



## Department of Health & Human Services

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Dear Prescriber

We write to advise you of a new requirement in relation to the assessment, prescription and processing of applications for height adjustable beds through the State-wide Equipment Program (SWEP), for people with a disability who reside in accommodation services that are staffed and managed by the Department of Health and Human Services (the department).

The department has released the *Standard requirements for height adjustable beds* to guide the prescription of beds for residents of accommodation services managed by the department. The standard requirements has been developed over a number of years in consultation with Occupational Therapy Australia and other experts in the area. The requirements have also incorporated current ergonomic and manual handling research. The feedback received on this document has been very positive.

The *Occupational Health and Safety Act 2004*, requires employers, including the department and other disability service providers, to meet workplace safety requirements and minimise workplace injury. This includes providing safe equipment that meets Australian Standards and that assists employers ensure that they address the occupational health and safety requirements for their staff. This requirement has also been taken into consideration in the drafting of the document.

Up until now prescriptions for beds for use in department-managed disability accommodation services have been required to be sent by SWEP to the department for approval.

Now with release of the standard requirements, the following process changes apply to applications submitted to SWEP for height adjustable beds for people with a disability who reside in department-managed disability accommodation services:

- The completed *Department of Health & Human Services Standard requirements for height adjustable beds* form needs to be attached to the Statewide Equipment Program's Bedding and Mattresses prescription form
- Approval of an application for a height adjustable bed is not required by the department's central office staff and,
- Height adjustable beds available as a re-issue item must comply with the *Standard requirements for height adjustable beds*.

A copy of the *Standard requirements for height adjustable beds* can be accessed at the following link:  
<http://www.dhs.vic.gov.au/about-the-department/documents-and-resources/policies,-guidelines-and-legislation/standard-requirements-for-height-adjustable-beds-for-disability-accommodation-services>

Should you have any queries about the document please send an email to [daspractice@dhhs.vic.gov.au](mailto:daspractice@dhhs.vic.gov.au) and a department representative will contact you.

Yours sincerely



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