

Title	Maintain a safe and secure environment for people and support workers in a health or wellbeing setting		
Level	2	Credits	6

Purpose	<p>This entry-level unit standard is for people providing services in a health or wellbeing setting.</p> <p>People credited with this unit standard are able to: describe techniques for managing personal wellbeing; and maintain a safe and secure environment, in a health or wellbeing setting.</p>
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Classification	Health, Disability, and Aged Support > Health and Disability Principles in Practice
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Available grade	Achieved
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Guidance Information

- 1 Legislation and codes relevant to this unit standard include but are not limited to: Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations 1996 (the Code of Rights); Health and Disability Services (Safety) Act 2001; Health and Safety at Work Act 2015; Human Rights Act 1993; Privacy Act 1993.

The above legislation is available at <http://www.legislation.govt.nz/>.
- 2 New Zealand Standards relevant to this unit standard include but are not limited to: NZS 8134.0:2008 *Health and disability services Standards – Health and disability services (general) Standard*; NZS 8134.1:2008 *Health and disability services Standards – Health and disability services (core) Standards*; NZS 8134.3:2008 *Health and disability services Standards – Health and disability services (infection prevention and control) Standards*; NZS 8158:2012 *Home and community support sector Standard*; available at <http://www.standards.co.nz/>.
- 3 In the context of this unit standard, *support* should aim to maintain, improve, or restore a person's independence and/or interdependence; utilise the person's existing strengths; and – where possible – utilise the resources of the local community.
- 4 Definitions

Health or wellbeing setting includes but is not limited to – the aged care, acute care, community support, disability, mental health, and social services sectors.

Organisational policies and procedures – policies, procedures, and methodologies of an organisation. They include legislative and regulatory requirements which may apply across a company, a specific site, or a workplace. Requirements are documented in the company's health and safety plans, contract work programmes, quality assurance programmes, policies, and procedural documents.

Person – a person accessing services. Other terms used for the person may include client, consumer, customer, patient, individual, resident, service user, tūroro, or tangata whai ora.

Outcomes and performance criteria

Outcome 1

Describe techniques for managing personal wellbeing in a health or wellbeing setting.

Performance criteria

- 1.1 Tools for managing own use of time are described in terms of organisational policies and procedures.
- Range tools may include but are not limited to – use of a manual and/or electronic planner, diary, or similar system; rosters and task lists; layout of work or activity area; evidence is required of one tool.
- 1.2 Ways of dealing with personal stress are described in terms of their potential impact on the support worker's health and well-being.
- Range evidence is required of five ways, which may include but are not limited to – time management, problem solving, talking to others, learning assertiveness skills, personal development training, balanced diet, relaxation techniques, daily physical exercise, rest, sleep.
- 1.3 Ways of addressing unwelcome or offensive behaviour are described in terms of organisational policies and procedures.
- 1.4 Situations that require managing closure are described in terms of their potential impact on the support worker and in accordance with organisational policies and procedures.
- Range situations may include but are not limited to – discharge from service, person achieving a goal, relocation, family/whānau involvement, death, change in condition; evidence is required of two situations.

Outcome 2

Maintain a safe and secure environment in a health or wellbeing setting.

Performance criteria

- 2.1 Potential health and safety hazards within the workplace are identified and eliminated, isolated, and/or minimised in accordance with organisational policies and procedures.
- 2.2 Materials and equipment used for the support and/or care of a person are used in accordance with manufacturer's guidelines and organisational policies and procedures.
- 2.3 The importance of ensuring the home or facility is secure is described in terms of organisational policies and procedures.
- Range security may include but is not limited to – locks on doors and windows, security bars and chains, lights, drapes, security alarm, call bell, personal alarm, visitor and staff identification, people lacking identification, unwelcome visitors, intruders; evidence is required of two security features.
- 2.4 The support worker's role in response to emergencies is described in terms of contextual factors and the person's safety, and in accordance with organisational policies and procedures.
- Range contextual factors may include but are not limited to – fire, earthquake, gas leak, flood, adverse weather conditions, chemical spills, structural collapse, the person's condition; evidence is required for four contextual factors.
- 2.5 Procedures for reporting health and safety incidents, injury events, and hazards are described in terms of organisational policies and procedures.

Replacement information	This unit standard replaced unit standard 20830 and unit standard 23453.
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Planned review date	31 December 2021
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 March 2015	N/A
Rollover and Revision	2	24 October 2019	N/A

Consent and Moderation Requirements (CMR) reference	0024
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Careerforce info@careerforce.org.nz if you wish to suggest changes to the content of this unit standard.