

D.09 Use of Facilities and Equipment Policy

1.0 INTRODUCTION/BACKGROUND

The Mercy Services Board is committed to the responsible use of Mercy Services facilities and equipment, which is primarily used to meet the needs of Mercy Services clients. The Board sees the responsible use of Mercy Services facilities and equipment as including making it possible for other individuals and groups to use it.

2.0 SCOPE

This policy is intended to ensure that proper procedural, legal, accounting and risk management considerations are implemented in any use of Mercy Services facilities or equipment by internal and external parties.

3.0 POLICY STATEMENT

Facilities and equipment owned, leased, or in the care, custody, or control of Mercy Services are primarily used to support the Mercy Services mission.

To the extent that these are not fully utilised for such activities they may be made available for use by other persons or organisations.

Use of Facilities & Equipment by Staff, Volunteers and Board Members

The following policy applies to all staff, volunteers and board members who are required to use Mercy Services facilities and equipment in carrying out their duties:

- 1) The Mercy Services Occupational Health and Safety policy must be followed.
- 2) If the staff member is inexperienced in using a piece of equipment, appropriate training must be provided, on the authorised, correct and safe use of equipment.
- 3) Any hazards/faults must be reported to the Site Manager or OHS Coordinator immediately and noted in the maintenance and hazards register.
- 4) Where there is a request from an external agency/service to use Mercy Services facilities/equipment or vehicles, this must be referred to the General Manager or delegate for approval.

It is expected that Mercy Services staff members will:

- 1) Only use Mercy Services materials, facilities and equipment for authorised purposes;
- 2) Maintain Mercy Services facilities and equipment so that they are safe to use and operate;
- 3) Conserve and efficiently use Mercy Services facilities and equipment through recycling, energy saving and waste minimisation;
- 4) Be scrupulous in their use of Mercy Services property and services, and
- 5) Take responsible steps to prevent misuse of Mercy Services property and services by others.

The Mercy Services Code of Conduct allows Management to authorise limited personal use of resources by staff and volunteers provided:

- 1) this does not impact negatively on their work, or on Mercy Services resources;
- 2) such personal use is within reasonable limits; and
- 3) payment is made for:
 - a. use of the photocopy machine;
 - b. postage stamps.

Mercy Services staff will not use motor vehicles for personal use unless authorised in writing by the General Manager or relevant Manager.

Use of Facilities & Equipment by External Individuals and Organisations

Official facilities and equipment will only be used for private purposes, or by external parties, when official permission has been given.

The General Manager (or delegate) has the authority to approve the use of Mercy Services facilities and equipment for private or external use and the following conditions apply:

- 1) The facility or equipment will be used to fulfil similar objectives to those of Mercy Services.
- 2) When approved, such persons/agencies should receive proper training or instructions in the use of the facility or equipment.
- 3) Where this is a vehicle, a copy of their licence must be taken before they can drive the vehicle.

Use of External Facilities & Equipment by Mercy Services

All arrangements concerning rent or leases must be referred to the General Manager or Site Manager.

Mercy Services staff, volunteers and board members will ensure equipment and facilities are used properly and returned in the same condition and on time.

4.0 PROCEDURES

4.1 Training

In accordance with the requirements of the legislation, information and relevant training will be provided to all staff on the causes and prevention of work related illnesses and injuries in relation to the use of facilities and equipment.

Staff will be provided with relevant training prior to the use of any equipment.

Training and information provided to staff include:

- a. instruction book;
- b. written procedures;
- c. training given during orientation/induction;
- d. periodic training sessions; and
- e. posters.

Mercy Services will purchase furniture and equipment which minimises the risk of injury or strain - particularly for staff working on keyboards. It is the responsibility of staff to ensure that they use equipment appropriately and follow the procedures recommended to protect keyboard users from muscle fatigue and repetitive strain injury.

Photocopiers will be placed in a separate room where possible and/or in a position with good ventilation. Staff should ensure that they protect their eyes from the light emitted by the photocopier and should take care to follow the instructions when replacing the toner.

4.2 Outside Office Hours Use

Prior agreement from the Site Manager or General Manager is necessary before any building controlled by Mercy Services can be accessed outside of office hours (i.e., outside 7am – 7pm, Mondays to Fridays).

Payment for non-Mercy Services use of the building and facilities will be negotiated on an individual basis.

Staff employed by Mercy Services will not access Mercy Services buildings outside of office hours without prior approval from the Site Manager or General Manager.

