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USE OF PPE IN THE WORKPLACE

PPE refers to anything used or worn to minimise risk to workers' health and safety. In Home and Community Care, some of the relevant PPE includes, but is not limited to:

- non slip sole shoes
- face masks
- gloves
- sunscreen
- Hand sanitizer
- RCD – Residual Current device

Please be reminded of the importance of utilizing the Personal Protective Equipment that MHA Care provides to employees. Please ensure you are using the appropriate PPE for the tasks you are completing by reading warning statements of the products you are using and ensuring your own safety at all times. PPE can be found in your town's supply cupboard. Some PPE, like non slip sole shoes are required to be purchased by the employee. If you have any questions about PPE please contact Hannah in the office.

BRAVO! Program Feedback

Recently the Reward and Recognition team met to discuss how the Bravo program has been running and any improvements that the program might need. Overall the team agreed the program has been running well for its first year. Employees seem pleased with the level of reward and recognition our staff are getting whilst working for MHA Care. There were a few suggestions to improve the program, including:



- Encouragement and education on getting more staff to vote
- Ensuring the signature behavior is recognized at team meetings
- More information on other nominees at staff meetings
- Making sure winners are recognised by CEO and in the staff newsletter and facebook.

We will be working on these over the next year to ensure another successful year of the program. If you have any suggestions or input about the program we would love to hear from you.

NEW UNIFORMS

Thanks to all the staff wearing the new Cherry Red uniforms and those being patient to replace their green shirts. We will replace uniform over the next 2 years as you are due for new shirts. We ask that if you have any green shirts that you are not wearing, to return them so we can gradually transition to the red shirts.

EZYLIN SHIRT

COTTON/POLY BLEND POLO



Policies and Procedures recently updated

We have been busy updating Policies and Procedures over the past few months.

Please see the below list of new and recently updated Policy and Procedure documents:

Exit Policy & Procedure

Staff & Volunteer Personal Grievances Policy & Procedure

Protected Disclosure Policy & Procedure

Service Recognition Policy & Procedures (Board Members & Employees)

Please ensure that you read any of the above Policies and Procedures that are relevant to your role.

All Policies and Procedures are available on the Employee Services Portal (ESP).

Education on any mandatory Policies and Procedures will be provided at upcoming staff meetings.

If you have any queries in relation to this please speak with your Coordinator or Manager.



CERT III UPSKILL OPPORTUNITIES

Recently, MHA Care and GoTAFE have been working towards receiving funding to upskill our current Home Care workers to receive the Cert III in Individual Support – Aged Care. GoTAFE has now announced they have received funding and have limited places to offer our staff. Letters were sent out a couple of weeks ago to potential Home Care workers. We were thrilled to see 6 employees were interested in taking up this wonderful opportunity and we will keep staff updated on the progress of obtaining these spots.

RECRUITMENT UPDATE

We currently don't have any positions vacant. However, we are finalizing the process for the Intake/Care Coordinator role with interviews having taken place last week. We look forward to recruiting someone suitable into this role and will keep you updated with the successful candidate in the coming weeks.

Throughout April, we have had 5 new employees added to our Cobram and Yarra teams. We welcome them all on board and hope they have a smooth transition into working for MHA Care.

For the month of April, we said goodbye to the following employees:

Jo Kiely CCW Cobram 7/4/18 and Gizella Tahin CCW Yarrawonga.

We wish Jo the best of luck with her future endeavours and Gizella a happy and healthy retirement.

NEW EMPLOYEES at MHA Care

Name	Position	Location	Start/End Date
Vicki Campbell	CCW	Yarrawonga	23/4/2018
Emma Chessells	HCW	Yarrawonga	23/4/2018
Kristy Rudd	CCW	Cobram	23/4/2018
Terri Weaver	HCW	Yarrawonga	23/4/2018
Amy Thomas	CCW	Cobram	23/4/2018

EMPLOYEES EXITING

Jo Kiely	CCW	Cobram	7/4/2018
Gizella Tahin	CCW	Yarrawonga	23/4/2018