



TASK CHECKLIST

The following are the most common duty areas for Personal Support Workers and Service Users of QLA Inc.

By looking at the components involved in each of these, Workers should be able to evaluate where there are risks and discuss these with each Service User for whom they work.

The completed list is to be signed by the Personal Support Worker and each Service User on consultation with each other.

The completed list is to be signed and returned to the QLA Inc Office. A copy will be held in the Service Users' files.

Showering:

Bathing (out of shower)

Dressing:

Personal grooming [e.g. hand/feet/nail care]:

Assistance with mobility:

Assistance with Toilet routines:

Transferring/lifting:

Household duties:

Community Access:

Accessing Service User's Workplace:

Garden Maintenance:

Other: (please list)

Signed _____ (Support Worker)

Signed _____ (Service User)

Date _____