# **SAFE ENVIRONMENT - STANDARD AND SPIEL**

## STANDARD

Safe Environment (extract from NDIS Practice Standards: Core Module – 4 Provision of Supports – Environment Standard).

This is what you need to demonstrate to the auditor that you meet.

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| **Outcome:** Each participant accesses supports in a safe environment that is appropriate to their needs. |
| **To achieve this outcome, the following indicators should be demonstrated:**   * Each participant can easily identify workers engaged to provide the agreed supports. * Where supports are provided in the participant’s home, work is undertaken with the participant to ensure a safe support delivery environment. * Where relevant, work is undertaken with other providers and services to identify and treat risks, ensure safe environments, and prevent and manage injuries. |

## SPIEL

Your explanation to the auditors of how you meet the above section of the Provision of Supports Standard.

For you to read, adapt and then insert into your NDIS Commission On-line Application

Yellow highlights definitely need your attention – make sure you delete what is not pertinent to your organisation

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| All workers carry photo identification which matches the name on their XXX business card.    XXX works to ensure supports are provided in a safe environment appropriate to participant needs and preferences.  Potential risks with new participants and new environments begin to be identified at Intake (refer to New Participant Intake Checklist), documented and responded to. At initial assessment risks to both participants and workers are identified and strategies to minimise / remove risks are determined and implemented. If relevant, and in line with the participant’s consent, risk identification and management strategies include input from other providers and services particularly where other providers are involved in delivering support services.  Risk and related strategies are:   * Included in the Support Plan * Reviewed and updated as necessary and at the planned review times. Reviews include the participant, their family, responsible decision makers, other providers and services if / as necessary. Refer to SOP2 * Support Plan audit to check for appropriate identification and management of risks occurs * Incident management processes address reporting, prevention and reporting processes, in particular mandatory reporting * Safe Practice and Environment Policy & other checklists assist with safe service delivery * Workers are trained on these issues at induction and then annually. * Regular team meetings allow issues to be raised, discussed and documented via minutes * Management of Injured Worker Policy and Procedures are in place   The Service Delivery Model advises XXX’s tolerance for risk for both participant and workers. It advises that the support plan may need to be modified or, if the risks are too high and unable to be managed, services may be withdrawn with collaboration of the participant.  The need to provide a safe environment for workers is discussed during the initial assessment and the participant / family / decision-makers is required to agree to this as part of the Service Agreement. |

Supporting Documents Already Provided

* *New Participant Intake Checklist*
* *Service Delivery Model.*
* *Support Plan*
* *SOP - Participant Support Plan Review*
* *Support Plan Audit*
* *Safe Practice and Environment Policy & Procedures*
* *Community Safety Checklist*
* *In-rooms safety Checklist*
* *NDIS Induction Checklist*
* *Annual Training Plan*
* *Management of Injured Workers Policy & Procedures*
* *Meeting Minutes*