



## **MANUAL OF ADMINISTRATION**

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Assessment for New Applicants for Service	<b>Code:</b> HS298
		<b>Date of Issue:</b> September 2010
		<b>Revised:</b> December 2025
		<b>Page</b> 1 of 2

### **Purpose:**

This policy will outline the procedure when Avenue II receives application for a declared resource from a person interested in the resource. The intent is to assess the risks of violence for support workers and gather information on the support needs of the person to determine whether or not Avenue II can meet their support needs.

### **Roles and Responsibilities:**

The responsibility to assess the risks involved in supporting people is that of management.

#### **Managers**

A Manager will set up and meet with applicant and significant others.

The Manager will complete the Intake for Services/Risk Assessment Form.

In addition the Manager will choose the appropriate tools to gather information on the support needs of the individual based on the type of service resources available.

The Manager will consult with the Director of Support Services if risks are identified that are out of the typical realm of support services provided by Avenue II. The information will be reviewed to determine whether or not Avenue II can offer support to the person.

If it is determined that we can offer support the Manager will:

- Identify to workers the risk factors associated with the person to whom support is being offered prior to the worker meeting the person. (consider all factors that contribute to workplace violence)
- The manager will provide the worker with all knowledge on how to support the person safely.
- The manager will provide the worker with orientations with others that are familiar with the person's support needs.
- The manager will meet with the support worker prior to solo support to ensure worker is comfortable and confident with all the support strategies.
- If there are any risks identified, the manager will input cautions on AIMS. The manager will update cautions as needed and review annually.

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Assessment for New Applicants for Service	<b>Code:</b> HS298
		<b>Date of Issue:</b> September 2010
		<b>Revised:</b> December 2025
		<b>Page</b> 2 of 2

If it is determined that we cannot offer support, the person and significant others will be notified by the Manager.

### **Director of Support Services**

To be consulted with by the Manager to determine if current workforce is able to meet the support need of the person. To ensure the environmental factors of risk are considered. To ensure proper training is in place and support systems to be able to offer support. The Director of Support Services will annually review the cautions on AIMS.