


Work Health Safety: Safe Work Practice: Support

Plan and Conduct activity in the community

 Risks	Risk Level	Risk Controls
Injury from bending, twisting and/or overreaching	Likelihood: D Consequence: 2 Rating = HIGH	<input checked="" type="checkbox"/> Avoid venues with identified slip, trip, fall hazards <input checked="" type="checkbox"/> Park vehicle so as to avoid clients having to walk long distances <input checked="" type="checkbox"/> Staff to accompany clients who with an identified falls risk
Injury from slips, trips or falls	Likelihood: D Consequence: 2 Rating = HIGH	<input checked="" type="checkbox"/> Staff competent in manual handling and comply with safe manual handling practices.
Accidents with vehicle	Likelihood: E Consequence: 2 Rating = HIGH	<input checked="" type="checkbox"/> Maintain vehicles as per Vehicle and Transport Procedure <input checked="" type="checkbox"/> Vehicles operated as per Safer Driving Procedure <input checked="" type="checkbox"/> Staff utilise as needed SWP - Vehicle accident or SWP - Vehicle breakdown.
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. <input checked="" type="checkbox"/> Staff ensure food is managed as per organisational Food Handling Procedures
Infection from dirty toilets or lack of hand washing facilities	Likelihood: E Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Ensure pre-activity site inspection clarifies that toilet and hand washing facilities are adequate. <input checked="" type="checkbox"/> Provide “baby wipes”/waterless hand wash (e.g., Aquim) if necessary
Sunburn or heat exhaustion due to prolonged sun/heat exposure	Likelihood: D Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Ensure pre-activity site inspection identifies site with adequate shade. <input checked="" type="checkbox"/> Bring sunscreen for those who have forgotten it <input checked="" type="checkbox"/> Hats mandatory for staff/clients participating in outside activities during the day.
Burns, scalds due to BBQ	Likelihood: E Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Only use electric or gas BBQ. Staff to closely supervise people around BBQ when it is hot.
Distress and possible physical harm due to client being separated from the group	Likelihood: E Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Plan of activity to identify clients who may wander and appropriate staffing rostered. <input checked="" type="checkbox"/> Ensure clients do not accidentally become separated from the group. <input checked="" type="checkbox"/> If necessary staff competent in SWP - Assisting client with mental health issues
Emotional stress due to client/public demands or harassment	Likelihood: D Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Plan of activity to identify clients whose behaviour may be problematic and appropriate staffing rostered. <input checked="" type="checkbox"/> Staff to comply with SWP- Assisting client with mental health issues as required

Equipment required:.

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Food and equipment etc if a BBQ or picnic, waste disposal bags, mobile phone Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support. Personal Protective Equipment required: Sunscreen, hat,	Client’s walking aid, if relevant Client hat, insect repellent and sunscreen

Activity	Worker behaviour	Client/other’s behaviour
Plan activity	<ol style="list-style-type: none"> 1. Prior to an outing check venue details on the Venue Register or complete a Public Venue Checklist 2. Determine what information clients/guardians need about the activity 3. If there are significant risks involved ensure written client/guardian consent is obtained 4. If the activity and/or venue present significant or complex risks complete the Risk Assessment Tool 5. Consider how the activity can best meet the client’s goals/needs/abilities as set out in their Care Plan 6. Determine the ratio of staff to clients according to: <ul style="list-style-type: none"> • the demands of the activity, • the abilities of clients, • the venue (its resources and risks), • how you anticipate clients will respond to each other and the activity (i.e., conflict and anxiety) 7. Roster staff with the needed skills e.g., first aid certificate, safe food handling 	<ol style="list-style-type: none"> 1. - 2. Ensure information is given client’s outlining the materials they need to bring 3. If needed, ensure client’s are given information, questionnaires and/or consent forms – e.g., if we need a record of client skill level for the planning of the activity or if we need a record of client/guardian permission that the client can engage in the activity 4. – 5. - 6. - 7. -
Prepare activity	<ol style="list-style-type: none"> 1. Perform vehicle check before departure as per Vehicle and Transport Procedure 2. Ensure clients have materials/consent forms (if they do not the Coordinator must decide whether they can participate) 3. Load the bus with the provisions for the outing ensuring that loads are not too heavy, trolleys are used where there are many items to bring to the bus, and that loads carried are carried close to body and lifted keeping natural curves of spine. 4. Pack safety equipment e.g.,: <ul style="list-style-type: none"> • Drinking water • First aid kit • Mobile phone (with relevant phone numbers) 	<ol style="list-style-type: none"> 1. - 2. Ensure clients have walking aids and other required material 3.& 4. Clients with the ability are to be offered the opportunity to assist staff load the bus. Staff must use this opportunity to reinforce client compliance with safe manual handling procedures

