

INTERDISCIPLINARY CLINICAL Policy and Procedure

TITLE:	Safety Risk Assessment in Community Settings	NUMBER:	CL-SR-030
Sponsor:	Senior Director, Continuing Care	Page:	1 of 6
Approved by:	VP, Integrated Health Services Community Support & Management VP, Integrated Health Services Primary Health Care & Population Health	Approval Date:	September 11, 2017. Effective Date: October 2, 2017.
Applies To:	All health service programs that deliver service in the Community (i.e. outside of a designated NSHA facility, site, or location)		

PREAMBLE

1. This policy addresses responsibilities related to identifying and mitigating risks to Client and Staff safety when delivering health programs and services in the Community.
2. This policy does not address the safety issues, procedures, and protocols required for the safety of Staff who work alone in NSHA facilities, sites, and other designated locations. (Refer to existing former DHA policies on working alone until an NSHA policy is available.)
3. This policy does not address the safety issues, procedures, and protocols required for the safety of Staff related to instances of workplace violence unless related to service delivery in the Community. (Refer to existing former DHA policies on workplace violence until an NSHA policy is available.)

POLICY STATEMENTS

1. A Safety Risk Assessment must be conducted at the beginning of service delivery for all Clients who receive a Community-Based Visit by an NSHA Staff member and updated regularly as determined by each program. This includes a pre-visit risk screening completed upon referral for a Community-Based Visit which becomes part of the Client record.

2. Staff delivering Community-Based Visits or Services in non-NSHA institutions or facilities and not in a private dwelling (e.g. schools, Community centres, etc.) must:
 - 2.1 Conduct a site Safety Risk Assessment at the time of the first service delivery visit at that location.
 - 2.2 Become familiar with and adhere to the safety policies of that organization.
3. All NSHA health service and health promotion programs that provide Community-Based Visits and Services must establish procedures and/or protocols specific to their practice environment that support safe Community practice and guide Staff working in the Community. This includes procedures for when risk is determined to be too great to deliver service.
4. Staff members must follow procedures and/or protocols established within their respective programs and report all related safety issues.
5. Programs that provide Community-Based Visits and Services must regularly evaluate their Safety Risk Assessment procedures and protocols at a frequency determined by each program.

GUIDING PRINCIPLES AND VALUES

1. NSHA values the health and safety of all individuals and is committed to promoting a safe work environment for all Staff.
2. High quality, person-centered care includes the delivery of health services through Community-Based Visits and Services as indicated by program design and structure.
3. Providing health services in the Community presents unique challenges for health care providers with respect to Staff and Client safety.
4. A Safety Risk Assessment can enhance the safety of Clients, families, and Staff.
5. NSHA Staff collaborate with Clients, families, and Community partners to create a mutually safe environment in which to deliver and receive services.

PROCEDURE

Staff members are responsible to:

1. Document information from the Safety Risk Assessment and use it when planning and delivering services.

In the case of Community-Based Visits:

- 1.1 Share the information with providers who are in the circle of care and who also provide Community-Based Visits.
- 1.2 Educate Clients on safety and risk issues identified.

- 1.3 Develop and implement strategies to address safety risks with input from Clients and families.

REFERENCES

Legislative Acts/References

[Nova Scotia Occupational Health & Safety Act](#) Sections 13(1), 17(1,2)

Other

Accreditation Canada, Case Management Standards Version 11, Required Organizational Practice 14.2

[NSHA-AD-OHS-001 Occupational Health and Safety Rights and Accountabilities](#)

RELATED DOCUMENTS

Appendices

Appendix A – Definitions

WESTERN ZONE

South Shore

[SSH-OH-250-011](#) Community Workplace Safety

South West

[802.0](#) Safe Community Workplace

Annapolis Valley

[140.260](#) Community Workplace Safety

NORTHERN ZONE

Colchester-East Hants

[109-018](#) Remote Location Plans

[413-016](#) Home-based service discontinuation (Rehabilitation Services)

[413-018](#) Remote location and working in isolation (Rehabilitation Services)

Cumberland

[109-014](#) Home & Community Visiting Safety

Pictou

[23-p-10](#) Personal Safety of Occupational Therapists and Physiotherapists during Community Visits

[11-H-14](#) PCHA Home Visitation Safety Policy

EASTERN ZONE

Guysborough-Antigonish-Strait Area

[2-10](#) Community Safe Visiting

[4-20](#) Remote Location for Community Based Services (Continuing Care Staff)

Cape Breton

[CC-5-10](#) Remote Location for Nursing Staff (Continuing Care Nursing Policy Manual)

[MS-3-40](#) Home Visits (Administration Mental Health & Addiction Services Manual)

[MA \(Comm Support\)-3-40](#) Referrals from Inpatient Mental Health Services to Community Rehabilitation Team (CRT)

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OP3PO150622

- [3-41](#) Safety Policy for Staff Working in Rural Isolation
- [3-140](#) Home Visits (Rehabilitation Mental Health Services Manual, Crossroads Program)
- [5-010](#) Personal Security Devices
- [5-60](#) Personal Safety of Community Rehabilitation Therapists during a Visit
- [7-60](#) Home Visiting (Rehabilitation Services)

CENTRAL ZONE

- [RH 04-010](#) Personal Safety of Occupational Therapists/ Physiotherapists during Community Visits

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Appendix A – Definitions

Client	All individuals who receive or have requested health care or services from NSHA and its health care team members
Community	Any location outside of a designated NSHA facility, site, or location
Community-Based Service	The provision of health care service to a group of individuals in a location in the Community. These locations could include but are not limited to coffee shops, non-profit organizations, libraries, Community centres, shopping malls, schools, etc.
Community-Based Visit	The provision of health care service to individual Clients in a location in the Community. These locations could include but are not limited to Clients' homes, someone else's home, coffee shops, non-profit organizations, libraries, Community centres, shopping malls, schools, etc.
Safety Risk Assessment	A comprehensive review of internal and external physical environments, chemical, biological, fire and falls hazards, Client risk factors, emergency preparedness, and in the case of Community-Based Visits, medical conditions requiring special precautions.
Staff	Any NSHA employee, physician, or volunteer delivering services in the Community

District Health Authority Policies Being Replaced

Version History

Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)
New to NSHA 2017-10-02	