Work Health and Safety information for Australian Medical Placements Doctors

AMP is committed to ensuring all work activity is done safely and commits to continuously improving work health and safety by addressing hazards and reviewing outcomes.

Doctors must be aware for their safety and the safety of others in the workplace. It is the responsibility of the candidate to familiarise themselves with the WHS documents and procedures in each workplace.

Workplace health and safety

It is a requirement that all AMP doctors:

- Familiarise themselves with the WHS documents and procedures at each workplace before commencing their shift including but not exclusive to:
    - Emergency procedures
    - The facility's WHS contacts as well as emergency contacts (police, fire department etc.)
    - Emergency exits and evacuation routes
    - Safe working and operating procedures
- Follow all occupational health and safety policies and safe working procedures including PPE requirements and COVID safe practices.
- Take reasonable care for the health and safety of people in the workplace and who may be affected by anything that they do or fail to do
- Cooperate with the Health Service to comply with WHS legislative requirements including reporting workplace hazards when they become aware of them
- Never intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare (eg personal protective equipment such as safety glasses, gloves etc).

Injury management

It is a requirement that all AMP doctors:

- Take care and cooperate with the Health Service to prevent work related injuries to themselves and others
- In the event of an injury, register the injury in the *Register of Injuries* at the Health Service and with Australian Medical Placements and, if appropriate, seek first aid or medical attention.

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313 Payneham Road, Royston Park SA 5070

Meal Breaks

Australian Medical Placements aims to provide a safe workplace for all those providing services through AMP. As part of Workplace Health and Safety we ensure that doctors take breaks as recommended by SafeWorkSA and confirmed in the Medical Officer Award 2013 –

SA HEALTH SALARIED MEDICAL OFFICERS ENTERPRISE AGREEMENT 2013

66. MEAL BREAKS

66.1 Except in the circumstances described in 66.2, a MPG employee must not be required to work more than 6 hours without a meal break of half an hour.

66.2 The provisions of 66.1 do not apply in the case of emergencies or where the requirement to facilitate continuity of patient care results in the need for the MPG employee to continue active duty.

If the conditions of 66.2 occur your time sheet must to be signed by the consultant to indicate this.

Safe working hours

SA HEALTH SALARIED MEDICAL OFFICERS ENTERPRISE AGREEMENT 2013

25. HOURS FREE OF DUTY

25.1 A Consultant must have at least 8 consecutive hours off duty between the termination of required duty on one day and the commencement of required duty on the next day (required duty includes recall and immediate recall duty). If such Consultants do not have at least 8 consecutive hours off duty, they must be released after completion of required duty until they have 8 consecutive hours off duty without loss of pay for required duty occurring during such absence.

Working shifts can affect your ability to rest and recover. It is important to make sure you feel safe to undertake your role. It is important to have a clear 8 hour break between work shifts.

52. HOURS OF DUTY

- Must not be rostered to work any time in excess of 12 hours per shift (exclusive of meal breaks)
- Must not be rostered to work any time in excess of 68 hours in any one week
- Must not be rostered to work any time in excess of 272 hours in any four week cycle
- Must have 4 days (each of 24 hours duration) free from duty in each 28 day cycle
- Must have 1 weekend free of duty in each 28 day cycle

Avoiding driver fatigue when travelling to and from placements

Drowsy driving is suspected to be a primary cause in more than 20% of road fatalities. Fatigue is a likely factor in almost one third of single-vehicle crashes in rural areas.

Many people think fatigue is only a problem for long-distance drivers, however it is just as relevant for short-distance drives.

Symptoms of fatigue

Fatigue is easy to detect, with symptoms including:

- yawning
- sore or heavy eyes
- slower reaction times
- finding you're daydreaming and not concentrating on your driving
- driving speed creeps up or down
- impatience
- impaired driving performance such as poor gear changes
- stiffness and cramps
- loss of motivation

How fatigue affects your driving

Fatigue has a huge impact on your driving and can affect your ability to drive safely, similar to the effect of drink driving.

Driving while tired or fatigued can result in:

- slower reaction times
- lack of concentration – errors in calculating speed and distance are common
- reduced vigilance and poor judgement
- nodding off – even for a few seconds can result in dire consequences

How to beat driver fatigue

The only way to address fatigue is by sleeping. Follow these guidelines to prevent fatigue:

- get a good night's sleep before heading off on a long trip
- don't travel for more than eight to ten hours a day
- take regular breaks – at least every two hours
- take a 15 minute powernap if you feel yourself becoming drowsy
-

Manual handling – assessing the risks

The next step is to assess which factors are contributing to the risk of injury.

Typical risk factors that can increase the risk of injury include:

- **type of work** – working in a fixed posture for a prolonged period of time
- **layout of the workspace** – a cramped or poorly designed workspace can force people to assume awkward postures, such as bending or twisting
- **weight of an object** – a heavy load may be difficult to lift and carry
- **location of an object** – heavy objects that have to be lifted awkwardly, for example above shoulder height or from below knee level
- **duration and frequency** – increasing the number of times an object is handled or the length of time for which it is handled
- **condition of an object** – more effort may be required to manipulate badly designed or poorly maintained equipment
- **awkward loads** – loads that are difficult to grasp, slippery or an awkward shape

Reducing or eliminating manual handling risks

After identifying workplace hazards you can do several things to control the risk of manual handling injuries. These tips can help reduce injury at home as well as at work.

Safety suggestions include:

- **change the task** – ask 'Does this task need to be carried out? If so, does it have to be done this way?'
- **change the workspace** – for example, make sure work benches are at optimum heights to limit bending or stretching
- **change the environmental conditions** – including heat, cold and vibration
- **use manual handling aids** – if you're unfamiliar ask your supervisor
- **change the nature of the work** – for example be sure to take your breaks & chance sto do different tasks

Manual handling – protecting your back

The back is particularly vulnerable to manual handling injuries. Safety suggestions include controlling risk factors in the workplace, in addition to personal controls:

- Lift and carry heavy loads correctly by keeping the load close to the body and lifting with the thigh muscles.
- Never attempt to lift or carry loads if you think they are too heavy.
- Pushing a load (using your body weight to assist) will be less stressful on your body than pulling a load.
- Use mechanical aids or get help to lift or carry a heavy load whenever possible.
- Organise the work area to reduce the amount of bending, twisting and stretching required.
- Take frequent breaks.
- Improve your fitness – exercise regularly to strengthen muscles and ligaments, and reduce excess body fat.
- Warm up cold muscles with gentle stretches before engaging in any manual work.

Professional advice about manual handling

Further advice and training on Manual Handling can be found on the SafeworkSA website.

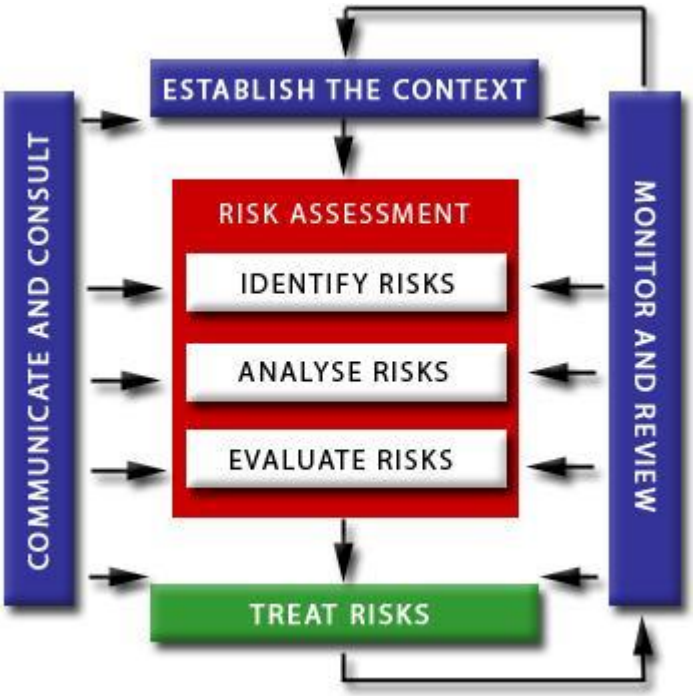
Identifying workplace hazards

Some factors in the workplace may increase the risk of an injury occurring. These hazards can be identified in different ways:

- Walk through the workplace and look for potential hazards.
- Talk over risk factors with workers and supervisors
- Check through injury records to help pinpoint recurring problems.
- Regularly monitor and update risk identification.

Should you identify a potential risk you should immediately report it to your supervisor as well as your contact at AMP.

Risk should be assessed via the following diagram:



Incident Reporting

It is your responsibility to report any safety concerns you may have. Report directly to the hospital or facility any concerns as well as AMP so that these can be documented and followed up.

It is your responsibility to report any incidents and accidents to the hospital as per the individual hospital policy as well as AMP where appropriate. Incident report forms are available from your consultant

Hazard Reporting Procedure

Australian Medical Placements is committed to working with employees to identify hazards and minimise risks of injury and illness from those hazards. Management will proactively encourage workers to identify, solve and report hazards.

All WHS hazards, near miss incidents or incidents must be recorded and reported to the WHS rep and/ or Management at AMP

Step 1.

If possible fix the hazard immediately and safely and inform the WHS representative and/or your supervisor at your workplace

If the hazard resulted in an incident then an incident report form will need to be completed. These are available from your AMP consultant.

Step 2.

Complete a hazard report form available from your AMP consultant if the hazard cannot be immediately eliminated.

If it is safe to do so you may return to work.

Step 3

Contact your AMP consultant and report the hazard and/or incident and return the forms within 24 hours.

The consultant in conjunction with Management will evaluate the hazard, the risk and corrective actions required and consult with the authorised persons at your worksite.

Emergency Contacts

Call Triple Zero (000) when there is an emergency. For example any situation where life or injury is threatened, or any event that may cause danger to people or property.

Non-emergencies

Call 131 444 for non-urgent police assistance. For example reporting a crime that has already happened, reporting a missing person or making general police related enquiries.

Other

Doctors Health SA 08 8232 1250
Doctors Health 24 hr. advice line 08 8366 0250
Australian Medical Placements Office & 24 emergency on call 08 8333 5666

SafeWork SA: https://www.safework.sa.gov.au/