

Participant Safety Policy

Policy Type	Risk Management
Version	4.0
Revision Date	August 2023
Date for Review	August 2028
Person/Body Responsible	Leadership Team
Approved By	Chief Executive Officer

Purpose

Mental Health Foundation (MHF) is committed to improving participant focused quality care that enhances participant health, safety, and wellbeing. Participant safety is about respect, ensuring the best possible outcomes for participants, and reducing/eliminating practices that could lead to, or cause harm.

Policy

MHF is guided by the principles set out in the National Disability Insurance Scheme *Participant Safeguarding Policy*, which are:

- **Principle 1: Safety Culture:** Safety and wellbeing of people with disability is embedded in organisational leadership, governance, processes, practice, and culture to promote responsibility and accountability within MHF.
- **Principle 2: Empowerment:** Individuals are supported to gain or enhance their knowledge and skills about personal safety to identify, assess and manage risk of harm.
- **Principle 3: Individualised:** Individual circumstances are recognised and respected when working with people with disability. A person-centred and strengths-based approach is taken to understand each person's experience to develop appropriate safeguarding strategies.
- **Principle 4: Proactive:** Individuals are proactively supported to establish or improve preventative safeguards to reduce the likelihood and consequence of harm occurring.
- **Principle 5: Dignity of risk and informed decision making:** Dignity of risk is respected, and individuals are supported to have a central role in making informed decisions about safeguards in their lives.

- **Principle 6: Informal support networks:** Individuals are supported to develop and strengthen their network of informal supports and community connections to help create strong safeguards.

MHF is committed to participant safety and promoting a culture of safety for everyone across the organisation. We will continually evaluate and improve on all aspects of our performance through effective coordination and communication among MHF staff and the recipients of MHF services.

Participants are entitled to be safe in any environment that MHF delivers its services and be assured that risks and hazards associated with the services they receive have been identified, and that processes have been developed to eliminate or minimise those risks. The MHF Board have developed policies to ensure this is achieved through:

- Hazard identification and risk management processes
- Work health and safety processes
- Incident review systems
- Feedback and complaints reviews
- Service evaluation and continuous improvement processes.

It is the responsibility of the Chief Executive Officer to enact these policies and implement practices to address all aspects and efforts required to ensure participant safety across the organisation.

All MHF employees are responsible for fully cooperating in efforts to improve participant safety and eliminate potential risks. This includes the reporting of events which result in actual or potential injury to participants, and in compliance with standards and protocols for incident reporting identified by the National Disability Insurance Scheme (NDIS) Quality and Safeguards Commission. Where a participant has a Behaviour Support Plan in place, staff will follow the NDIS *Restrictive Practices and Behaviour Support Rules, 2018* and *MHF Restrictive Practices and Behaviour Support Procedures*. The *MHF Incident Management Procedures* set out the processes to be followed to report incidents, including injuries and accidents, both internally and to external agencies.

Whilst on MHF property and when actively receiving services, MHF participants and carers have the following responsibilities under the *Work Health and Safety Act 2011* (ACT):

- Take reasonable care of your own health and safety

- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as the person is reasonably able, with any reasonable instruction that is given by MHF staff regarding safety.

New employees will be familiarised with the *Participant Safety Policy* and *Participant Safety Procedures* as part of their induction training.

References

ACT Government	<i>Work Health and Safety Act 2011</i>
Mental Health Foundation ACT	<i>Incident Management Procedures</i> <i>Participant Safety Procedures</i> <i>Restrictive Practices and Behaviour Support Procedures</i>
National Disability Insurance Agency	<i>Participant safeguarding policy, 2023.</i> <i>Practice Standards and Quality Indicators, 2021</i> <i>Restrictive Practices and Behaviour Support Rules 2018</i>

Distribution and location list	
Electronic	SharePoint.../Admin /Admin /Library and reference material /Policies and Procedures/ Risk Management.
Other	<ul style="list-style-type: none"> • MHF Website

Document History				
Author	Version	Amendment	Owner	Date of Effect
Policy Manager	1.0	Document Created	Executive Officer	17/4/2013
CSM	1.1	Minor grammatical changes made.	Executive Officer	October 2015

Document History				
Author	Version	Amendment	Owner	Date of Effect
Corporate Services Manager	2.0	'Consumer' and 'client' changed to 'participant'. Inclusion of requirement to meet the NDIS Commission reporting requirements. Executive Officer changed to Chief Executive Officer.	Chief Executive Officer	1/10/2019
Registered Nurse / Corporate Services Manager	3.0	Reviewed for currency. Updated terminology and references. Grammatical corrections. Included reference to 'Incident Management Procedures' as setting out process to follow for reporting to external agencies. (Draft version not finalised.)	Chief Executive Officer	December 2022
Corporate Services Manager	4.0	Updated to incorporate new logo and branding guidelines. Included information from NDIS Participant Safeguarding Policy. Changed 'must' to 'will'.	Chief Executive Officer	August 2023