injured person supported and encouraged to return to work?
- Are trends analysed and action taken to address organisational issues?

***These are just a few practical suggestions for managers to consider that will help to ensure that OHS and injury prevention are given the attention that they require.***

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