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# Journey Risk Assessment and Management Procedure

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## 1. Guiding Principles

Effective: 18 June 2019

Section 19 of the *Occupational Safety and Health Act 1984* imposes a duty of care obligation on the WA Country Health Service to provide workplaces and systems of work that are as free as practicable from hazards and the risk of harm.

Wheatbelt Mental Health staff face a number of hazards related to the provision of service to isolated rural communities.

## 2. Procedure

Risk Assessment for all Wheatbelt Mental Health Travel.

All journeys for Wheatbelt Mental Health staff have been assessed as posing a moderate risk.

Staff do not need to complete any additional journey risk assessments unless:

- the travel planned poses more than a moderate risk.
- the staff member or manager is not satisfied with the standard controls as outlined in 2.1.2.

Risk Management Plan for Wheatbelt Mental Health Travel

The following controls must be in place for all journeys undertaken by Wheatbelt Mental Health staff.

- All fleet vehicles are to be kept stocked with the safety items listed in [Appendix 1](#).
- All staff are to carry a charged mobile phone and additional communication devices if available (e.g. Satellite phone, SPOT tracker).
- All staff are to complete [staff movement forms](#) for all travel.
- All staff to be aware of the WACHS [Working Alone – Home/Community Visiting Policy Documents](#).

In the case of extreme weather conditions, all travel is to be cancelled. If the extreme weather strikes when a staff member is already off-site, staff are not to try to return to the clinic until the weather risk has passed. Accommodation and other expenses in line with Award\_conditions will be paid for by the organisation in these instances.

Routine outreach visits are not to be made to clients assessed as high risk of violence or aggression, or the risks associated with the client are unknown.

In cases of psychiatric crisis outreach visits that may pose a risk of violence/aggression, these are to be managed through the following additional controls:

- A minimum of two clinicians to complete the outreach.
- Visit to be undertaken with police presence.
- Assessment of the patient (when possible) is to be undertaken in an environment that provides known and approved additional support e.g. local hospital.
- If there are any doubts or concerns that the crisis outreach visit cannot be completed safely, an alternative management plan must be formulated.

All accommodation and expenses in line with Award conditions are covered by the organisation in these instances. Team Coordinators must ensure that there are the appropriate breaks between rostered shifts if staff work overtime.

### 3. Definitions

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|--------------------------------|---|
| <b>Journey Risk Assessment</b> | Is a documented risk assessment for a particular journey, of foreseeable hazards and specification of appropriate controls. |
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### 4. Roles and Responsibilities

The Leadership Team is to:

- develop processes to ensure fleet vehicles supplies and communication devices are available and maintained
- ensure staff are aware of this site procedure and the controls that need to be in place to support safe travel
- work collaboratively with Occupational Safety and Health (OSH) representatives and staff to assess and manage journey risks effectively.

The OSH representatives and OSH working party are to:

- review and monitor risks associated with staff travel and make recommendations for improved controls are required

Wheatbelt Mental Health staff are to:

- comply with this site procedure

**All Staff** are required to work within policies and guidelines to make sure that WACHS is a safe, equitable and positive place to be.

## 5. Compliance

Failure to comply with this procedure may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

## 6. Records Management

All WACHS corporate records must be stored in the approved Electronic Documents and Records Management System.

[Records Management Policy](#)

## 7. Evaluation

Audit of Safety Risk reports in relation to staff travel.

## 8. Standards

[National Safety and Quality Health Service Standards](#) (Second edition 2017) - 1.7,1.10,1.30

[National Standards for Mental Health Services](#) - 2.6,2.9,2.12,2.13,8.7,8.10

## 9. References

WACHS [Safe Driving Procedure](#)

WACHS [Safe Driving Guideline](#)

WACHS [Working in Isolation - Minimum Safety and Security Standards for all Staff Policy](#)

## 10. Related Forms

WACHS [Working Alone Forms](#)

## 11. Related Policy Documents

WACHS [Safe Driving Procedure](#)

WACHS [Safe Driving Guideline](#)

WACHS [Working in Isolation - Minimum Safety and Security Standards for all Staff Policy](#)

## 12. Policy Framework

[Employment](#)

## 13. Appendix

Appendix 1: [Supplies for fleet vehicles](#)

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**Appendix 1:** Supplies for fleet vehicles

- Vehicle Log Book

**In Vehicle Safety Items box (in the boot):**

- First Aid Kit (seal unbroken)
- Body Fluid Spill Kit
- Emergency Telephone Contact numbers
- WACHS Incident Report Form
- Safe Vehicle Use Procedure
- Vehicle Report Forms
- Fluorescent Triangles (safety triangles for when changing tyres/broken down)
- Fluorescent Vest
- Torch
- Water (drinking quality -for radiator/drinking)
- Window cleaning materials
- Rubbish Bags
- Notebook
- Pens
- Tarpaulins (to allow changing of tyre without damaging staff clothing)
- Knee pads
- Street Directories, maps etc. as appropriate for travel plans.