

John Smith  
4 John Street,  
JOHNVILLE NSW 2450

15<sup>th</sup> November 2005

Dear John Smith

As you are probably aware, it has been made compulsory by Workcover for the workplace of your workers to be assessed regularly for Occupational Health and Safety.

An Occupational Therapist, contracted by Allowance Inc., will be in contact with you in the near future to make a time to suit you and your workers.

Her main aim is to assist you to maintain a hazard free environment for the care workers which is your responsibility as the Employer and under Allowance Inc. policies.

From feedback received, the previous round of visits was seen to be very helpful to clients and workers and any complaints about intrusive behaviour were passed directly to OTs so that they could modify their model of assessment.

If any equipment is deemed necessary by the OT to protect the workers from injury, she is instructed to access that equipment in your local community, with your approval. Also, if she thinks your workers need any training in safe practices she will make an appointment to train them, again with your co-operation only and with you in attendance at your home at a later time which suits you and the workers.

Allowance Inc. will pay extra shifts needed for workers to be available for the Occupational Therapist to visit, so long as they are clearly marked on timesheets.

Please ring me if you have any questions, and the Management Committee would appreciate your feedback by email, phone or fax after the assessment has been completed.

Yours faithfully

Patricia Davies  
Manager