

Residential Workplace Safety

Record of Policy Development

Version	Date approved	Date of last review	Date for next review
2.0	May 2026	April 2026	September 2028

Responsibilities and Delegations

This policy applies to:	Directors, Staff, Volunteers, Students, any individuals acting for and on behalf of CCWA.
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Policy Context

Organisation policies	• Workplace Health and Safety • Employees and Volunteers Code of Conduct
Published	This Policy is published on the CCWA website for the ease of access by external parties.

Policy

Compassionate Care WA (CCWA) provides services in Supported Independent Living (SIL) accommodation and in the community, and in client's private homes depending on the *Service Agreement* and needs of each client. Visits to client homes are for the meeting new clients, reviewing support plans and arrangements, providing rostered support, or for ensuring handover information is adequately given and received to provide support.

The principle of safe work requires staff to conduct a *Risk Assessment* of all workplace environments starting with the *First Visit Safety Screen*, followed by *Residential and Community risk assessment*. When client homes become a workplace, it is vital that all precautionary steps are taken to ensure staff and client safety and the safety of others.

Staff are not to attend a client home, or conduct community support, without a service that is Rostered in advance, or with the prior and express approval of the staff member's Line Supervisor or Manager.

CCWA clients are not to be taken to staff homes during the delivery of supports without the prior and express permission of the Chief Operations Officer (COO). This is only be granted under exceptional circumstances, where a formal arrangement has been made, and a risk assessment has been completed and endorsed.

The Residential Workplace Safety Procedure outlines the key steps in risk mitigations for all visits to client homes and must be followed by all staff.