

MENTAL HEALTH SERVICE BUSINESS RULE SESLHDBR/083

Name	Working Alone Unit 2, 15 Kensington Street Kogarah Safety Guidelines		
What it is	The business rule provides instructions for staff who work alone at the premises of Unit 2, 15 Kensington Street Kogarah.		
Risk Rating	Medium	Review Date	June 2027
What it is not	A rule for staff working alone in venues other than Unit 2, 15 Kensington Street Kogarah.		
Who it applies to	All staff and contractors of South Eastern Sydney Local Health District (SESLHD) Mental Health Service (MHS), in particular Recovery and Wellbeing College (RWC), SafeHaven (SH) and Keeping Body in Mind (KBIM) Programs.		
What to do	<ol style="list-style-type: none"> 1. The front door to the premises is to be locked at all times and entry provided via the intercom locking system. 2. The intercom system is to be used to communicate with people requesting entry. 3. When only one staff member is present, entry to the premises is prohibited unless the person can show identification, including staff of SESLHD. 4. RWC students, SH guests and KBIM consumers requesting entry will be asked to wait until the appropriate staff member has arrived at the premises. 5. RWC and SH staff are to inform the RWC Manager if they will be working alone and KBIM staff should inform the St George Community Mental Health (CMH) Manager. If the identified manager is not available staff should inform the MHS General Manager's Office. 6. If a staff member is working alone prior to 8.30am or after 5.00pm, no person other than a SESLHD employee or contractor should be allowed to enter the premises. Identification prior to allowing access should be requested. Any staff members working after 6:00pm can inform security when they arrive AND when they leave (if this is after hours). 7. All KBIM and other CMH staff working at the RWC alone should have a mobile phone with them. CMH staff must check with RWC administration to determine if there are RWC staff on-site prior to attending the RWC with a consumer. If there are no RWC staff onsite, the CMH staff must request a second staff member attend the RWC with them. An Allied Health Undergraduate may be considered a second staff member for this purpose. 8. CMH staff must ensure that a mental health risk assessment has been conducted with the consumer before entering the RWC. 		

	This document should be read in conjunction with SESLHDBR/085 - Safety Guidelines for Recovery and Wellbeing College, SafeHaven and KBIM Premises, Unit 2, 15 Kensington Street Kogarah
When to use it	When working alone during and after work hours.
Why the rule is necessary	To provide specific guidelines that ensure the safety of staff who work at the premises.
Who is responsible	All employees, contractors and students on placement of the SESLHD RWC.
Ministry of Health / SESLHD reference	SESLHDP/323 - Working in Isolation Risk Management SESLHDBR/085 - Safety Guidelines for Recovery and Wellbeing College, SafeHaven and KBIM Premises, Unit 2, 15 Kensington Street Kogarah
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Version and Approval History

Date	Version Number	Author and approval notes
June 2017	Version 1	Developed by SESLHD MHS Recovery College Manager; consulted with KBIM and Recovery College staff, and District Work Health and Safety Coordinator.
August 2017	Version 1	Endorsed by DDDCC.
October 2017	Draft	Formatting reviewed by Executive Services.
July 2020	v2.0	Routine review commenced. Updated language to reflect the new name "Recovery and Wellbeing College"
August 2020	v2.1	Reviewed by A/RWC Manager. Points 8 and 9 added. Cross reference to SESLHDBR/085 Safety Guidelines for Recovery College and KBIM Office Shop, 2 20/24 Belgrave Street Kogarah added.
September 2020	v2.1	DDCC review commenced. Minor changes identified.
October 2020	v2.2	Endorsed by SESLHD MHS DDCC Endorsed by SESLHD MHS Clinical Council. Approved by Executive Sponsor. Published by Executive Services.
September 2022	v3.0	Revised to reflect new address. Executive Sponsor details updated. Author details updated. Approved by Executive Sponsor.
February 2024	v3.2	Routine review commenced. Minimal feedback received.
April 2024	v3.3	Endorsed DDCC out of session
May 2024	v3.3	Endorsed Clinical Council
6 June 2024	V3.3	Document published.