

	ONE2ONE POLICY			
	Title	Maintaining a Safe Environment	Policy No	51
	Indicator	CM4 – Provisions of Supports (Environment)	Review Date	06/01/2021

1. PURPOSE AND SCOPE

The purpose of this policy is to set out specific procedures and performance standards to maximise the health and safety of One2One’s staff, volunteers and consumers by providing a safe environment in which people can use the service. The policy has been framed around Standard 6 of the National Standards for Disability services (2013).

This policy provides for the:

- Identification of potential risks and hazards to which consumers may be exposed whilst at One2One.
- Maintenance of safe buildings and structures within which One2One is operated.
- Provision of appropriate signage and warning signs/systems to minimise risks to all personnel.
- Provision and delivery of specific training to educate employees regarding proper health and safety practices.

This policy has been framed around the NDIS Practice Standards and applies to all of One2One’s supports and services.

2. POLICY STATEMENT

One2One is committed to ensuring that the premises and buildings in which One2One operates poses minimal risk of illness, accident or injury to any people using the facilities. One2One will maintain safe environments, and provide suitable safety equipment for all people within One2One.

3. POLICY CONTENT

The following procedures are to be implemented to ensure that One2One provides a safe environment and suitable safety equipment for people to work and receive its services

One2One will:

- a. Take all reasonable steps to assess the safety and security of One2One buildings and services and plan for the provision of safety equipment and structures/supports where necessary.
- b. Ensure appropriate availability of drinking water.
- c. Install appropriate fire detection and safety equipment at the service.
- d. Ensure that all dangerous substances are appropriately labelled, stored, and locked away if necessary.
- e. Ensure hazard signs are positioned appropriately where they are easily visible.

- f. Alert people to areas where hazardous work or maintenance is being carried out or where any hazardous by marking them out with bollards and non-flapping signs to alert people.
- g. Carry out required safety inspections on a regular basis.

4. PERFORMANCE STANDARDS

The following performance standards must be met to ensure that the procedures specified in Section 3 are implemented effectively:

- a. All One2One employees are familiar with One2One's Policy on Maintaining a Safe Environment and a staff copy of the policy is kept in the One2One office.
- b. One2One consumers and families have access to its Policy on Maintaining a Safe Environment and have been given a copy of the policy if requested.
- c. One2One has appropriate external security to safeguard consumers and their families/carers and to guard against theft.
- d. Appropriate safety gear and facilities are available to One2One consumers, staff and volunteers.
- e. Safety equipment and water are readily accessible.
- f. Hazards are identified and mitigated as far as possible, and /or appropriate signage and warnings are in place to minimise risk.
- g. Hazardous substances are appropriately labelled and stored.
- h. One2One has approved fire safety equipment and a first aid kit.
- i. Foodstuffs, medications and dangerous substances are handled and stored in accordance with the prevailing health and safety standards.
- j. The incidence of injury and accident due to environmental hazards at One2One is rare.

5. POLICY REVIEW

This policy will be reviewed on a two-yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Authorised: Director – One2One

