

# Physical Resources Policy 2013

- Subject :** Aged and Disability Services - Physical Resources
- Description:** This document outlines the Uralla Shire Council's policy on physical resources, and ensures the safe delivery of services for consumers and staff.
- Applies to:** Tablelands Community Support Options, Kamilaroi Ageing and Disability Services, Tablelands Community Transport, and Bundarra Neighbour Aid.
- Objectives:**
- To undertake regular safety inspections.
  - To thoroughly inspect the homes and equipment of consumers as appropriate to funding program.
  - To meet and monitor the regulatory requirements of workplaces and facilities.
  - To engage in appropriate emergency procedures and training.

## Policy:

### Overview:

Uralla Shire Council manages physical resources to ensure the safe delivery of care and service to consumers.

### Policy Statement:

The Uralla Shire Council undertakes consistent processes to ensure the safety of consumers and staff during the delivery of services.

The Uralla Shire Council ensures that all services are provided in a safe environment in line with *Work Health & Safety Act 2011* requirements and a duty of care to consumers, staff and volunteers through:

- ensuring the working environment meets regulatory requirements.
- providing training to staff (induction and ongoing) on the need to ensure the safety of consumers and themselves, and the procedures for an emergency.
- providing procedures and training for staff to record hazards in consumer homes and other facilities and venues using appropriate assessment tools.
- reviewing all recorded incidents and hazards regularly or, if required, as soon as possible.
- inviting feedback from consumers through direct contact, feedback forms or surveys.
- maintaining and servicing equipment and vehicles, as appropriate or recommended by the manufacturers, and recording data in an equipment register.
- ongoing audits and continuous improvement of processes and procedures.

The Uralla Shire Council requires that consumers receiving in-home assessments and services:

- participate in a safety review of their home prior to the delivery of support, as appropriate to the program and level of care they receive.
- ensure safe chemicals are available for contractors.
- not smoke in the home when staff are present.
- secure any dogs prior to the arrival of staff.

Staff will ensure that the requirements of special needs consumers are met, including Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with dementia, people with a mental illness, people living in remote or isolated areas, people who are financially or socially disadvantaged, people with disabilities, veterans, people who are homeless or at risk of being homeless, and care leavers (people who have experienced institutional care, such as child orphans and child migrants).

**Exemptions:** Nil

**Other Matters:** Nil

**Responsibility:** **Councillors** are responsible for adopting the Policy and ensuring that appropriate resources are allocated to manage physical resources.

**Directors and Managers** are responsible for ensuring the safe delivery of services through quality physical resources and staff training.

**Employees** are responsible for following relevant procedures to ensure the safe delivery of services.

**Related Documents:**

- *Work Health & Safety Act 2011*
- Uralla Shire Council Work Health & Safety Policy
- Uralla Shire Council Information Technology and Communication Resources Policy
- Gathering Information for Incident Reporting Manual

**Review:** This Policy will be reviewed every four years from date of adoption, or as necessary.

Date created: August 2013

Last review:

Reviewer:

**Resolution #** 248/13: 27 August 2013