

Purpose:

To establish and maintain effective infection prevention and control measures to protect and minimise the risk and spread of infection between our workers, clients/participants and other members of the community.

Scope:

This applies to all staff including executive team, leaders, managers, board members, workers (employees, trainees/apprentices, students, volunteer, contractors).

Objectives:

Able To Wellbeing are committed to maintaining the highest standards of infection prevention and control and supporting safe and high-quality care. We will follow the relevant Australian Government and Queensland Government legislations, regulations, guidelines and codes of practice.

Able To Wellbeing are supportive of a diverse workforce and acknowledge that there may be instances where a persons cultural or religious beliefs and practices may result in barriers to achieving the requirements of the infection prevention and control procedures and policies. Where this may occur, Able To Wellbeing will work with staff in a confidential and sensitive manner.

Responsibilities:

- *Board:*
 - Demonstrate leadership and a commitment to infection prevention and control and compliance with relevant legislation, supporting guidelines, policies and procedures.
- *Executive Managers:*
 - Demonstrate leadership and a commitment to infection prevention and control and compliance with relevant legislation, supporting guidelines, policies and procedures.
 - Allocate necessary resources to implement and maintain effective infection prevention and control systems.
 - Monitor and review infection prevention and control performance regularly.
- *Supervisors and Team Leaders:*
 - Lead by example in promoting a safe work environment, both physically and emotionally around infection prevention and control.
 - Ensure that employees under their supervision are adequately trained in infection prevention and control procedures.
 - Investigate and report incidents promptly.
 - To use appropriate personal protective equipment as relevant to the task being completed.
 - Educate staff, clients/participants and other stakeholders in infection prevention and control.

- **Employees:**
 - Comply with all infection prevention and control policies, procedures, legislation and codes of practice.
 - Report hazards, incidents and near misses promptly.
 - Take reasonable care for their own infection and prevention health and safety and the health and safety of others.
 - To use appropriate personal protective equipment as relevant to the task being completed.
 - Educate staff, clients/participants and other stakeholders in infection prevention and control.

Infection control strategies:

Able To Wellbeing will ensure it meets the required infection prevention and control and control guidelines. Some ways in which Able To Wellbeing will achieve this is through:

Auditing: We will at times, conduct planned or unscheduled audits on our personal protective equipment storage as well as a review of staff practices. Data will also be analysed and reviewed regularly to identify any trends or patterns.

Education: All staff will receive mandatory infection prevention and control training when onboarded, as well as annually at a minimum. Staff will also educate clients/carers and their significant others around infection prevention and control processes.

Continuous quality improvement: Able To Wellbeing will review data as well as results of audits and use this information to implement quality improvements and learnings which will best support the delivery of care.

Feedback: we will encourage our clients/participants to provide us with feedback on our infection prevention and control strategies.

Risk assessment:

It may be necessary to conduct a risk assessment of the client/participant home. This should not just include a review of the clients/participants condition, but also environmental factors, visitors, other carers, other service providers, risk of not delivering services and anything else that is relevant to the client/participants care.

Use of PPE:

Able To Wellbeing will provide staff with the required PPE. For clients/participants requiring PPE, this is to be discussed with the relevant case manager to determine if funding will cover the costs of PPE, or if this is a cost to the client/participant.

Legislation and procedures:

The relevant legislations or guidelines that apply are listed below. This list is not exhaustive and is relevant as at the time of the development of this Policy. This list may change at any time and will be updated on the next schedule review or sooner where required.

- Australian Guidelines for the Prevention and Control of Infection in Healthcare
- Various guidance documents available from QLD Health at [Guidelines for infection control in health care facilities | Queensland Health](#) and [Infection prevention and control guidance \(including PPE advice\) | Queensland Health](#)
- Cytotoxic Waste Procedure
- Waste Management Procedure
- Personal Protective Equipment Procedure
- Infection Prevention and Control Procedure
- Respiratory Illness Procedure

Review:

This policy will be reviewed in two (2) year's time from the last version date or should there be any changes to the legislation.

Version History:

Version number	Date	Who	Summary of changes
1.0	11/01/2024	Chief Executive Officer	Creation of Work Health, Safety and Wellbeing Policy
2.0	01/12/2024	Director	Review and update of content and formatting.