



# Safety and wellbeing framework

Aspect Australia



Easy English

## Blue words



Some words in this book are **blue**.

We write what the blue words mean.

## Help with this book



You can get someone to help you

- understand this book
  
- find more information.

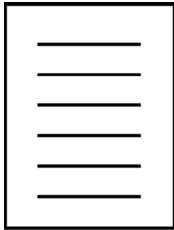


Contact information is at the end of this book.

## About this book



This book is from Aspect Australia.



This book is about our safety and wellbeing framework.

A framework is also called a **plan**.



This plan says what we are going to do to keep the people we support safe.

The plan has 10 points that help us know how we are doing.

# 1. Leadership and culture



We want to keep the people we support safe and respect their **human rights**.

Human rights are rights that every person should have.



We work to make sure things that could harm people we support do **not** happen.



The leaders of our company focus on safety by

- looking at reports about safety
- making sure they take the right action to keep risk low.



## 2. Participation and inclusion of the people we support



We want our company to be a place where the people we support

- are listened to
  
- have their needs respected.

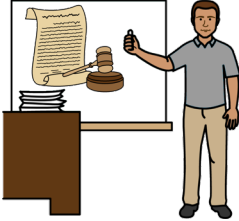


We work closely with the people we support and their family or carers to help improve their lives.



The people we support have a say in planning and deciding on the services they get.

### 3. Giving information and education



We think it is important to teach the people we support about

- their rights

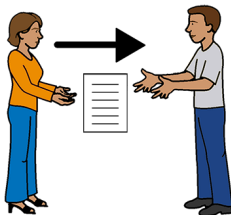


- how to get help if they need it.



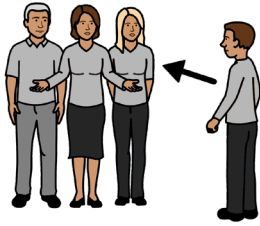
We give information about human rights through schools and training for our staff.

For example, rights for children and people with disabilities.



Other people who also need information can get it from programs we give.

## 4. Safe staff recruitment



We make sure to hire staff who have the same values of safety that we have.

We get the people we support to help us hire staff that will fit the best.

## 5. Staff training and support



We make sure our staff have all the training and support they need to do their jobs well.



The training means our staff know how to best support the people they work with.



The people we support can help make the training and learning that our staff do.

## 6. Safe workplaces and services



We make sure the services we give and the spaces we work in are safe.



To do this, we

- work with the people we support to reduce risks of people being hurt



- make our workplaces welcoming and respectful



- make sure everyone knows they can tell us if they have any problems or worries.



## 7. How we check how we are doing



So that we can always improve how we work and give support, we

- check that what we are doing is working well



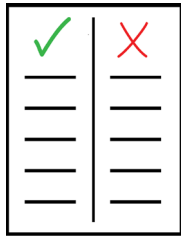
- work with the community and other groups



- ask for **feedback** from the people we support and their families.

Feedback means to tell someone what you think about a service.

## 8. How we continue safety policies

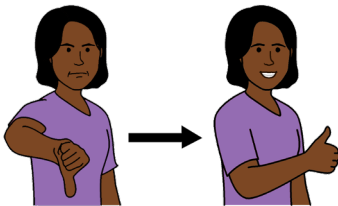


Our leaders make sure we have clear rules and policies that help keep people safe.



The policies say

- what we want our staff to do to help protect people



- how we can improve what we do



- what we must do if something goes wrong.



We also follow laws about reporting problems and protecting people.

## 9. How we protect human rights

We work to make sure we have services and a culture that



- protects everyone's human rights

- supports everyone's strengths and differences



- lets everyone feel welcome and safe.

## 10. How we handle complaints and problems

We make sure the people we support know that they can tell us if

- they have a complaint
- something goes wrong.



We try to fix complaints quickly and with respect to the people we support.



If someone says they have been hurt, we

- report it to the right group or people
- follow the law to keep the people who are involved safe.



## More information



For more information go to our Aspect website.



Website

[aspect.org.au](http://aspect.org.au)



You can read the full policy on our website.



Website

[aspect.org.au/about-aspect/our-structure-and-governance/reports-policies-publications/our-policies](http://aspect.org.au/about-aspect/our-structure-and-governance/reports-policies-publications/our-policies)

## If you need help with English



Use the free Translating and Interpreting Service or TIS to make a phone call.

You can call the TIS in your language.



Call 131 450

Give the TIS officer the phone number you want to call.

## If you need help to speak or listen



Use the National Relay Service to make a phone call.

You must sign up to the service first.



Website [accesshub.gov.au/nrs-helpdesk](https://accesshub.gov.au/nrs-helpdesk)



Call 1800 555 660

This Easy English document was created by Scope (Aust) Ltd. in February 2025 using Picture Communication Symbols (PCS). PCS is a trademark of Tobii Dynavox, LLC. All rights reserved. Used with permission. This document must not be sold to third parties. The images must not be reused without permission. For more information about the images, contact Scope on 1300 472 673 or visit [scopeaust.org.au](https://scopeaust.org.au)

