

## A8. PHYSICAL RESOURCES

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 a duty to provide a safe environment for its carers and staff within the limitations of the resources of clients and the organisation.

The IAC also recognises that staff should have the skills and training to identify, report and act on any safety issues in the client's premises or their office workplace.

The IAC is committed to working with the Department of Social Services in an open and positive manner to ensure that carers and staff are provided with a safe working environment and that they have the appropriate tools and skills to complete their required tasks.

### Our Commitment

*The IAC will:*

- assess and reassess the safety of the client's premises on a regular basis
- advocate for, or supply resources (such as disabled access), to ensure that the client's premises are safe for the client and staff members
- regularly maintain IAC physical resources such as vehicles and electrical equipment
- ensure that staff are trained in the use of any resources provided for their use
- ensure that staff are trained to identify, report and act on any safety issues in the client's premises
- ensure that staff are trained in and aware of emergency procedures, fire risk, first aid and food preparation risk
- seek feedback from service users on the safety of our environment and facilities

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### COMPLIANCE

*This policy complies with:*

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

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### REFERENCES

*This policy should be read with:*

- Community Care Common Standards - Standard 1 - Effective Management - 1.8 Physical Resources
- HCPP Guidelines E - What Home Care Packages Provide
- All Governance policies
- All Financial policies
- All Human Resources policies