

WHS1.3 Physical Resources and Environment

Purpose

1. To outline expectations for maintaining and providing physical resources and a suitable environment for employees and Participants.

Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management

Legislative Alignment

1. National Disability Insurance Scheme Act 2013

Key Responsible Executive

General Manager

For More Support

General Manager

Policy Statement

1. Everyone at P4 Movement is responsible for ensuring a safe workplace for all, including employees and Participants. This extends to maintaining a safe work environment and access to the physical resources to carry out work safely and productively.
2. P4 Movement assesses environmental and facility needs such as;
 - a. entry and exit
 - b. work areas
 - c. workstations
 - d. Floors and other surfaces
 - e. Lighting
 - f. Housekeeping
 - g. Ventilation
 - h. Heat and cold
 - i. access to facilities
 - j. drinking water
 - k. Hand washing
 - l. Eating facilities
 - m. Personal storage
 - n. Change rooms

- o. Shower facilities
 - p. Outdoor work
 - q. Remote or isolated work
 - r. Accommodation
3. P4 Movement carries out three types of work environment assessments:
 - a. Core office facilities
 - b. Regular in home care facilities
 - c. Community based facilities - getting out of the house, planned social outings and supported holidays
 4. Due to the type of work P4 Movement carries out, environmental assessments carry a dual purpose for both employees and Participants.

Definitions

1. Hazard - A situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace.
2. Risk - The possibility harm (death, injury or illness) might occur when exposed to a hazard.

Delegations

Roles	Responsibilities
Board of Directors	- Endorse and ensure compliance with the Physical Resource and Environment Policy and Procedure - Be familiar with the organisation's legislative requirements relating to the policy
GM	- Manage and monitor compliance with this policy - Monitor P4 Movement's risk governance processes to ensure business processes and advisory committees are effectively monitoring and addressing changing work environments and resource needs.
Management	- Manage and monitor compliance with this policy - Monitor the risk database for hazards related to the work environment and resources required
Staff, volunteers, contractors and students	- Comply with the Physical Resource and Environment Policy and Procedure - Act in accordance with legislation and organisation's systems relating to the policy

Procedures

1. Core office facilities

- a. Responsibility: The GM is responsible for assessing and maintaining the P4 Movement core office workplace and environment
- b. Minimum requirements: The P4 Movement workplace will be assessed using the Safe Work Australia *Managing the work environment and facilities Code of Practice* checklist
- c. Review: The checklist is to be reviewed annually as part of the annual workplace health and Safety review, supported by the Workplace Health and Safety Committee
- d. Training: All new employees based in the office environment will receive an introduction to the work environment as part of their induction process. They will also receive training on how to report a hazard or incident in their workplace as part of their onboarding process.

2. Regular in home care facilities

- a. Responsibility: The Director, Participant Services is responsible for the standards and procedures for assessing in home care work environments and the resulting action or risk mitigation plans.
- b. Minimum requirements: Each Participant home setting which will be a regular working environment for employees (i.e. a regular and frequent place of work, not a one off or highly irregular workplace) will be assessed using an adapted version of the safe work australia *Managing the work environment and facilities Code of Practice* checklist. The adapted checklist will incorporate the Participant home environment risk assessment.
- c. Approval: Supervisors will be responsible for auditing in home risk assessments on a quarterly basis as part of regular employee supervision.
- d. Review: The checklist is to be reviewed annually as part of the annual workplace health and Safety review, supported by the Workplace Health and Safety Committee OR Participant Advisory Committee
- e. Training: All employees who conduct Participant intake assessments will be trained on completing an effective environment risk assessment. Employees carrying out in-home care support, will also receive training on how to understand an environmental risk assessment and how to report any hazards or incidents in their workplace.

3. Community based facilities

- a. Responsibility: The Director, Participant Services is responsible for the standards and procedures for assessing community based work environments and the resulting action or risk mitigation plans.
- b. Minimum requirements:
 - i. Unplanned community activity undertaken as part of a Participant's daily support, for example shopping, going to the park or library etc will fall under a general community risk assessment which all carers should consider before each trip.
 - ii. Planned group social activities will either require a social outing risk assessment or a supported holiday risk assessment.
 - iii. Each assessment will still be based on an adapted version of the safe work australia *Managing the work environment and facilities Code of Practice* checklist. The adapted checklist will incorporate the risks present for the Participant. Supported holiday risk assessments must take into account risks associated with remote or isolated work.
- c. Review: The checklist is to be reviewed annually as part of the annual workplace health and Safety review, supported by the Workplace Health and Safety Committee OR Participant Advisory Committee
- d. Approval: Social activity and supported holiday risk assessments are to be approved by the supervisor prior to the planned activity.
- e. Training:

- i. General community activity - employees who take Participants into the community as part of their personal or individual care will receive training in carrying out pre departure simple risk assessments.
 - ii. Social outings and supported holidays: employees coordinating or planning social and holiday activities will be provided training into how to effectively assess environmental risks for both employees and Participants.
4. Strategies P4 Movement will employ to control risks will include;
 - a. A buddy system, such as when providing late evening supports or support for Participants with particular extremely high intensity needs
 - b. Workplace layout and design, for example the use of pass access control to the P4 Movement office location
 - c. Communication Systems, such as the use of email, mobile, Participant shift app (Shiftcare) and other relevant communication mediums. This will also include consideration of mobile phone reception and coverage in cases of emergency.
 - d. Movement records, for example shift check in and check out location mapping and Participant notes made in shiftcare
 - e. Training, information and instruction, including induction, regular supervision and access to relevant policies, procedures and documentation
 - f. First aid - P4 Movement will comply with the safe work australia Code of Practice: First aid in the workplace
5. Accommodation requirements: While P4 Movement does not own or manage accommodation that would be used for P4 Movement employees or Participants, through the course of operations, employees will be required to stay in accommodation in order to deliver overnight support or supported holidays. In these cases, P4 Movement will still consider those requirements outlined in the WHS Act section 19(4) for employer provided accommodation reflective of their needs.

References to other P4 Movement policies and external sources

1. HR10 Work Health and Safety
2. Model Code of Practice: Managing the work environment and facilities, Safe Work Australia

Summary of attachments

1. Core workplace assessment
2. In-home care assessment
3. General community assessment
4. Social outing assessment
5. Supported holiday assessment
6. Core Workplace provided facilities

Version Control

1. 1 April 2026 - New Policy Creation