

AUDIT – AGED CARE INDUSTRY

In order to comply with the relevant Acts, Regulations, Federal, State and local laws including bylaws you will need to be compliant with all these for a successful audit Accreditation Process. It is also a requirement to meet a number of Compliance Standards. After the above process has been undertaken a written report will be supplied against the background of these Compliance Standards and reflect all relevant Acts.

A major requirement for any organisation is a workplace health and safety program that complies with current State Legislation, and which protects the physical well-being of Staff, Employees, Clients, Visitors, Contractors, Customers and Management.

To meet this compliance, four Key Criteria are:

- Aged Care Act, policies and procedures, Retirement Village Act Policies and Procedures are in place, and all staff, employees, residents and clients are aware of their responsibilities
- Occupational Health and Safety Policies and Procedures are in place, and all staff, employees, residents and clients are aware of their responsibilities.
- There is documented evidence of regular review processes incorporating risk assessment, management, and continuous improvement strategies.
- Management and staff use their endeavours to identify remove or reduce any potential hazards.

Prior to carrying out any Audit we need to have the following information:

- When was last Audit
- Copy of that report
- Hard copy of Policies and Procedures
- Registers of Hazards & Accidents
- Risk assessments
- OH&S Manual
- OH&S Committee
- Terms of reference
- Minutes and agenda
- Member's election
- How information is transmitted to committee and back to staff
- JSA
- Standard operating procedures
- Audit by Worksafe
- Copies of legislation including codes of practice

Our aim is **TOWARDS EFFECTIVE HAZARD MANAGEMENT**

Improving compliance with the requirements of the all relevant Legislation and including OHS performance in the Working Environment means having an effective system in place for managing hazards and an effective mechanism for involving all staff, employees and clients in problem solving to develop new solutions that can be implemented.

An Executive Summary:

This report is written in response to a requirement for both Occupational Health and Safety Audit and a Workplace Inspection to be conducted. Both processes provide background information about operations and in particular, potentially hazardous situations, assessment summaries and recommendations arising from the processes.

The recommendations provide the impetus for ensuring that so far as is practicable, the working environment presents as safe and without risk to staff, employees, clients, customers, contractors and visitors alike. The overarching philosophy is that improving OHS performance in the Working Environment means having an effective system in place for managing hazards and an effective mechanism for involving all staff, employees, clients and residents in problem solving to develop new solutions that can be implemented.

Conclusion:

The underlying intent of this overall Report is to provide sufficient information so as to enable Management to make an informed decision as to the viability of its current Management Systems. Should the decision to adopt the recommendations contained throughout the documentation proceed and so long as those recommendations are subject to the relevant OHS Legislation, can approach future Accreditation processes and a program of Continuous Improvement in Health and Safety with some confidence.

Audit Costings are P.O.A. per hour and on average of 6 hrs duration plus GST

KEEP YOURSELF SAFE TO HELP OTHERS

RTW Solutions Training Department Confirmation Purchase Order Request Form

Phone No. 03 9563 2122

Fax No. 03 9563 1833

FROM:-Stephen Yeats 0418 373504

DATE:

COMPANY: _____

ATTENTION: _____

ADDRESS: _____

PHONE NO: _____

FAX NO: _____

EMAIL: _____

Purchase Order No.: _____

Preferred Training Dates/Times: _____

Training Facilities and Equipment – Can your company provide:

Training Room

Yes

No

TV/Video

Yes

No

I would like to provide our staff training and instruction in the following:-

AUDIT - AGED CARE FACILITIES

Other i.e safety equipment etc.....

Additional Overtime Rate for Instructors Provided

Weekday - After 7pm a minimum charge of 1.5 hours will apply at a rate of \$80.00 per hour per instructor

Weekend - A minimum charge of 2 hours will apply at a rate of \$100.00 per hour per instructor.

Additional costs will be incurred for country, regional and national sites, i.e. travel, accommodation & expenses if applicable. P.O.A.

Please contact our training department for further details of these and other courses that we can design & develop for your needs.

Commercial In Confidence

If notice of cancellation is not forwarded within 7 days prior to date of training, a cancellation fee may be incurred.

For your convenience we have Credit Card facilities - should you wish to avail yourself of these a 5% surcharge on the total cost will apply.

I wish to pay by credit card

Yes

Card Type:

Mastercard

Visa

Bankcard

Card Number:

Exp.Date: