



# Occupational Health Management

Occupational Health Management is a coordinated and systematic approach to managing health and safety in the workplace. It helps organisations to continually improve their safety performance and compliance to health and safety legislation and standards.

An effective Occupational Health Management strategy can help to establish the framework of compliance with the two fundamental elements of most WHS legislation:

- That employers provide and maintain a working environment that is safe and without risk
- That employees take reasonable care for the health and safety of themselves and others

## JOB TASK ANALYSIS

Job Task Analysis identifies the content of a job in terms of activities involved and attributes or physical requirements needed to perform the activities. Job Task Analysis reports provide information to organisations which help to determine which employees are best fit for specific jobs and to identify appropriate work to provide when a worker is injured.

Through Job Task Analysis, we determine what the important tasks of the job are, how they are carried out, and the necessary physical & psychological qualities needed to complete the job successfully. They can be used as part of:

- Job Dictionary
- Return to Work
- Risk Assessments
- Fit for Duty Assessments
- Job Matching

## SUITABLE DUTIES REGISTER

Ensuring a successful match between an injured employee and the available suitable duties is vital in order to avoid lost time and increased premiums. By providing a detailed outline of the suitable duties available, our consultants will ensure that the return to work process occurs in a seamless and hassle-free manner.

Benefits include:

- Assistance during the medical upgrading process
- Instilling confidence in the treating party that your organisation is proactive in providing appropriate duties and task modification
- Matching staff accurately to the roles which are available.

## SAFE OPERATING PROCEDURES

Safe Operating Procedures (SOPs) outline the best practice manual handling techniques or safe use of equipment for a given task or process, and outline this clearly to the employee.

SOPs can be a useful adjunct to Job Task Analyses or on-site risk assessment; by packaging two or more products together, our consultants may only need to visit the worksite once, thus saving capital and providing you with a complete suite of risk prevention products.

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## MANUAL HANDLING

Manual handling covers a wide range of activities including lifting, pushing, pulling, holding, throwing and carrying. It includes repetitive tasks such as packing, typing, assembling, cleaning and sorting, using hand-tools, and operating machinery and equipment.

Because most jobs involve some form of manual handling, most workers are at risk of manual handling injury with around a quarter of all workplace injuries caused by manual handling.

We provide innovative solutions to an age-old problem. Through the use of emerging technologies our manual handling solutions create an engaging and relevant experience for your people.

Benefits include:

- Promoting a culture of safety
- Reduced injuries and down-time
- Fulfilling your legal requirements regarding Workplace Health and Safety
- Reducing injury-related costs and improving your 'bottom line'
- Encouraging responsibility and compliance to safe procedures from employees

## Technology

By utilising dorsaVi's wearable sensor technology, we aim to revolutionise your injury management program, providing a level of data analysis and reporting that has not been possible up to this point in time.

- **ViSafe** – Revolutionary Wearable Sensor Technology – track, analyse and report on how your team move through their daily work lives and take the guess work out of assessing and mitigating the risk of workplace injuries. Wearable sensor technology used to measure movement and muscle activity for the low back and shoulders in real time and real work conditions, prioritising risk and informing decision making on risk control strategies.
- **ViMove** – Provides objective data to accurately assess, prevent and manage low back injuries guiding rehabilitation and return to work. ViMove is a wearable sensor technology that objectively measures movement and turns it into actionable data through automated reporting. Benchmark and monitor your workers' movement profile to inform decision making, understand the movement profile of workers' in the field over prolonged periods to help manage their health and wellbeing, and guide a return to work post injury to help ensure a safe and sustained return to work

As well as a stand-alone service, both ViSafe and ViMove can also combine with our regular training, risk assessment and Job Task Analysis packages to add an extra dimension to your on-site safety management. Advantages to your organisation include (but are not limited to):

- Accurately identifying and prioritising risk factors
- Identification and testing of control measures and improved safety processes
- Allowing well-informed safety decisions and investments to be made.
- Improved engagement and credibility when creating safety presentations and training staff
- Greater accuracy and efficiency in the selection of suitable duties for injured staff

## Manual Handling Training

We provide Manual Handling Training in a variety of engaging formats.

- **Group Training**
- **One on One Coaching**
- **Train the Trainer**
- **Supervisor Upskilling**
- **Warm Up for Work Sessions**

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## ERGONOMICS

Ergonomics addresses human abilities and limitations and how to improve interaction with products, systems and environments. It aims to improve workspaces and environments to minimise risk of injury or harm. So as technologies change, so too does the need to ensure that the tools we access for work, rest and play are designed for our body's requirements.

