



Healthcare Help
www.HH.NET.nz

ACC Levy Discount – Step by step Assessment Guide:

To gain up to 10, 15 or 20% discount on Employee Levies you pay ACC!

This is a FREE audit – ACC fund this.

Six hour audit for a well run Rest Home or Community Service – 1 auditor

Policy	<input type="checkbox"/> Healthcare Help Health & Safety Policy is well tested at audit <input type="checkbox"/> It is robust enough to help gain discount in the ACC discount program <input type="checkbox"/> Must be signed by a Manager & reviewed every 2 years
Objectives	<input type="checkbox"/> Listed in the policy – you may add more <input type="checkbox"/> Reviewed every 3 months at Service Review Meetings
Planning Review Evaluation	<input type="checkbox"/> Fill in ACC Self assessment book <input type="checkbox"/> Use the Annual Review Form & take a look around your Service (DOC 10) <input type="checkbox"/> Understand and live up to legislation relevant to our Service. <input type="checkbox"/> Nominate a person responsible for keeping up with legislative change. <input type="checkbox"/> Managers performance is reviewed annually [form comes with the policy]
Identifying Hazards <i>All Hazards Reviewed at 3 monthly Service Review Meetings</i> <i>Annual Review of Health & Safety Management Systems each February Form in Policy</i>	<input type="checkbox"/> Significant Hazard Register – pictures of what can hurt you badly & how NOT to get hurt [good induction tool]. <input type="checkbox"/> Hazard ID Forms – filled in by staff [at least one per month filed] <input type="checkbox"/> Hazard ID Forms – monthly walk around 2 different people area by area scoping out Hazards signed off <input type="checkbox"/> People leading hazard management have sufficient skill / experience www.HH.onlinetraining www.HH.onlineposters <input type="checkbox"/> Personal Protective equipment is issued and available at all times <input type="checkbox"/> Staff back pain is monitored – see policy for forms
Good Inductions <i>Reviewed at 3 monthly Service Review Meetings</i>	<input type="checkbox"/> Induction & Ongoing Training Resource with Assessments of Knowledge <input type="checkbox"/> Signed by Employee & Trainer <input type="checkbox"/> New employees buddied with more senior staff <input type="checkbox"/> Performance appraisals after 1 st week / 1 st month <input type="checkbox"/> Training Schedule – tracks training / certificates that need updating <input type="checkbox"/> Records of Trainers Skills & Qualifications
Accident & Incident Reporting & Analysis <i>Reviewed at 3 monthly Service Review Meetings</i>	<input type="checkbox"/> Written instructions in policy <input type="checkbox"/> New employees trained – assessment of knowledge filled in / signed <input type="checkbox"/> Employees complete forms – know process / filed <input type="checkbox"/> Reviewed at 3 monthly Service Review Meetings & signed off Stats of employees hurt at work / resident falls / visitor injury [reviewed with focus how can we stop this happening again].

	<input type="checkbox"/> Person Responsible for reporting to OSH – show any reports sent. <input type="checkbox"/> Accident Register kept up to date <input type="checkbox"/> Serious Incidents written up on Serious Incident Forms [this is best way to demonstrate your accident investigations].
Accident Investigation Reviewed at 3 monthly Service Review Meetings	<input type="checkbox"/> Example of an investigation – on Serious Incident Report Form This should have been written up for anyone who got hurt badly AND any near hits [misses]. <input type="checkbox"/> Action taken so can never happen again <input type="checkbox"/> Discussed at Service Review <input type="checkbox"/> Additional training / staff all aware
Employee Participation Called for at 3 monthly Service Review Meetings	<input type="checkbox"/> An agenda item at Service Review [call for employee suggestion] <input type="checkbox"/> Employees attend Service Review Meetings <input type="checkbox"/> We have elected H&S Representatives [Management Reps & Employee Reps denoted by "stars" on our Organisational Chart. <input type="checkbox"/> Employees attend Health & Safety Training <input type="checkbox"/> Employees have filled in Survey (Questionnaire 1)
Emergency Planning Reviewed at 3 monthly Service Review Meetings	<input type="checkbox"/> Emergency Planning in Policy <input type="checkbox"/> Approved and up to date Fire Scheme <input type="checkbox"/> Fire Warden Training offered to all employees 6 monthly <input type="checkbox"/> Fire Warden is the senior person on duty <input type="checkbox"/> Drills / emergency evacuation procedures conducted 6 monthly as per the Fire Emergency Plan – signed records of drills. <input type="checkbox"/> Reviewed at 3 monthly Service Review Meetings
Subcontractors Reviewed at 3 monthly Service Review Meetings	<input type="checkbox"/> Signed inductions as appropriate – use Significant Hazard Register <input type="checkbox"/> Contractors fill in a Health & Safety Self Assessment Form <input type="checkbox"/> Contractors are reviewed annually per their Health & Safety 7 Work performance – signed as approved. NB: It is possible to have no contractors where all workers are employees NB: Contractors for small one off jobs need only be supervised while on site
Employee Interview	<input type="checkbox"/> What is a hazard <input type="checkbox"/> What is a Significant Hazard <input type="checkbox"/> Who are your Health & Safety Representatives <input type="checkbox"/> What do you do if you have a good H&S idea at work <input type="checkbox"/> What do you do if you are injured at work? <input type="checkbox"/> More.....