



Katoomba Men's Shed
Building Better Blokes

Katoomba Men's Shed Inc.
Tel: 02 4782 SHED
02 4782 7433

6 Orient Street, Katoomba NSW 2780
Email: secretary@kms.org.au
Web: www.kms.org.au

Policy on carers at the Shed

Access level: Public access

Version	Author	Date	Action/Notes
1	Bruce Ward (BW)	27/08/2015	Initial draft
1.1	Sean McDermott	07/09/2015	Modified Insurance Perspective
1.2	Bruce Ward	13/09/2015	Changes after committee meeting
1.3	Bruce Ward	16/02/2017	Added criteria for when a carer may be required. (Changes ratified by Management Committee 8/3/2017)

The Katoomba Men's Shed is all-inclusive and, encourages membership and participation of people from all walks of life.

The Shed is a community based, not for profit organisation, manned by volunteers who attend the Men's Shed on a voluntary basis.

- The Shed is not a service delivery organisation.
- The Shed is not managed by qualified health, education or human services personnel.
- The members are not equipped, skilled, qualified or trained to manage or meet the needs of those who may require intensive assistance or specialist care.

For this reason, men who need specialised care must be accompanied by a carer while they are at the Shed. The person providing the care may be a professional carer, volunteer, relative or friend.

This policy establishes the basis for carers attending the Katoomba Men's Shed; and, is intended to clarify membership and other requirements for carers.

1. General provisions

- 1.1. These carer arrangements are subject to normal operations of the Shed. Opening times, closing times and facilities available on any particular day are at the discretion of the Shed's Day Coordinator.
- 1.2. A person working as a paid carer is not permitted to act as a carer at the Shed unless they have appropriate Workers Compensation and Public Liability cover.
- 1.3. The insurance cover provided under the Shed's insurance program is limited to normal Shed operations and activities. Except as provided by law, the Shed's insurance cover does not extend to the activities relating to the provision of specialised care for a person, whether or not the carer or the person cared for are members of the Shed.

- 1.4. A person acting solely as a carer is not required to pay day fees. However, if a carer participates in Shed activities or uses Shed facilities on their own behalf or for their own benefit during a particular visit to the Shed, they should pay the nominated day fee as a normal member would.
- 1.5. The Management Committee may require a carer be present if a member, through dementia or other condition:
 - a) Is not able to look after himself and take full responsibility for himself.
 - b) Needs assistance with routine functions such as eating, toileting and mobility.
 - c) Requires ongoing assistance to complete normal activities at the Shed, beyond routine sharing of advice and skills.

2. Guest carers

- 2.1. A carer may attend the Shed as a guest for up to three visits, after which time they should either apply for 'carer status' or apply to join as a member. Even as a guest, a person working as a paid carer **must** have appropriate Workers Compensation and Public Liability cover.
- 2.2. Guest carers are not afforded the protection of the Shed Insurance policies, except where required by law.

3. Carer status

- 3.1. Those who come to the Shed as a carer for a member, may apply for formal recognition as a carer, provided they satisfy the following criteria:
 - 3.1.1. They are covered by; and, provide documentary evidence of their Public & Products Liability policy (that is, an insurance certificate), noting:
 - a) A limit of no less than \$10,000,000 each and every claim; and,
 - b) If possible the certificate should note the Katoomba Men's Shed and the Australian Men's Shed Association as interested parties; and,
 - c) The insurance should provide exemption to the Shed or its members for any Injury or Damage caused to those attending.
 - 3.1.2. Appropriate confirmation of applicable Workers Compensation coverage should be provided prior to access on site.
 - 3.1.3. The Management Committee has approved their application for carer status.
- 3.2. An application for carer status can be made in a letter or email to the Shed secretary, with a copy of the relevant insurance certificates. On receipt of a satisfactory application, the Shed's secretary will usually provide an interim approval pending consideration at the next meeting of the Management Committee.
- 3.3. When either the Public & Products Liability policy or Workers Compensation policy (whichever is first) expires, the carer status also expires. Carer status can be renewed by providing a copy of the updated insurance certificates to the Shed's Secretary.
- 3.4. Carer status may be granted to an organisation providing carer services. An organisation-wide arrangement needs to be covered by a Memorandum of Understanding (MOU). The MOU and insurance certificates may have to be approved by the Shed's appointed insurance adviser. A MOU will normally cover all employees or contractors who are covered under the organisation's Public & Products Liability and Workers Compensation arrangements.

- 3.5. The Management Committee of the Shed may withdraw carer status at any time. If carer status is withdrawn, the person or organisation will be notified.
- 3.6. A person holding carer status does not need to become a member of the Shed if they act solely as a carer. However, if they use Shed resources or participate in Shed activities in their own right, they **must** also become a member of the Shed
- 3.7. To mitigate any likelihood of double-dipping, no insurance coverage will be extended under the Shed's Insurance Program to a person holding carer status while they are performing the duties of a carer, except as provided by law.
- 3.8. A person who holds carer status is covered by the day fees waiver under clause 1.4.

4. Volunteer carers and people who do not qualify for carer status

- 4.1. Volunteer carers include members of the family and friends. Volunteer carers will often not qualify for carer status.
- 4.2. Volunteer carers may take advantage of the guest carer arrangements, but for a longer term, they **must** become a normal member of the Shed.
- 4.3. A volunteer carer is covered by the day fees waiver under clause 1.4.
- 4.4. Volunteer carers must be aware that, except as provided by law, the Shed's Insurance program does not cover the activity of providing care.

5. Duties of a carer

- 5.1. A person acting as a carer at the Shed must:
 - 5.1.1. Sign the Shed's attendance sheet and in the day-fee column enter 'carer'; and,
 - 5.1.2. Attend to the personal care needs of the member they are caring for. This includes, where required;
 - a) toileting;
 - b) eating;
 - c) moving or lifting;
 - d) other fundamental activities;
 - e) organising and supervising any activities for the member they are caring for; and,
 - 5.1.3. The carer must remain in attendance at the Shed while the member they are caring for remains on the premises; and,
- 5.2. The carer must comply with any Shed rules in force at the time, including the code-of-conduct, where applicable.
- 5.3. It is acceptable for a carer to look after more than one person at a time, provided the needs of those concerned can be adequately met under all circumstances.
- 5.4. In order to provide risk mitigation to the Shed & its members; Sheddors **will not** be able to provide assistance with any personal requirements such as toileting and eating.