



Upper Great Southern Family Support Association Inc

# **Policy On MAINTAINING A SAFE LIVING ENVIRONMENT**

**Date Adopted: 28<sup>th</sup> April 2011**

**Date Last Revised:**

**Review Date: 28th April 2012**



Upper Great Southern Family Support Association Inc.

## Policies and Procedures

<b>Policy and Procedure:</b> Safe Living Environment	<b>Date Adopted:</b> 28 <sup>th</sup> April 2011
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### Safe Living Environment

#### Purpose of this Policy

The purpose of this policy is to set out specific procedures and performance standards to maximise the health and safety of the organisation's service users and to minimise the risk of illness, accident or injury by maintaining safe living environments and promoting proper safety and health practices.

This policy provides for the:

- Identification of potential risks and hazards to which service users may be exposed in homes that are owned or leased by the organisation or homes managed by external organisations of which service users are tenants of, or homes in which service users reside owned by all other parties than their noted legal guardian.
- Implementation of appropriate procedures and measures to minimise accidents and injuries.
- Development and delivery of specific training programs to educate employees regarding proper health and safety practices.

#### The Policy

The organisation will:

1. Provide all organisation employees with appropriate information about, and training in, relevant health and safety standards and practices, including Infection Control, Medication Management and Administration, Manual Handling, OH&S and St John's Senior First Aid.
2. Take all reasonable steps to assess the safety and security of the houses where service users of the organisation reside. A safety check-list will be marked on entry into the home and checked every 3 months.

3. Ensure that the residence in which service users reside, where required, are appropriately modified for accessibility to minimise discomfort and risk of injury to service users.
4. Install smoke detection devices in houses that are owned or leased by the organisation. The organisation should make sure that homes that are owned by external parties, whether state or private of which the service user resides should be fitted with smoke detection devices. This should also include modified alarms for service users who are hearing impaired.
5. Ensure that each home has a fire blanket, fire extinguisher and first aid kit.
6. Implement appropriate evacuation procedures and ensure that they are understood by staff and service users. A plan of exit should be displayed in the home and developed in a manner for the service user to understand.
7. Ensure that the preparation, handling and storage of foods are in regulation to the current health standards.
8. Ensure that medications and other dangerous substances are appropriately stored, and locked if necessary.
9. Provide service users with a safe and reliable means of transportation between the home and other locations. The stipulation of this being that the car is roadworthy, has current registration, is insured and the driver of the car has a current drivers licence.

### **The Procedure**

1. All employees will be provided with a copy of the organisation's Policy on Maintaining a Safe Living Environment and a staff copy of the policy is kept in each service user home. Policy on Medication Management and Administration, OH&S.
2. All employees will be trained in Infection Control, Medication Management and Administration, Manual Handling, OH&S and St John's Senior First Aid before commencing any support in the service users home or before the Service User enters the residence of another party other than their legal guardian.

Before entry into the home the organisation will;

1. Inspect houses prior to occupation by the Service User and assess as being safe. A safety check-list will be marked on entry into the home and checked every 3 months by Service Coordinator as part of Service User Review.
2. The Safety assessment can include and is not limited to;
3. Checking that houses in which the service user will reside have been fitted with appropriate internal and external security to guard against theft or home invasion.
4. Check that the houses in which service users will reside have been fitted with approved smoke detection devices and where necessary modified smoke alarms for

the hearing impaired. That the place of residence is supplied with a fire extinguisher, fire blanket and first aid kit.

5. Service Coordinators are to review employees of organisation have carried out the approved evacuation drills at least every three months and recorded the date and time of the drill along with service users' responses and employees' observations. The evacuation drill report is to maintain in the home of the Service User.
6. Foodstuffs, medications and dangerous substances are handled and stored in accordance with the prevailing health standards. That the medication chart has been filled out in accordance to the directions by Service Users doctors and or specialists and which is listed in the Service User medication plan.
7. Household cleaning duties is maintained in Service Users home and reviewed by Service Coordinator at Service User Review. The cleaning duties is to be signed off weekly by Support Assistants / Co-Resident.
8. Where service users are transported in agency, employee, or volunteer vehicles, the vehicle has been maintained according o the manufacturer's specifications and has been fitted with a first aid kit and where necessary occupant restraints that are appropriate to the person's disability.

#### **REVIEW OF THE POLICY**

This policy will be reviewed on annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.