

STANDARD

The health and safety of all Bay of Plenty District Health Board (BOPDHB) staff are protected by organisation wide environmental and safety management systems when working within the community setting.

OBJECTIVE

- To provide a safe and secure environment and the protection of staff, clients, facilities and their assets
- To minimise all risks to personal safety of staff when visiting school, homes and other community facilities

STANDARDS TO BE MET

If the situation appears unsafe and / or you feel unsafe do not enter. Contact your Manager for clarification if an alternative is unable to be arranged and service cannot be provided.

- Route plans must be completed by all staff (if appropriate)
- CCYHS Safety & Security Plans are to be followed by all staff (if appropriate)
- Reference / follow BOPDHB Community based services emergency management procedures flipchart

Potential Hazard	Controls
Dogs	<ul style="list-style-type: none"> • If speaking with a family prior to a home visit ask if they have dogs • Do not enter property or get out of the car if the situation does not appear safe • Follow BOPDHB Community based procedures flipchart directions • All community based staff to attend two (2) yearly dog training
Aggression – Verbal or Physical	<ul style="list-style-type: none"> • If client's behaviour is known to present a risk, plan the visit with another colleague / the multidisciplinary team (MDT) for mental health clients. Also if necessary double staff and phone contact staff at office when visit completed • Withdraw from aggression, maintain own safety • Follow flipchart. Phone 111 • All new staff to attend BOPDHB "Handling Conflict at Work" workshop • Two (2) yearly refreshers (2 hours) – Handling Conflict at Work and the Taking the Bully by the Horn training sessions
Smoking	<ul style="list-style-type: none"> • Staff are not required to enter homes where people are smoking – refer to policy 5.4.2 Smokefree • Negotiate with person to visit outside house or a room where no one smokes
Physical Environment – Broken stairs / access etc	<ul style="list-style-type: none"> • Staff use initiative and at time of visit decide if to enter, depending on situation. If choosing not to enter, arrange alternative place to discuss / carry out purpose of visit • Ideally staff should work with family to fix physical environment as if unsafe for us, also unsafe for children • Health & Safety Two (2) Yearly Refresher (2 hours)
Unsafe	<ul style="list-style-type: none"> • If in doubt do not go there

Issue Date: Mar 2016 Review Date: Mar 2017	Page 1 of 3 Version No: 5	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Protocol Steward: Manager, Employee Health & Safety	Authorised by: GM, Governance & Quality	

Potential Hazard	Controls
Neighbourhood	<ul style="list-style-type: none"> • Take someone else with you • Complete route plan (if appropriate) • Take work cellphone • Withdraw from situation if in doubt at any time
Drugs, Illegal Activity, Guns and / or Weapons	<ul style="list-style-type: none"> • Withdraw from situation • Notify Manager • In consultation with Manager, notify Police (if appropriate)
Hygiene Issues	<ul style="list-style-type: none"> • Carry disinfectant hand spray for handwashing • Use universal precautions and maintain sterile technique
Sharps	<ul style="list-style-type: none"> • Carry sharps bins when doing work requiring sharps and needles. • Ensure information on sharps and sharps bins maintained in folder • Maintain direct supervision of sharps and sharps bins at all times
School / Preschool Visiting	<ul style="list-style-type: none"> • Follow venue's policies, procedures and processes unless unsafe or in conflict with BOPDHB Policies. Then withdraw from area and contact Manager
Manual Handling	<ul style="list-style-type: none"> • Two (2) Yearly Refresher training (2 hours)

REFERENCES

- Private Investigators & Security Guards Act, 1974 and amendments
- Fire Safety and Evacuation of Buildings Regulations, 1992
- Health & Safety at Work Act 2015 and amendments
- Privacy Act 1993 and amendments
- Health Information Privacy Code, 1994.
- Trespass Act 1980 and amendments
- Employment Relations Act 2000
- Holidays Act 2003
- Income Tax Act 1976

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board CCYHS protocol CCYHS.S2.1 Safety & Security - CCYHS
- Bay of Plenty District Health Board policy 5.5.1 Security
- Bay of Plenty District Health Board Glossary of Terms / Definitions
- Bay of Plenty District Health Board Policy 1.4.4 Cultural Safety - Maori
- Bay of Plenty District Health Board policy 2.5.2 Health Records Management
- Bay of Plenty District Health Board policy 3.50.03 Leave Entitlement
- Bay of Plenty District Health Board policy 3.50.03 protocol 1 Annual Leave
- Bay of Plenty District Health Board policy 5.1.6 Transport – BOPDHB Fleet Vehicle
- Bay of Plenty District Health Board policy 5.1.6 protocol 1 Transport – Use of a BOPDHB Fleet Vehicle
- Bay of Plenty District Health Board policy 5.1.6 protocol 3 Transport – BOPDHB Fleet Vehicle Failure / Accident
- Bay of Plenty District Health Board policy 5.2.1 Emergency Management

Issue Date: Mar 2016	Page 2 of 3	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Review Date: Mar 2017	Version No: 5	
Protocol Steward: Manager, Employee Health & Safety	Authorised by: GM, Governance & Quality	



- Bay of Plenty District Health Board policy 5.4.2 Smokefree Auahi Kore
- Bay of Plenty District Health Board policy 5.4.8 Moving and Handling
- Bay of Plenty District Health Board policy 5.4.8 protocol 1 Moving and Handling - Reporting
- Bay of Plenty District Health Board Form FM.L2.1 Leave - Application (except RMOs)

Issue Date: Mar 2016 Review Date: Mar 2017	Page 3 of 3 Version No: 5	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Protocol Steward: Manager, Employee Health & Safety	Authorised by: GM, Governance & Quality	