


Work Health Safety: Safe Work Practice: Support

Assist client with meal

 Risks	Risk Level	Risk Controls
Injury from bending, twisting and/or overreaching	Likelihood: E Consequence: 2 Rating = HIGH	<input checked="" type="checkbox"/> Staff not to bend over client – sit on a chair next to client
Infection from unsafe food practices	Likelihood: D Consequence: 3 Rating = MODERATE	<input checked="" type="checkbox"/> All food preparation supervised by staff with Safe Food Handling qualification. Staff ensure food is managed as per organisational Food Handling Procedures

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support. Personal Protective Equipment required: gloves	

Activity	Worker behaviour	Client/other's behaviour
1. Prepare	<ul style="list-style-type: none"> a. Ensure hands washed (staff and client) b. Encourage client to choose foods appropriate to their dietary requirements (diabetic, low fat, non-allergic) c. If necessary bring client's food to her/him at the table. d. Assist person to a safe, comfortable sitting position 	<ul style="list-style-type: none"> a. client to concentrate on task b. client to be an active partner in making decisions about activities in which they participate c. client to do as much for her/himself as possible
2. Eating of meal	<ul style="list-style-type: none"> a. Foster independent eating, which may require the sensitivity to allow a client to make a big mess with their meal but provides them with the satisfaction of looking after themselves. b. Avoid touching food with fingers unless gloves are worn c. Make eating as pleasant as possible by; checking with person about food temperature, serving small amounts from tip of spoon, offering straws for fluids, alternating solids and liquids, not rushing, and communicating d. Observe person for signs of choking e. Encourage food intake but do not force 	<ul style="list-style-type: none"> a. As above
3. Afterwards	<ul style="list-style-type: none"> a. Assist client clean her/himself b. Assist client clean any mess resulting from their eating 	<ul style="list-style-type: none"> a. As above

Activity	Worker behaviour	Client/other's behaviour
4. Follow-up	a. Document any incident and report it to your Coordinator immediately	

As at 30/06/14 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Day Centre	Activity Officer and Coordinator
Home Care Packages	Community Care Assistant
Home Support Program/NDIS	Community Care Assistant
Residential Aged Care	Assistant in Nursing

Date for review of safe work practice: June 2017 (or if injury or changes require)

COMPETENCY ASSESSMENT

Assist client with meal

Employee _____

Assessor _____

Date _____

Desired Outcome:

For staff to assist a client eat a meal without causing injury or distress to self or client

Knowledge required:

Performance Criteria	Competence demonstrated	Comment
Prepare		
a. Ensure hands washed (staff and client)		
b. Encourage client to choose foods appropriate to their dietary requirements (diabetic, low fat, non-allergic)		
c. If necessary bring client’s food to her/him at the table.		
d. Assist person to a safe, comfortable sitting position		
Eating of meal		
a. Foster independent eating		
b. Avoid touching food with fingers unless gloves are worn		
c. Make eating as pleasant as possible		
d. Observe person for signs of choking		
Afterwards		
a. Assist client clean her/himself		
b. Assist client clean any mess resulting from their eating		
Follow up		
a. Document any incident and report it to your Coordinator immediately		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee..... Date.....

Signature of assessor Date.....