

2.3.1.2	<b>MEAL DELIVERY POLICY</b>
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<b>Applies to:</b> Board Members, All Staff and Volunteers
<b>Specific responsibility:</b> CEO

<b>Version:</b> 1
<b>Date approved:</b>
<b>Next review date:</b>

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	Tasmanian Quality and Safety Standards,
Legislation or other requirements	
Contractual obligations	

**Purpose:** Meals on Wheels recognises the importance of having a high standard in food safety and storage. Meals on Wheels is committed to ensuring that our clients receive a meal that is nutritious and meets Food Safety Guidelines.

**Policy:** Meals on Wheels is to provide a safe and secure way of leaving a meal if a client is not home or not answering the door. A meal should only be left at the door if an appropriate container is provided to preserve the temperature within required guidelines.

**Procedure:**

- Should client advise prior to delivery that they require a meal to be left outside their home/door, they should be advised by the coordinator / Branch assistant to leave an appropriate container e.g. eski, cooler/thermal bag for the placement of the meal.
- Should a client appear not to be home at the time of delivery the deliverer should briefly check to see that the household appears to be in order, e.g. door is closed, windows not broken etc. Should they suspect something untoward, report it to the coordinator/ branch assistant.

- A green sticker(as shown below) is to be placed on the meal and the date and time of delivery should be recorded before placing the meal in the eski or thermal bag and leaving it in a safe place out of the sun and out of reach of animals if possible.
- The time the meal is left should be recorded on the runsheet and the coordinator/ branch assistant should be informed once the deliverer returns to the depot.
- If a meal is left in the container from the previous day another meal should not be left and coordinator/branch assistant must be informed.

<b>Documents related to this policy</b>	
Related plans, policies, procedures and manuals	
Forms, record keeping or other organisational documents	

<b>Reviewing and approving this policy</b>		
<b>Frequency</b>	<b>Person responsible</b>	<b>Approval</b>
Annually in First Quarter	MoW Board of Governance	MoW Board

<b>Policy review and version tracking</b>			
<b>Version</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Next Review Due</b>
1	January 2016	Board	First Quarter 2017