

Quality and Safety Standards Framework

Standard 1 - Safe Environment



What is needed to achieve compliance?

During our consultation period, organisations asked if the Office for the Community Sector could be very clear about exactly what is needed to achieve compliance with the Fundamental Elements of the Standards within the *Quality and Safety Standards Framework for Tasmania's Agency Funded Community Sector 2009-2012*.

Although we have said that we will accept a range of documents as evidence, such as policies, guidelines, pamphlets, posters, training materials etc, organisations have asked what we want to see in the documents that will show they are "good enough" for compliance. For example, a policy is a very good piece of evidence, but the policy may not include the really important points, and therefore, would not be good enough to meet the requirements of the Fundamental Elements of the Standards Framework.

The Office for the Community Sector has decided to send to all organisations, every six months, a list of some of the important points we need to see in your documents for each of the Fundamental Elements of the Standard that is next due for compliance.

We have also included a list of legislation or some of the resources available for each Fundamental Element. This will assist organisations to access the latest publications, and/or contact the local regulator who will provide advice and assistance.

If you have any questions, or if you need some assistance to access the resources, please do not hesitate to contact the Quality and Safety Team:



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www.communityexpress.dhhs.tas.gov.au

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Standard I – Safe Environment



The first Standard that organisations must evidence compliance against is **Safe Environment**.

Evidence of compliance must be available by 31 December 2009 with the Self Report due 31 January 2010.

The Safe Environment Standard has four Fundamental Elements:

- **Fire**
- **Food**
- **Medication**
- **Health and Safety**

Fire: To achieve compliance within the Standards Framework, your evidence must include the following –

1. A copy of a Form 56 for every privately owned building from which services are delivered.
2. A copy of the most recent checklist or receipt for fire equipment checks.

Resources and contacts:

- Building Code of Australia: www.justice.tas.gov.au
- Workplace Health and Safety Act 1995: www.thelaw.tas.gov.au
- Tasmania Fire Services – Building Advisory Services: www.fire.tas.gov.au
- Workplace Standards Tasmania: www.wst.tas.gov.au

Food: To achieve compliance within the Standards Framework, your evidence must include the following –

1. Responses to the questions 1.3, 1.4 and 1.5 in your Initial Workbook are correct given your organisations requirements under the *Food Act 2003*.

Resources and contacts:

- *Food Act 2003*: www.thelaw.tas.gov.au
- Local Council
- Department of Health and Human Services
Public and Environmental Health
Stewart Quinn: Senior Program Officer - Food Safety stewart.quinn@dhhs.tas.gov.au
Eric Johnson: Principal Advisor Food Safety – eric.johnson@dhhs.tas.gov.au

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Medication: To achieve compliance within the Standards Framework, your evidence must discuss the following –

1. Medication packaging
2. Safe storage
3. Management of medication errors
4. Disposal of medications
5. Who gives medication to consumers (dispensing of medication)
6. Giving medication according to instructions

Resources and contacts:

- *Poisons Act 1971:* www.thelaw.tas.gov.au
- Australian Pharmaceutical Advisory Council: Guiding principles for medication management in the community: www.health.gov.au
- Department of Health and Aging – Guidelines for medication management: www.health.gov.au
- Your local pharmacy (chemist)

Health and Safety: To achieve compliance within the Standards Framework, your evidence must discuss the following –

1. That the importance of health and safety is communicated to staff, consumers and volunteers
2. Hand washing and hand drying
3. Use of appropriate personal protection such as plastic gloves
4. Cleaning up of bodily fluids
5. Secure storage of hazardous substances and restricted use of hazardous substances
6. Correct labelling and containers
7. Maintenance process for equipment used in direct service delivery to consumers.

For example:

- Hoists
- Seating
- Vehicles
- Mobility aids such as wheel chairs
- Beds
- Lawn-mowers and other garden equipment
- Automated doors
- Rehabilitation equipment
- Child car seats and restraints

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Resources and contacts:

- *Workplace Health and Safety Act 1995:* www.thelaw.tas.gov.au
- Workplace Standards Tasmania: www.wst.tas.gov.au
- Human Influenza Pandemic Policy: www.dhhs.tas.gov.au
- Hand Wash: www.handsfirst.com.au
- Worksafe Australia: www.worksafeaustralia.gov.au

Please note that there are many important points for each Fundamental Element and those outlined in this flyer are only a selection that are required for compliance within this Standard Framework.

It is expected that each 6 months - as you fill in your Continuous Quality Improvement Workbook - you will add more important points and continue to improve against all the Fundamental Elements.

If any of the four Fundamental Elements of the Safe Environment Standard do not apply to your organisation (for example, if your organisation does not provide service delivery from any building and, therefore, is not required to report against the Fundamental Element of Fire), simply write “does not apply” in your Self Report Workbooks with a brief statement as to why (for example, “this organisation uses only cars to provide services”).