













Checklist working offsite



Definition: "Kaimahi" includes contractors, students on placement and volunteers who are involved in service delivery.

	<p>Kaimahi must ensure management, or at least one other colleague are informed they are working offsite including details about when, with whom and the expected duration.</p> <p>Kaimahi must arrange to notify that other person once the work or visit finishes and within a timeframe.</p>
	<p>Kaimahi must carry and show their organisational identification. They must carry a mobile device to maintain contact.</p> <p>Personal phone numbers and home addresses should not be used for work purposes. Work contacts should be used for work-related activities.</p>
	<p>All activities and interventions in a private home during work must be consistent with the Code of Conduct and the young person's plan (if developed.)</p>
	<p>A first aid kit should be carried in the vehicle and include the equipment needed to effectively control for any known risks.</p>
	<p>Wherever possible, kaimahi will work in pairs when working after hours.</p>

	<p>The first visit to a private home should be made with a supervisor or another colleague unless there are reasonable grounds (i.e after reasonable inquiry has been made) for believing there are no safety issues.</p>
	<p>When working at community facilities:</p> <ul style="list-style-type: none"> • it will be verified with the relevant host that hazards and risks associated with the offsite work activity have been identified, assessed and controlled • if this is unable to be done before the work commences, kaimahi must take all reasonable steps to assess and address risks and familiarise themselves with the layout of the facility and emergency procedures.
	<p>Kaimahi must be observant and check for risks to safety (e.g unexpected visitors, heated arguments, uncontrolled pets). They should note the entry and exit points in private dwellings.</p>
	<p>Kaimahi should not enter a young person's home, or if in their home should exit, if they are threatened or unsafe. They should not enter the house until they know the person is present.</p>
	<p>Kaimahi must avoid carrying money or other valuables. If carried, items will be locked in the boot.</p>
	<p>Kaimahi must maintain professionalism and not become over-involved with an issue or person in the home.</p>
	<p>Kaimahi must use training and skills to respond to risks or incidents if they occur (e.g de-escalation of conflict, withdrawal). They should contact the police as necessary.</p>



Kaimahi will report any incident involving risk to safety or harm to self or others to management/their delegate even if considered minor as it may warn of future more serious problems

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