

AL15. SERVICE MANAGEMENT - PHYSICAL RESOURCES

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Ability Links
Applies To:	Board, Management and Staff of all IAC Ability Links Services
Date:	August 2014 (Review August 2017)

Background and Purpose

The IAC's Ability Links policies articulate our aims, goals and philosophies in providing services for people with disability, their families and their carers. They explain how the Illawarra Aboriginal Corporation works with its staff, carers and other agencies to ensure that people with disability, their families and their carers are afforded the best and most appropriate care and that we meet all of the requirements of Family and Community Services - Ageing Disability and Home Care.

Principle

The IAC recognises and understands that it has a duty to provide a safe environment for its staff within the limitations of the resources of the organisation.

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

The IAC is committed to working with ADHC in an open and positive manner to ensure that 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:

- 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 safety issues
- ensure that staff are trained in and aware of emergency procedures, fire risk and first aid
- seek feedback from service users on the safety of our environment and facilities

COMPLIANCE

This policy complies with:

- Disability Services Act 1993
- National Standards for Disability Services
- Community Care Common Standards

REFERENCES

This policy should be read with:

- National Standards for Disability Services- Standard 6– Service Management
- Community Care Common Standards - Standard 1 - Effective Management - 1.8 Physical Resources
- All Governance policies
- All Financial policies
- All Human Resources policies