

Spotlight on Prevention

Partnering to Protect People with Special Needs

PREVENTING DANGEROUS CAREGIVER FATIGUE: *A Ten-Point Checklist for People Receiving Services, Self-Advocates, Advocates, Families and Friends*

Questions to Ask the Agency/Facility About Preventing Caregiver Fatigue:

Yes ✓

1. Are measures in place to ensure staff is always present, alert, and fit for duty?
2. Do you have an emergency plan to safely relieve staff from duty if necessary?
3. Does your agency support staff to communicate with their supervisors about fatigue, illness, and medications that may affect their ability to safely do their assignments?
4. Do you have policies in place to address staff who are on duty but are visibly tired from long or unusual shifts?
5. Do you use prevention tools, such as a *Staff Personal Action Plan to Prevent and Respond to Dangerous Caregiver Fatigue*, or a *Personal Safety Plan for People Receiving Services*?
6. Are Personal Safety Plans in place?
7. Are staff required to respond to or report unsafe conditions immediately, such as a co-worker sleeping on the job?
8. Are there policies in place to respond to complaints about staff sleeping on duty?
9. Do you have policies for administrative monitoring of all shifts, including overnights?
10. Is there an accessible working phone available to me (or my loved one) with emergency and complaint numbers posted to help me immediately report staff sleeping or other unsafe conditions?
11. Other: _____

I know who to call about emergencies and unsafe caregivers:

Emergencies: Police/Fire/EMS – 911 _____

Other Unsafe Conditions: Agency/Facility Administrator-on-Call - _____

Allegations of Abuse or Neglect: NYS Justice Center for the Protection of People with Special Needs
(Justice Center) - 1-855-373-2122 / TTY 1-855-373-2123

Other Complaints about Staff Misconduct: Agency/Facility Administrator/Quality Assurance Office - _____

Complaints about the Agency/Facility: Licensing agency complaint line - _____
