

A6. RISK MANAGEMENT

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| Content: | Illawarra Aboriginal Corporation Policies and Procedures |
| Version: | 1.0 |
| Section: | Home Care |
| Applies To: | Board, Management and Staff of all IAC Home Care Services |
| Date: | May 2014 (Review May 2017) |

Background and Purpose

The IAC's Home Care policies articulate our aims, goals and philosophies in caring for our Elders. They explain how the Illawarra Aboriginal Corporation works with its staff, carers and other agencies to ensure that our Elders are afforded the best and most appropriate care and that we meet all of the requirements of the Department of Social Services.

Principle

The IAC recognises and understands that it has to actively work to identify and address potential risks, to ensure the safety of service clients, staff and the organisation.

The IAC is committed to identifying and reviewing risks and to identifying and implementing strategies to minimize risk to clients, staff and the organisation..

The IAC is committed to working with the Department of Social Services in an open and positive manner to ensure that we identify risks and enact suitable strategies to minimise these risks.

Our Commitment

The IAC will ensure that:

- it regularly monitors and responds to risks to clients, staff and the organisation
- has appropriate insurance coverage for identified potential risks
- Elders' health and wellbeing is assessed, recorded, monitored and reviewed every six months
- the needs of Elders are addressed as required
- information about Elders' health and wellbeing is exchanged between carers, staff and relevant others, with the consent of the Elder where appropriate
- relevant notifications are made, and authorisations for medication, medical attention and treatment are obtained and recorded
- risks to staff through occupational, health and safety issues are identified and addressed, including the assessment of client and office workplaces
- staff are adequately trained to identify and report on risks to themselves and their clients including clients not responding to scheduled visits
- policies and procedures are in place to identify and act on financial and other risks

COMPLIANCE

This policy complies with:

- The Aged Care Act 1997
- Community Care Common Standards
- Home Care Package Program Guidelines

REFERENCES

This policy should be read with:

- Community Care Common Standards - Standard 1 - Effective Management - 1.6 Risk Management
- All Governance policies
- All Financial policies
- All Human Resources policies