

NATIONAL WATER SAFETY POLICY GUIDELINE & PROCEDURE

INFORMATION SHEET FOR STAFF

A new National Water Safety Policy Guideline and Procedure has been developed to provide practice guidance for staff, contractors, carers and other volunteers throughout Australia when supporting clients to engage in water activities. The new Policy Guideline and Procedure will apply across all sectors and services across all states and territories.

Note: this Policy Guidelines and Procedure relates to how drowning is prevented in all bodies of water and the required considerations and risk assessments to be undertaken when a client is engaging in a water activity.

WHAT YOU NEED TO KNOW



All state based water safety procedures have been archived (WA, Vic/Tas, NT). There is now one National Water Safety Policy Guideline and Procedure that applies to all sectors and services in all locations throughout Australia.



There is now a consistent approach to how staff, contractors, carers and other volunteers need to assess risk when supporting clients to engage in water activities.

WHAT QUALITY BUSINESS PARTNERS/NSW PRACTICE AND QUALITY MANAGERS NEED TO DO

1. Archive any state based Water Safety Procedure (WA, Vic/Tas, NT)
2. Review any related state or program based Policies or Procedures (SA, NISS) (see the table overleaf for further information about documents requiring review)
3. Support Managers to implement the new policy guideline and procedure and record the completion of the required change activities

WHAT MANAGERS NEED TO DO

1. Cease use of any state based Water Safety Procedure (WA, Vic/Tas, NT)
Review the table below for further information about superseded documents
2. Commence use of the new Water Safety Policy Guideline and Procedure
3. Review the new Policy Guideline and Procedure and advise your staff and contractors about the new policy guideline and procedure and ensure they take the time to read and understand how it relates to their role.
4. Table the Water Safety Policy Guideline and Procedure at your next team meeting and use this process as an opportunity to review the new Policy Guideline and Procedure and clarify any questions or concerns.
5. Ensure the provided communication package is mailed/emailed to all carers so they are aware of the new

policy guideline and procedure.

6. Ensure Supporters of Carers discuss the update at their next home visit with the carers they support and use this process as an opportunity to review the new Policy Guideline and Procedure and clarify any questions or concerns.
7. Discuss the relevant Water Safety resources with staff and carers including:
 - a. National Water Safety Policy Guideline
 - b. National Water Safety Procedure
 - c. Water Safety Activity Guides for staff and carers
 - d. Client Activities Risk Assessment Template HSE-07-03-003 (staff only)
8. Advise your Quality Business Partner/NSW Practice and Quality Manager of completion of the above actions

DOCUMENT NAME TYPE	DETAILS	OF CHANGE USAGE	IMPACT	CHANGE ACTIONS
<ul style="list-style-type: none"> • National ALL Water Safety Policy Guideline and Procedure 	Email	Email to State Directors for forwarding to all staff (and Practice and Quality, PSC, HSE) Email to all staff via State Director and Regional/ Operations Managers	21 March 2018 23 March 2018	Advice to all staff of new policy guideline and procedure and change advice requirements
<ul style="list-style-type: none"> • National ALL Water Safety Policy Guideline and Procedure 	Communication package for all carers	Advice to all carers of new policy guideline and procedure	23 March 2018	Operations Managers (Client Services) to ensure email/mail out of communication package to all carers
<ul style="list-style-type: none"> • Water Safety Procedure WA • Water Safety Procedure Vic Tas • Water Safety Procedure NT 	Procedure	Superseded by National Water Safety Policy Guideline and Procedure	23 March 2018 30 April 2018	Cease use immediately Quality Business Partners to action archiving of superseded policies/ procedures Remove from any hardcopy manuals in office or residential sites and replace with new Policy Guideline and Procedure
<ul style="list-style-type: none"> • National ALL Water Safety Policy Guideline and Procedure 	Policy Guideline Procedure Water Safety Activity Guides	New National Policy Guideline New National Procedure New Water Safety Activity Guides	26 March 2018	All staff, contractors and carers to have read and be familiar with the Water Safety Policy Guideline, Procedure and Water Safety Activity Guide
<ul style="list-style-type: none"> • National ALL Water Safety Policy Guideline and Procedure 	Policy Guideline Procedure Water Safety Activity Guides	New National Policy Guideline New National Procedure New Water Safety Activity Guides Water Safety Information Sheet	30 April 2018	Managers to schedule discussion of guidelines, procedures and resources at team meetings and review with staff
<ul style="list-style-type: none"> • National ALL Water Safety Policy Guideline and Procedure 	Policy Guideline Procedure Water Safety Activity Guides	New National Policy Guideline New National Procedure New Water Safety Activity Guides Water Safety Information Sheet	30 April 2018	Supporters of Carers, Case Manager or other relevant support worker to discuss guidelines, procedure and resources with carers at their next home visit
<ul style="list-style-type: none"> • SA 05.01.000 Safe Environments and Protection from Harm Policy • SA 05.01.001 Safe Environment and Working in the Community Procedure • SA 08.03.000 Risk Management Policy • SA 08.03.003 Service Participant Risk Assessment and Management Procedure • NISS (Community Engagement.docx) 2.3 Approved Activities Band 2 	Policy and Procedure	Require review to determine any required amendments	30 April 2018	Review existing policies and procedures to identify and make required amendments and/or references to ensure consistency with the National Water Safety Policy Guideline and Procedure