Activity	Worker behaviour	Client/other's behaviour
Transport clients	<ol style="list-style-type: none"> 1. When picking up client ensure they bring their house keys and/or make arrangements with carer for the client's return 2. Make use of any rest stops, as required. 3. Park in selected area, preferably flat and solid ground, for clients to disembark. 4. Adhere to Safer Driving Procedure and SWPs including: <ul style="list-style-type: none"> • SWP - Client behaviour in vehicle • SWP - assisting client in and out of car 	<ol style="list-style-type: none"> 1. - 2. - 3. Clients must behave appropriately while travelling (staying in seat while vehicle moving and being respectful to those around them)
Wherever necessary, accompany or further assist clients whenever they wish to move.	<ol style="list-style-type: none"> 1 Staff to ensure that the venue is in the same condition as when checklist was completed and determine what response there should be to any changes in venue 2 Look ahead for clear, safe pathway for both client and self. 3 Staff to be mindful to foster client functioning/independence as per <ul style="list-style-type: none"> • SWP - Assisting client with walking aid to walk • SWP - Assisting client to move from or into a chair • SWP - Assisting client with mental health issues 	<ol style="list-style-type: none"> 1. - 2.- 3. Clients with the ability are to be offered the opportunity to assist staff with client mobility. Staff must use this opportunity to reinforce client compliance with safe manual handling procedures Clients to be assisted to find constructive ways of expressing their needs and frustrations
Prepare and cook food/BBQ (if applicable)	<ol style="list-style-type: none"> 1. For a BBQ or picnic, set up the equipment such as chairs etc safely, on flat, secure ground for example, for client use. 2. Adhere to Safe Food Handling Procedures 3. Monitor client and colleague activity around the BBQ site while cooking. 4. Wash hands, using alcohol wipes if water not available. 	<ol style="list-style-type: none"> 1. Clients with the ability are to be offered the opportunity to assist staff with setting up lunch area and prepare meal. Staff must use this opportunity to reinforce client compliance with safe manual handling and safe food handling procedures
Assist clients eat	<ol style="list-style-type: none"> 1. Adhere to: SWP - Assisting client with a meal 	<ol style="list-style-type: none"> 1. Client independence encouraged
Cleanup after meal	<ol style="list-style-type: none"> 1. Thoroughly clean and tidy the area after the meal as per Safe Food Handling Procedure 2. Dispose of garbage in correct waste bins. 	<ol style="list-style-type: none"> 1. Clients with the ability are to be offered the opportunity to assist staff with cleaning up the lunch area. Staff must use this opportunity to reinforce client compliance with safe manual handling and safe food handling

