

PROCEDURES

Procedure Title	Policy to which procedure relates	Procedure Number
Abuse of a Client	9:S:001	S:001
Abuse of a Staff Members	8:S:003	S:011
Accessing Outside Specialist Services	2:S:001	S:017
Accommodation Services Care of Clients' Personal Belongings	2:S:001	S:012
Accommodation Services Clothing and Grooming	6:S:001	S:002
Accommodation Services Coordinating Team – Terms of Reference	8:S:009	S:012
Accommodation Services Death of a Resident	2:S:001	S:013
Accommodation Support Services Medication Management Handbook	2:S:001	S:010
Application for Equipment Funding via CAEP	2:S:001	S:020
Aromatherapy - Use of	2:S:001	S:015
ATE and PSO Service Development and Provision	2:S:001	S:025
Board Resolutions by Email	8:S:009	S:014
Client Admission to Hospital	2:S:001	S:011
Client or Resident Accident/Incident Reporting and Investigation	8:S:003	S:005
Client's Decision Making, Consultation and Risk Taking	3:S:001	S:001
Clients and Family of Clients Advisory Mechanism – Terms of Reference	3:S:001	S:003
Clients As Missing Persons	2:S:001	S:023
Code of Conduct for Staff and Volunteers	8:S:001	S:006
Colour Copying and Printing Using the Colour Copier/Printer	8:S:009	S:007
Communicating Major Incidents and Events Relating to Clients to the Client and their Family	3:S:001	S:002
Complaints, Compliments and Ideas	7:S:001	S:001
Computer Back Up	8:S:009	S:004
Consumption of Alcohol in the Workplace	8:S:014	S:001
Continance Management	2:S:001	S:016
Diabetes Management	2:S:001	S:018
Disability Aged Care – Discharge from the Program	1:S:011	S:001

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Discipline and Termination	8:S:001	S:002
Documentation of Client Reports and Progress Notes	2:S:001	S:024
Dress Standards for Fundraising and Marketing Events	8:S:008	S003
Duty of Care	2:S:002	S:001
Early Childhood Provision of Service	2:S:001	S:007
Electricity	8:S:003	S:007
Emergencies & Evacuation – Administration Building	8:S:003	S:001
Emergency Evacuation Practice	8:S:003	S:002
Engaging Contractors	8:S:009	S:009
Family Link Respite Service	2:S:001	S:026
First Aid	8:S:003	S:012
Food Handling	8:S:003	S:014
Gifting Tree Gold Leaves	8:S:008	S:001
Gifts, Benefits, Loans and Grants to Staff and Volunteers and the Use of Family as Suppliers	8:S:010	S:013
Grant Applications	8:S:004	S:007
Grievances which relate to the Employment Relationship	7:S:001	S:002
Hazard Reporting	8:S:003	S:003
Homelike and Safe Environment	9:S:001	S:002
Identification and Name Tags	8:S:001	S:004
Illegal Substances/Drugs and Prescription Drugs	8:S:015	S:001
Incoming Mail Opening and Distribution Including Payments and Remittances	8:S:016	S:001
Infection Control & Universal Precautions	8:S:003	S:015
Information Dissemination to Staff	8:S:009	S:011
Internal Standards Monitoring	8:S:009	S:015
Interpreters and Their Use	5:S:001	S:002
Loan of Senses Foundation Material Resources	8:S:011	S:001
Loans and Grants for Clients	8:S:004	S:005
Maintenance	8:S:009	S:005
Maintenance of Senses Websites	8:S:011	S:008
Management and Reporting of Client Aggressive and Challenging Behaviour	2:S:001	S:022
Management of Clients' Funds in the	8:S:004	S:009

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Accommodation Service		
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Management of Rent Accounts	8:S:004	S:004
Manual Handling	8:S:010	S:010
Membership of Senses Foundation	1:S:004	S:001
Money Handling at Events	8:S:004	S:006
Motor Vehicle Use – Private Cars	8:S:011	S:006
Nasogastric Tube Feeding and PEG Feeding	2:S:001	S:021
Orientation of New Staff	8:S:010	S:003
OSH Housekeeping Inspections	8:S:003	S:010
Overnight Respite	2:S:001	S:004
Overtime & Time In Lieu	8:S:010	S:006
Pain Management	2:S:001	S:019
Participation and Integration	5:S:001	S:001
Pay Review	8:S:004	S:003
Payment of Wages	8:S:004	S:008
Personal Security including Security within Accommodation Support Services	8:S:003	S:008
Plant and Equipment Tagging	8:S:003	S:006
Police Certificates	8:S:001	S:005
Policies, Procedures and Forms – Their Development, Approval and Distribution	8:S:009	S:013
Preventive and Corrective IT Maintenance	8:S:011	S:007
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Purchasing and Payment	8:S:004	S:002
Records and Document Management	8:S:009	S:006
Recreation Camps and Holidays	2:S:001	S:009
Recreation Provision	2:S:001	S:008
Referral to Services	1:S:001	S:003
Rehabilitation of Injured Employees	8:S:010	S:011
Reimbursement for Work Related Expenses	8:S:010	S:014
Relocation of Client Services Staff	8:S:001	S:008
Representing Senses Foundation	8:S:009	S:008
Respite Medication Management	2:S:001	S:005
Respite Provision, Assessment and Service Plan Development	2:S:001	S:001
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Restraint and Force	9:S:001	S:003
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Security of Administration Building	8:S:003	S:009
Senior Management Group - Terms of Reference	8:S:009	S:002
Serious Incident Reporting	8:S:006	S:002
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Staff Accident and Incident – Reporting and Investigation	8:S:003	S:004
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Staff Selection and Recruitment Including Extensions to Contracts	8:S:001	S:001
Stationery Storage and Purchase	8:S:009	S:003
Statistics Collection for Client Services	8:S:006	S:001
Students	8:S:010	S:017
Support Workers Training	8:S:010	S:001
Teresa Way Award	8:S:019	S:001
Training - Minimum Requirements	8:S:010	S:005
Training - Non Compulsory	8:S:010	S:004
Training Evaluation & Assessment	8:S:010	S:015
Training Needs Analysis and the Development of Training Plans	8:S:010	S:007
Use of Computers owned by Senses Foundation	8:S:011	S:003
Use of Material Resources owned by Senses Foundation	8:S:011	S:005
Use of Mobile Telephones owned by Senses Foundation	8:S:011	S:002
Use of the Common Seal and Contract Management	8:S:009	S:001
Use of Vehicles owned by Senses Foundation	8:S:011	S:004
Valued Status	6:S:001	S:001
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Walter Padbury Circle Bequestors Club	8:S:008	S004
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