

## National Premier Disability Services Staff Security Policy

### **Purpose**

To provide a secure and safe work environment for National Premier Disability Services personnel and members of the community using the premises and/or services of National Premier Disability Services.

To achieve the purpose of this policy, below are some guidelines for services to develop their own Staff Security Procedures to reflect their own particular circumstances and requirements, taking into consideration the nature of the service and the location of service delivery.

### **Guidelines**

In consultation with National Premier Disability Services personnel and management the purpose will be achieved by:

- Implementing a risk management approach to staff security (onsite and off-site service provision or outreach service) e.g. identification of hazards and risk assessment completed.
- Developing procedures for staff security for all National Premier Disability Services personnel.
- Developing procedures for National Premier Disability Services personnel who are on outreach.
- Ensuring that procedures developed take into consideration Work Health & Safety (WHS) legislation.
- Recording and analysing all incidents and near misses which occur within the service.
- Conducting regular risk audits and implementation of recommendations.
- Developing and implementing procedures for the prevention and management of incidents.
- Developing an Emergency Management plan in conjunction with Community Emergency agencies where needed.
- Regular review of all procedures (annually or after an incident).
- Ensuring staff are aware and understand these procedures.
- Monitoring of staff compliance with these procedures.

### **Scope**

This policy applies to all National Premier Disability Services personnel.

### **National Premier Disability Services Personnel**

Will comply with WHS procedures and any measures put in place to protect their health and safety at work.

### Line Managers

Will develop their program/service specific procedures, implement them and monitor compliance. Non-compliance must be addressed and reported to the relevant area manager.

### **Director**

Is accountable for ensuring that all programs/services under their respective service area(s) have developed the relevant Staff Security procedures, that they have been communicated to staff and there is an implementation and monitoring of compliance plan in place.

### Definitions

**Customer:** National Premier Disability Services is committed to be a customer centric organisation. Our broad definition of customer means we are inclusive of all people who interact or engage with us, either externally or internally. Our customers include consumers, clients, participants, patients, carers, the community, stakeholders, partners, staff, volunteers and members.

**National Premier Disability Services Personnel:** All employees (whether employed full-time, part-time, fixed term or on a casual basis), volunteers, students, contractors and sub-contractors performing work on behalf of National Premier Disability Services.

**Employee:** A person employed under a contract of employment or training.

**Outreach Worker:** Staff undertaking work outside their site from which they are based.

**Off Site Service Provision or Outreach Service:** refers to the delivery of services outside of the site which workers or services are based. This includes but not limited to seeing a client in their own home or in a residential and/or community setting.

**Line Manager:** Refers to your immediate supervisor in a service i.e. team leader, team coordinator, program manager, manager, director.

**Contact Person:** Refers to the person/position nominated to oversee the activities of the workers while off site/on outreach visits and is the nominated contact for emergencies relating to National Premier Disability Services personnel's safety.

**Third Parties:** Services that are involved in the health and welfare of clients or workers and includes but is not limited to, services or programs within the organisation, emergency services and other health community support services.

**Site:** Is the physical facility where a worker is directed to work.

**Workplace:** A workplace legally means any place where work is performed, including any place where a worker goes, or is likely to be, while at work.

Can include but not limited to:

- Anywhere inside the place of usual occupation e.g. an office.
- Anywhere work is performed outside the place of usual occupation e.g. meeting room at external location, client's homes, community settings.
- A vehicle, vessel or aircraft.

- Any other place where work related functions are carried out.

### **Contact Officer**

For any interpretation or any issues in relation to this policy contact the Director/Business Owner:

National Premier Disability Services

Suite 212, 30 Campbell Street, Blacktown, NSW 2148 Ph: 02 9136 6045	Unit 4, 3 William Street, Goodna, QLD 4300 Ph: 0416 855 097
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Web: [nationalpremierdisabilityservices.com.au](http://nationalpremierdisabilityservices.com.au)

E-mail: [enquiries@npdservices.com.au](mailto:enquiries@npdservices.com.au)

### **References/Relevant legislation**

- AS/NZS 4801
- OHSAS 18001
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Relevant Compliance Codes and Codes of Practice
- Managing the Work Environment and Facilities Code of Practice. 2011
- Work Health and Safety Act 2011

### **Related Policies/Documents**

- Health and Safety Policy
- Incident Management Procedure
- Risk Assessment

### **Implementation Procedures**

All programs and sites will develop their specific Staff Security Procedures based on the nature and location of services.