Activity	Worker behaviour	Client/other's behaviour procedures
Conduct Activity	<ol style="list-style-type: none"> 1 Staff to ensure that the assumptions made about the venue and client during planning still apply and if they do not staff to determine the response to ensure the safety and success of the activity 2 Staff exercise competency in leading groups/individuals 3 Ensure clients/staff are not unnecessarily exposed to sunlight 4 If necessary SWP - Assisting client to toilet 	<ol style="list-style-type: none"> 1. Clients with the ability are to be offered the opportunity to assist staff with the activity. Staff must use this opportunity to reinforce client compliance with safety procedures 3. as per SWP - Assisting client to toilet
Transport clients	<ol style="list-style-type: none"> 1. Transport clients home or to Day Centre at conclusion of the activity – adhering to transport guidelines above – ensuring that client can access their home and is safe before you leave 	<ol style="list-style-type: none"> 1. as per adhering to transport guidelines above
Unload the food and equipment and cleanup	<ol style="list-style-type: none"> 1. Unload the vehicles and store equipment and provisions using safe handling techniques 2. Clean all utensils thoroughly in accordance with Safe Food Handling Procedure 3. Clean and tidy vehicles 4. Report to Coordinator any concerns, such as: <ul style="list-style-type: none"> • incidents • emotional strain [possibly e.g. re-rostering, counselling], • inappropriate/unexpected client behaviour • changes in venue conditions 	<ol style="list-style-type: none"> 1. Clients with the ability are to be offered the opportunity to assist staff with the activity. Staff must use this opportunity to reinforce client compliance with safety procedures

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, Activity Officer

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

COMPETENCY ASSESSMENT
Plan and conduct activity in the community

Employee _____

Assessor _____

Date _____

Desired Outcome:

To ensure activities are planned and conducted in the community without causing harm or distress to self or others

Knowledge required:

Workers must have demonstrated prior competence in: Date demonstrated

- Safe Food Handling (*if appropriate*)
- Safe Work Practice - Vehicle accident
- Safe Work Practice - Vehicle breakdown
- Safe Work Practice – Client behaviour in vehicle
- Safe Work Practice – Assisting client in and out of vehicle
- Safe Work Practice – Assisting client with walking aid to walk (*if appropriate*)
- Safe Work Practice – Assisting client to move from or to a chair
- Safe Work Practice – Assisting client with a meal
- Safe Work Practice – Assisting client to toilet
- Safe Work Practice – Assisting client with mental health issues

Performance Criteria	Competence demonstrated	Comment
Plan activity		
1. Properly assesses venue using Public Venue Checklist		
2. Determines information needed by clients/guardians		
3. Determines what significant risks would require client/guardian consent		
4. Properly completes Risk Assessment Tool		
5. Demonstrates how activity meets clients goals/needs/abilities		
6. Determines appropriate staff : client ratio		
7. Determines appropriate staff skills required for activity		
Prepare activity		
1. Performs vehicle check as per Vehicles and Transport Procedure		
2. Ensures clients have materials and/or forms		
3. Loads vehicles using safe manual handling techniques		
4. Packs required safety equipment		
Transport clients		
1. Adheres to Safer Driving Procedure		
2. Makes necessary changes to trip as per needs of clients		
Accompany or assist clients move		

Performance Criteria	Competence demonstrated	Comment
1. Conducts an immediate and ongoing assessment of hazards at the venue		
2. Fosters client functioning and independence		
3. Complies with relevant Safe Work Practices regarding assisting client movement		
Prepare and cook food/BBQ		
1. Adheres to Safe Food Handling Procedures		
2. Monitors client and colleague activity in food area		
3. Uses Aquim if no water available for hand washing		
Assist clients eat		
1. Complies with relevant Safe Work Practices regarding assisting client eating		
Cleanup after meal		
1. Adheres to Safe Food Handling Procedures		
2. Disposes of rubbish appropriately		
Conduct activity		
1. Checks currency of assumptions about venue and client that were made during planning		
2. Makes necessary adjustments to activity in the light of changes in venue or clients		
3. Staff exercises competency in leading groups/individuals		
4. Ensures people are not over exposed to UV radiation		
5. Complies with Safe Work Practices regarding assisting clients toilet		
Transport clients		
1. As above		
Unload food and equipment		
1. Unloads vehicles as per safe manual handling		
2. Cleans utensils etc		
3. Cleans and tidies vehicles		
4. Reports necessary information to Coordinator		

Is the worker assessed as being competent? YES NO

Any required follow up action/training:

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

Signature of assessor Date.....