

Grampians Region Home Safety Checklist

For Grampians Region HACCP-PYP and CHSP Service Providers

Recommended use

Reviewed March 2021

The Grampians Region Home Safety Checklist and Risk Assessment involves answering a series of questions to determine the potential risk to an employee who will be working in a client's home environment.

The Home Safety Checklist and Risk Assessment is not intended to diminish an organisations response or compliance with relevant work health and safety laws. An organisations commitment and processes to mitigate work health and safety risks should be embedded into relevant organisational specific policy and systems.

The Home Safety Checklist and Risk Assessment was initially developed as a way for the Grampians Home and Community Care Program service providers to exchange relevant client related critical safety information. It is not designed, or intended, to be used as a stand-alone checklist in order to assess the safety for all lone workers and does not diminish the responsibility of an employing organisation, the manager or the employee themselves.

The Home Safety Checklist and Risk Assessment has been developed to frame specific questions that are considered generic between service providers. The Checklist should be considered a template only, and it is able to be adapted, amended and/or added to, in line with an organisations policies, processes and procedures.

Risks should be assessed and mitigated with consideration of the characteristics of the worker, the workplace and the work to be undertaken. Risks to be mitigated or prevented will be different for each organisation.

It is advisable to discuss consent with the client at the time the Home Safety Checklist and Risk Assessment is undertaken. If the initiating agency wishes to make a referral to another agency or service, consent to include the Checklist is paramount.

When receiving the information from another provider, the Home Safety Checklist should not be relied upon, and all information should be validated, and possibly added to, in line with the organisations relevant work health and safety policy and procedure.

REFERENCES:

Safe Work Australia: <https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/industry-information/home-services/risk-assessment> (Accessed 6 January 2021)

Grampians Region Home Safety Checklist

For Grampians Region HACC-PYP and CHSP Service Providers

Recommended use

Reviewed March 2021

Frequently Asked Questions: *

Do I need to complete the Home Safety Checklist and Risk Assessment?

Service coordination is the process by which organisations work together in an integrated and coordinated way with the person at the centre of service delivery. Implementing and sustaining partnerships, and policy and practice in relation to service coordination is essential. The Grampians Region Home Safety Risk Assessment and Checklist is designed for service providers to collaborate and exchange relevant client related critical safety information to integrate their service delivery with the broader health and community services system. This principle can be applied to both HACC-PYP and CHSP.

My service enters risk related information direct in our Client Relationship Management System (CRMS). How can I avoid duplicating the process and completing additional paperwork?

The Grampians Region Home Safety Checklist and Risk Assessment has been developed to frame specific questions that are considered generic and considered to be base-line information that all service providers will collect. Not all organisations will collect the same information. Rather than re-populating this information in the template, it is suggested that the information that is stored in your system is printed, and consent obtained to include the Risk Assessment to include with the referral documentation.

How do I validate the Risk Assessment information provided with referral?

All CHSP and HACC-PYP clients will receive a service-specific assessment and will have a goal directed care plan. It is suggested that providers undertake a review of all Home Safety related information at this time.

Why isn't the Home Safety Risk Assessment mandatory for all providers in the Grampians Region?

Templates and profiles used for assessment should be as relevant to the person's individual needs and circumstances, and the service. The Grampians Region Home Safety Checklist and Risk Assessment is intended to have the same principle.

REFERENCES:

*Victorian Home and Community Care Program Manual (2013)

<https://www2.health.vic.gov.au/about/publications/policiesandguidelines/hacc-program-manual-2013> (Accessed 1 March 2021)