4.3 Rental Agreements

Mercy Services has the following rental agreements with other organisations:

- Rental of the main building at 32 Union Street, Tighes Hill from the Institute of Sisters of Mercy of Australia and Papua New Guinea;
- Rental of West Wallsend Offices 13 Brooks Street, West Wallsend from Lake Macquarie Council;
- Rental of offices at 22 Tighes Terrace, Tighes Hill from Tighes Hill/Carrington Parish;
- The General Manager or Board Delegate of Mercy Services is the only person delegated by the Board and the Institute of Sisters of Mercy of Australia and Papua New Guinea with appropriate Power of Attorney, to sign leases on behalf of Mercy Services.

All arrangements concerning rent or leases must be referred to the General Manager or delegate.

4.4 Acquisition, maintenance and testing

Acquisition, maintenance and testing of office, catering and home maintenance equipment is addressed in Policies G.09 Offices and Buildings and G.24 Plant and Equipment.

4.5 Compliance

Compliance with this policy will be assessed on:

- a) The Key Corporate Documents Report having a copy of all Mercy Services site rental agreements; and
- b) The General Manager receives no reports of unauthorised use of Mercy Services buildings and equipment.

4.6 Evaluation

The performance indicator for the evaluation of this Policy is:

- a) 100% of Mercy Services sites have a rental agreement signed by an authorised Mercy Services delegate.

5.0 REFERENCES

1. Australian Standards	a) None identified
2. Legislation	a) Fair Work Act 2009 (Australia) b) Occupational Health & Safety Act 2000 (NSW) c) Anti Discrimination Act 1977(NSW)
3. Professional guidelines	a) None identified
4. Codes of Practice	a. None identified
5. Codes of Ethics	a) Mercy Services Code of Conduct b) Australian Association of Social Workers Code of Ethics http://www.aasw.asn.au/document/item/740 c) Australian Psychological Association Code of Ethics http://www.psychology.org.au/Assets/Files/Code_Ethics_2007.pdf d) Code of Ethics for Nurses in Australia http://www.anmc.org.au/docs/ANMC_Code_of_Ethics.pdf
6. Evidence	a) RTA Safe Driving Policy, Version 2.3 17/01/2003 b) McKinnon, Bill (1995) Open Road, NRMA
7. Mercy Services Values	a) Justice, Respect, Care, Unity, Service

6.0 OTHER RELATED POLICIES AND PROCEDURES

- A.02 Code of Conduct Policy
- B.02 Delegations
- C.01 Management Roles and Responsibilities
- C.06 Risk Management
- D.04 Payments
- D.05 Incoming monies
- D.07 Asset purchase and maintenance
- D.10 Security
- D.11 Insurance
- F.06 Performance Management
- F.07 Staff Grievances
- G.11 Security at Mercy Services Centres
- G.16 Emergency Response
- G.19 Offices and Buildings OHS Management
- G.24 Plant/Equipment

7.0 RELATIONSHIP WITH STANDARDS

Community Care Common Standards	Disability Standards	EQulP Standards
1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.2, 3.3, 3.5	3.3, 3.7, 6.1, 7.1, 7.7, 7.8, 8.1, 8.2, 10.1, 10.2,	1.1.1, 1.1.2, 1.1.4, 2.1.2, 2.1.3, 2.2.2, 2.2.4, 3.2.1, 3.2.5

8.0 DOCUMENT CHANGES RECORD

Dates of change	Section altered	Natures of changes made
09/12/2003	Section 15 Administration and Office Procedures	First record of administration in Policy
09/02/2010	All sections	Major revision
23/03/2011	7.0 Relationship to Standards	Replace HACCC Standards and CACP Standards with Community Care Common Standards and update to EQulP 5 Standards
02/11/2011	a) 4.2 Out of hours use b) 4.3 Rental Agreements c) 4.4 Acquisition, maintenance and testing; 4.5 Compliance; 4.6 Evaluation d) 5.0 References e) 6.0 Other Related Policies	a) Now refers to all Mercy Services sites also Site Manager can now also approved staff access to building outside office hours b) Tighes Tce site replaces Gipps St site and remove Woodrising c) New sections d) Updated WHS Laws, added Codes of Ethics e) Added G.24 Plant/Equipment
29/06/2012	a) 4.3 Rental Agreements	a) Updated list of properties leased by Mercy Services
21/11/2012	All Sections	Organisation name updated
Review due 21/11/2015		