

## RESPONSIBILITIES OF CLIENTS AND/OR FAMILIES/GUARDIANS

### Workplace Safety & Health Guidelines for Home Care Staff

#### 1. PERSONAL SAFETY OF HOME CARE STAFF

- a. Verbal abuse, physical abuse or sexual harassment will not be tolerated.
- b. Service will be withdrawn if a client is abusive to a worker. A new reassessment will be required before services will be reinstated.
- c. Families or guardians will relieve workers when requested to do so if a client becomes abusive or unmanageable.
- d. Families or guardians will ensure that incompetent clients do not have access to potentially harmful items (knives, guns).
- e. Families or guardians will ensure current client contacts and phone numbers are available to staff.

#### 2. PHYSICAL HAZARDS

- a. Clients and families/guardians will restrain pets indoors and outside during provision of home care services.
- b. Clients and families are responsible for having all faulty equipment repaired as soon as possible.
- c. Clients and families/guardians are responsible for providing liquid hand soap and paper towelling for home care use.
- d. Direct Service staff (HCA/RN/LPN) are only authorized to do lifts and transfers they have been taught (per IERHA policy/procedure) to minimize the risks of injury to the client or direct service staff.
- e. Clients and families/guardians are responsible for ensuring that the home heating system is safe and in proper working condition and that a comfortable temperature is provided in the home for home care staff.
- f. Clients and families/guardians are responsible for disposing of the garbage on a regular basis.
- g. Clients and families/guardians are responsible for managing any pest infestation in the home.
- h. Clients and families/guardians are responsible for ensuring adequate lighting indoors and out.

#### 3. ENVIRONMENTAL HAZARDS

- a. Clients and families/guardians will provide a plug-in for workers during winter months.
- b. Clients and families/guardians are responsible for ensuring that driveways, walkways and home entrances are accessible to workers.
- c. Families/guardians are responsible for providing a client's care if a worker is unable to come or must leave early due to dangerous driving conditions.
- d. Clients or families/guardians will ensure that all the house exits are clear in case of fire.
- e. Clients or families/guardians will refrain from smoking one hour prior to and while the workers provide service in the home.
- f. Clients or families/guardians will refrain from the use of alcohol or illicit drugs while the workers provide service in the home.
- g. Clients or families/guardians will comply with safety guidelines if oxygen is in use in the home.

**I have read, understood and agree to comply with the above noted Workplace Safety and Health Guidelines.**

Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_

HCCC: \_\_\_\_\_