

	Safe Working Procedure Home Based Support Workers	Procedure Number <i>CHC-PSW-0006</i>	Version Nos: 2
---	--	--	---------------------------------

1. Purpose

This Procedure is performed as a means of ensuring the safety of the West Coast District Health Board (WCDHB) Social Work Department Home Based Support Workers and recipient client of service provision.

2. Application/Responsibilities

This Procedure shall be followed by all WCDHB Social Work Department Home Based Support Workers and Meals On Wheels Delivery Staff.

3. Definitions

There are no definitions associated with this Procedure

4. Responsibility

For the purposes of this Procedure, all Social Work Department staff shall:

- ensure they abide by the requirements of this Procedure

5. Resources Required

This Procedure requires no specific resources

6. Process

- 1.00 Home based support workers will ensure their supervising field worker has an up to date copy of their work timetable.
- 1.01 Home based support workers will inform their supervising field worker of any one off changes made to accommodate client need.
- 1.02 Under no circumstances are Home Based Support Workers to complete duties in the absence of the client.
- 1.03 Home Based Support Workers will not exceed hours allocated to perform tasks for service delivery unless permission is gained prior from their Supervising Fieldworker.
- 1.04 Home Based Support Workers are to refrain from giving clients their home telephone contact.
- 1.05 Home Based Support Workers will not extend invitations for clients to visit their homes or living situation.
- 1.06 The Client Care Plan must include any risks that might face Home Based Support Workers.
- 1.07 Home Based Support Workers should be aware of explicit dangers when working with a member of the opposite gender. If they are feeling unsafe or threatened workers will leave the situation immediately and report the incident to their Supervising Fieldworker.



**Safe Working Procedure
Home Based Support Workers**

Procedure Number
CHC-PSW-0006

Version Nos:
2

7. Precautions And Considerations

- All Home Based Support Workers will ensure they act within the scope of their practice definition when following this Procedure.

8. References

There are no references associated with this procedure.

9. Related Documents

WCDHB – Staff Accident/Incident Reporting Procedure

Revision History	Version:	2
	Developed By:	Supervising Social Worker
	Authorised By:	Supervising Social Worker
	Date Authorised:	May 2006
	Date Last Reviewed:	May 2009
	Date Of Next Review:	May 2011