

	<b>Staff Identification Procedure Home Based Support Services</b>	<b>Procedure Number</b> <i>CHC-PSW-0008</i>	<b>Version Nos:</b> <b>2</b>
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## 1. Purpose

This Procedure is performed as a means of ensuring all West Coast District Health Board (WCDHB) Social Work Department Home Based Support Workers are recognised as employees of the WCDHB.

## 2. Application/Responsibilities

This Procedure shall be followed by all WCDHB Social Work Department Home Based Support Staff and Fieldworkers.

## 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:

- i) Staff Identification Badge

## 6. Process

- 1.00 All home based support workers are required to wear their official WCDHB personal identification badge during hours of their employment.
- 1.01 The WCDHB Social Work Department will ensure these badges are issued as soon as possible after the Home Based Support Worker commences employment with the organisation.
- 1.02 All identification badges remain the property of WCDHB and are to be handed in when a Home Based Support Worker ends their employment with the WCDHB.

## 7. Precautions And Considerations

- All Home Based Support Workers will ensure they wear their official WCDHB personal identification badge during hours of their employment.

## 8. References

There are no references associated with this procedure.

## 9. Related Documents

WCDHB Staff Identification Procedure



**Staff Identification Procedure  
Home Based Support Services**

**Procedure Number**  
*CHC-PSW-0008*

**Version Nos:**  
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<b>Revision History</b>	<b>Version:</b>	2
	<b>Developed By:</b>	Supervising Social Worker
	<b>Authorised By:</b>	Supervising Social Worker
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