Ergonomics aims to create safe, comfortable and productive workspaces by considering human abilities and limitations into the design of a workspace.

Benefits include:-

- Reduces costs
- Improves quality
- Improves productivity
- Improves employee engagement

We provide Ergonomics in a variety of engaging formats aimed at diagnosing, educating and providing accurate and timely feedback to your organisation.

### Sit Right

The objective of an individual office workstation assessments is to:-

- Ensure your people are set up appropriately at their workstation
- Identify risk factors that may result in injury
- Define preventative solutions

The assessment includes:-

- Review of all aspects of the workstation including chair, desk, monitor, keyboard, mouse and their position
- Review job requirements and working posture.
- Recommendations & report including any equipment that may be required.

### Sit Right - Home

As we continue to see a shift to more flexible working arrangements, working from home has become common place. Our Sit Right - Home assessments provide peace of mind ensuring your people's home workstations are in line with safe work practices. The same rigour is applied as we consider a home office as an extension of an employee's work-based workstation.

### Work Right

Assessing the working environment, be it a specified space or functional area, can assist in identifying & managing risk.

The same ergonomic principles are applied with the view to provide practical solutions around:

- Workplace layout
- Noise and glare issues
- Ergonomics and equipment of shared workstations
- Storage furniture

### Drive Right

Driving, in particular coupled with long durations in the seated position, can lead to injury & illness. Drivers are exposed to similar ergonomic challenges as their office based counterparts. Classified as a manual task it too exposes drivers to manual handling risk & injury.

Our Drive Right program assists with:-

- Driver setup
- Improving driving function
- Fatigue management
- Driving specific exercise & stretches
- Risk mitigation

Our Ergonomics programs can be offered as:-

- One on One Assessments
- Floor Walk (multiple quick assessments)
- Group Workshop
- Seminar / Webinar
- Online Training Modules
- Trainer the Trainer Courses

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## WORKPLACE RISK ASSESSMENTS

The aim of the risk assessment process is to mitigate hazards in your workplace by identifying high risk environments and activities. The ultimate goal is a safer and healthier workplace.

Through close consultation and observation, our consultants ascertain risks in your identified areas of need, whether this be organisation-wide or in a specific area or task. Benefits to your organisation include:

- Safer workplaces, tasks and procedures
- Accurate, objective data on risk attained through validated tools e.g. PErforM
- Provision of risk management strategies and control measures
- Fulfilling your legislative safety requirements
- Reduced injuries and lower running costs

## Functional/Fit for Duty Assessment

Measuring the capabilities of your staff is a key component of making sure you have the right person for the job. We offer:

- Pre-employment assessments
- Fit for Duty assessments
- Injury-specific functional assessments

The benefits of these services include:

- Having an objective measure of a staff-member's ability to perform their role
- Selecting the right people for the job and maintaining a strong workforce
- Managing injuries and minimising lost time
- Reducing the chance of injury due to poor job-matching

## Vocational assessment, counselling and redeployment

When managing transitions in the workforce such as redundancies and restructures, it is vital to have an all-inclusive plan to provide support and facilitate the individual's workforce transition. Both Psychological and career/vocational counselling are available, and are delivered to our staff on a confidential, one-to-one basis. Benefits to your workplace include:

- Reduced absenteeism, presenteeism and other productivity issues
- Reduced psychological injury claims during periods of change
- Improved workplace morale
- Fulfilling your duty of care to staff



## DRUG & ALCOHOL SCREENING

Having a robust drug and alcohol policy is absolutely key to the effective management of alcohol and other drugs in the workplace. Workplace drug and alcohol testing ensures that workers are safe at work and not impaired by the effects of alcohol or drugs; whether those drugs are illicit, prescribed or over the counter.

Applications include:

- Pre-employment screening
- Rapid response 24/7 onsite post incident testing (including roadside)
- For cause / reasonable suspicion testing
- Onsite testing including random selection vs blanket selection of up to 200 workers

Testing according to the Australian Standard includes:

- Oral fluid drug testing
- Urine drug testing
- Alcohol breath testing

We utilise NATA accredited laboratories to ensure the fastest possible turnaround of results and are able to provide confirmatory drug results often the same day samples are received.

