

## Errata

**ISBN:** 978 1 76031 687 7

**Title:** HLTWHS002 Follow safe work practices for direct client care

**Affected edition:** Version 1.1 November 2015

**Page number:** 24, 156, 157, 161, 162, 168, 169, 170, 172, 173

Attachments
NEW p. 24, 156, 157, 161, 162, 168, 169, 170, 172, 173: <i>HLTWHS002 Follow safe work practices for direct client care</i>

**Please use the attached pages to replace erroneous pages in the above resource.**

Aspire Learning Resources

practicable work health and safety standards that are used in any care providing facility. This agreement is for the safety of both the person receiving care and the worker. By these standards a worker has the right to a hazard-free environment and has the right to request a person does not smoke or drink alcohol in the presence of the care worker and may also refuse access to others who may threaten the health or safety of the care worker, for the duration of their care visit.

## Basic home fire safety

If you work in a home-based environment your workplace should have policies and procedures that ensure a comprehensive assessment of potential clients and their home environment is completed before you commence providing a service in that person's home. This may include a basic fire management plan, including identifying phone locations, marking building emergency evacuation exits and checking for fire hazards such as faulty or over-loaded power points, curtains or draperies close to heaters and the location of commonly used flammable house hold substances.



Some groups that you work with are at higher risk of danger from fire. High risk groups include older people, children, people with disabilities including limited or reduced mobility, people with memory loss and/or psychological issues and people who smoke or are affected by alcohol and other drugs. People experiencing social and financial disadvantage, who live in old buildings or use old appliances are also at risk and are less likely to install or maintain working smoke alarms.

Behaviours that contribute to fire injury and fatalities include:

- ▶ unattended cooking or unattended burning candles
- ▶ careless smoking – not extinguishing butts or falling asleep while smoking
- ▶ alcohol and/or drug consumption including prescription medications
- ▶ hoarding or careless storage of materials
- ▶ falling asleep and forgetting to turn off appliances or extinguish fire sources
- ▶ young children playing with fire.

Community sector workers should report to their supervisor immediately about identified fire hazards and any clients they identify as high risk because of their behaviour or home environment.

Workers need to know when to act and when to wait for professional help. It is essential that workers are provided with basic fire safety training so that they can identify high risk clients and fire hazards and know how to respond appropriately in the emergency of a home-based fire.

The Metropolitan Fire and Emergency Services Board (MFB) has developed a valuable resource Home Fire Safety Booklet, which is available in several languages. Access this resource at: [www.mfb.vic.gov.au/Community/Home-Safety/Booklet.html](http://www.mfb.vic.gov.au/Community/Home-Safety/Booklet.html)

<b>Question 1</b>	Briefly explain why the <i>Work Health and Safety Act 2011</i> (Cth) is important. Does this legislation apply to all states/territories? Explain why or why not.
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>Question 2</b>	Briefly explain what WHS regulations are and why they are important.
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>Question 3</b>	Briefly explain what WHS codes of practice are and why they are important.
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>Question 4</b>	Briefly explain what industry standards are and why they are important.
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>Question 5</b>	What are the rights and responsibilities of employers and workers in a community services environment as a result of Australian WHS legislation?
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>Question 6</b>	In Australian safety legislation, what is meant by 'a duty of care?' How is this relevant to those who work in the community services sector?
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>Question 16</b>	Describe the appearance and use of specific safety signs and symbols for specific hazards (such as sharps and radiation) in the community services environment.
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>Question 17</b>	Give an example of a control measure for minimising manual handling risk.
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>Question 18</b>	Give an example of a situation where additional infection controls are required.
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>Question 19</b>	Imagine you are a worker providing care to a person with pulmonary tuberculosis. In this situation standard precautions alone may not be sufficient to prevent transmission of infections. Give two examples of additional precautions that you could apply to minimise risk of transmission.
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>Question 20</b>	Outline why workers must identify risks of infection and report them according to workplace procedures. Also provide two examples of common sources of infection and two examples of common causes of disease transmission.
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

Read the case study, then answer the questions that follow.

**Case study (questions 6–13)**

Nerelee works as a support worker in a home-based care setting. As part of her role, Nerelee assists with showering, grooming and dressing people in their own home. Many clients are older people with age-related physical and sensory disabilities and who live in old apartment buildings. Some clients have alcohol misuse issues and most smoke cigarettes.

Nerelee’s workplace has WHS policies and procedures that aim to ensure the home-based care environment is as safe as possible, for both the care support workers, and the people receiving care.

Nerelee is aware that there are specific safety requirements that apply to working in a home-based environment.

<b>CS Question 6</b>	Outline how Nerelee and the client’s rights and responsibilities are upheld with regard to ensuring safety in a home-based environment.
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>CS Question 7</b>	What important information on basic fire safety should Nerelee consider before providing services in a home-based environment?
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>CS Question 8</b>	Give two examples of client groups that may be at higher risk of behaviours or actions that can result in danger from fire.
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>CS Question 9</b>	Give two examples of client behaviours that contribute to fire injury and fatalities and who you should report to.
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>CS Question 10</b>	What important information regarding behaviours of concern should Nerelee be aware of, in order to minimise risk to her personal safety?
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>CS Question 11</b>	What are two common sources of infection in the home-based environment that Nerelee needs to be aware in order to minimise infection control risks?
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>CS Question 12</b>	What is the musculoskeletal system and what tasks place Nerelee at risk of harm to her musculoskeletal system?
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>CS Question 13</b>	Give two examples of safe work practices that Nerelee could use to minimise the risk of musculoskeletal injury to herself and the clients?
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>CS Question 16</b>	What are some ways that Zoe may identify hazardous manual tasks in the workplace?
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

Read the case study, then answer the questions that follow.

**Case study (questions 17–20)**

Janice is a member of the health and safety committee (HSC) for a community care facility. Janice and the rest of the HSC are aware that WHS legislation, policies, procedures and practices are part of an ongoing continuous improvement process. For this reason, Janice and the HSC want to ensure that the WHS practices in their workplace are best-practice and in compliance with the current legislation, national standards and codes of practice.

Janice has been asked to review current documents and identify ways to maintain currency of safe work practices. The HSC has flagged three key areas:

1. Workplace systems – Housekeeping
2. Equipment – Personal protective equipment
3. Processes – routine safe work processes.

<b>CS Question 17</b>	Why is it important that the workplace emergency procedures in Janice’s workplace are current?
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>CS Question 18</b>	Janice reviews the workplace system documents relating to current housekeeping practices. Briefly explain how Janice could ensure current housekeeping practices are kept up to date.
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>CS Question 19</b>	Janice reviews the documents relating to personal protective equipment. Briefly explain how Janice could ensure current practices relating to personal protective equipment are kept up to date.
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory

<b>CS Question 20</b>	How could Janice determine if the organisation's routine work practices are up-to-date with current best practice standards?
<b>Answer</b>	
<b>Marking</b>	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory