

Policy Title	Workplace Review
Policy Category	Operational
Number & Version	SVC-MSO-PO-104-01
Policy Owner	Community Services
Approval by	CEO
Effective date	
Date for review	September 2021

1. STRATEGIC PURPOSE

The Snowy Valleys Council (Council) is committed to delivering quality services to the community while safeguarding the welfare of its clients and work participants.

2. POLICY STATEMENT

The Council's Multi Service Outlet (MSO) aims to provide as much information as possible to work participants entering a client's property to enable them to provide the service without fear of harm coming to themselves or the client.

3. DEFINITIONS

Multi Service Outlet (MSO) A council run initiative providing services to the elderly, their carers and people with disabilities in the local government area.

Work Participant: Any employees, labour hire staff, volunteers, work experience and contractors of the Council.

4. CONTENT

This Workplace Review Form is to be completed annually. This is a minimal requirement when there have been no significant changes in the delivery or an increase of service within the 12-month period.

The Coordinator must complete a *Workplace Review Form* prior to the initial delivery of service to a new client.

The *Workplace Review Form* must be completed again:

- whenever there is a service change i.e. an increase or change in the tasks performed in the service.
- there is a change in the health status of the client and reassessment has taken place; or
- the client has moved house.

Filing of the Completed Workplace Review Form

All *Workplace Review Forms* are to be filed in the client's file when they have been completed and signed.

Responsibilities

The MSO Coordinator is responsible for:

- The completion of the WPR Form.
- Identifying all hazards and entering them in the comments section of the form.
- Ensuring that all questions are completed or the Not Applicable box has been ticked for questions that are not relevant to that particular client or service.
- Providing comments as appropriate on the form.

5. ASSOCIATED LEGISLATION

Work, Health and Safety Act (2011)

6. ASSOCIATED COUNCIL DOCUMENTS

Workplace Review Form – SVC-MSO-F-147-01

7. HISTORY

Date	Action	Name	Policy Number	Resolution Date	Resolution Number
	Superseded	Workplace Review Policy	TSC-MSO-PO—14-0 (Former Tumbarumba Shire Policy)		