


Work Health Safety: Safe Work Practice: Support Shopping without client

 Risks	Risk rating	Risk Controls
Muscle sprain or strain from lifting or carrying shopping	Likelihood: C Consequence: 3 Rating = HIGH	<input checked="" type="checkbox"/> Ensure shopping trolley is easy to steer <input checked="" type="checkbox"/> Use shopping trolley to bring shopping to car <input checked="" type="checkbox"/> Use a semi squat and arms rather than bending back when placing bags in car or taking them out of car <input checked="" type="checkbox"/> Carry no more than 2 plastic bags in each hand, with due consideration for the weight of the contents or no more than 1 green environmentally-friendly bag per hand.
Injury from vehicle accident	Likelihood: E Consequence: 5 Rating = LOW	<input checked="" type="checkbox"/> Follow Safer Driving procedure

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Motor vehicle or bus, mobile phone, green environmentally-friendly bags – <i>if Mercy Services shopping</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:	green environmentally-friendly bags and if buying cold goods an insulated bag and ice brick <i>If shopping for a client and if they have some bags</i>

Activity	Worker behaviour	Client/other's behaviour
1. Prepare	a. Prepare a shopping list (<i>check with client</i>) b. Collect shopping bags and if buying cold goods, an insulated bag and ice brick. c. Ensure you have sufficient money and safe place to store it	
2. At shopping centre	a. Select a shopping trolley with well-functioning wheels and no metal bars protruding b. Select groceries and place in trolley. c. Place groceries on check-out counter. d. Place groceries in trolley and wheel to car. e. Place groceries in car, ensuring boot lid securely open	
3. Upon return	a. Return to client's home and unpack groceries from car b. Pack away groceries in appropriate places. c. Finalise any receipts and cash with client or accounts staff – whichever is applicable	
4. Follow-up	a. Document any incident and report it to your Coordinator immediately	

As at 11/05/17 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Day Centre	Activity Officer, Food Safety Officer/Activity Officer
Home Care Packages	Community Care Assistant
Home Support Program/NDIS	Community Care Assistant or Volunteer

Date for review of safe work practice: May 2020 (*or if injury or changes require*)

COMPETENCY ASSESSMENT

Shopping without client

Employee _____

Assessor _____

Date _____

Desired Outcome:

For staff to shop without causing injury or distress to self or others

Knowledge required:

Performance Criteria	Competence demonstrated	Comment
1. Prepare		
a. Prepares a shopping list (<i>checks with client</i>)		
b. Collects shopping bags and if buying cold goods, an insulated bag and ice brick.		
c. Ensure you have sufficient money and safe place to store it		
2. At shopping centre		
a. Select groceries and place in trolley.		
b. Place groceries on check-out counter.		
c. Place groceries in trolley and wheel to car.		
d. Place groceries in car, ensuring boot lid securely open.		
3. Upon return		
a. Return to client’s home and unpack groceries from car.		
b. Pack away groceries in appropriate places.		
c. Finalise any receipts and cash with client or accounts staff – whichever is applicable		
4. Follow-up		
a. Document the 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.....