

Workplace Policies – Occupational Therapy Practice Governance

Amrita Sinha Occupational Therapy Pty Ltd (ASOT)

Version 1.0 – November 2025

1. Work Health and Safety (WHS) Policy

Purpose: To ensure a safe and healthy workplace in compliance with WHS Act 2012 (Tas) and OT practice standards.

Scope: Applies to all employees, contractors, students, and visitors.

Policy Statement: ASOT commits to minimising risks and promoting a safe work culture.

Responsibilities:

- Management: Maintain WHS systems, training.
- Employees: Report hazards, follow procedures.

Risk Management: Includes environmental assessments, infection control, manual handling, lone worker safety.

Emergency Procedures: Follow ASOT protocols and report incidents.

Continuous Improvement: Policy reviewed annually.

2. Privacy and Confidentiality Policy

Purpose: To protect personal and health information per the Privacy Act 1988 and AHPRA guidelines.

Scope: All staff handling client information.

Policy Statement: ASOT respects and protects privacy.

Collection & Use: Information used for OT service delivery and communication.

Storage: Secure digital and physical systems; restricted access.

Disclosure: Only with consent or legal requirement.

Breach: Managed per OAIC Notifiable Data Breach Scheme.

3. Supervision Policy

Purpose: To ensure structured supervision supporting safe and ethical practice.

Scope: Applies to all OTs and students.

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Types: Clinical, Professional, Peer supervision.

Frequency: Weekly for Level 1 OTs (first 6 months), fortnightly thereafter.

Responsibilities:

- Supervisor: Provide structure, reflection, documentation.
- Supervisee: Attend, engage, maintain CPD records.

Documentation: Notes recorded and confidential.

Review: Annual or as needed.

Policy Register Summary

Policy	Version	Responsible Person
WHS Policy	1.0	Founder / Senior OT – Amrita Sinha
Privacy & Confidentiality Policy	1.0	Founder / Senior OT – Amrita Sinha
Supervision Policy	1.0	Founder / Senior OT – Amrita Sinha