

Lifestyle Risk Factors Policy and Procedure

1.0 Purpose

The purpose of this policy is to guide how SilaCa Tasmania Pty Ltd supports participants to make informed decisions about their health and lifestyle. It acknowledges each participant's right to exercise choice and control over their lifestyle, while promoting wellbeing and safety through informed planning and collaborative support.

This policy supports participants to reduce lifestyle-related health risks by identifying personal goals, promoting healthier habits, and ensuring their preferences are respected. Our approach is focused on education, empowerment, and respectful partnership with participants, families, carers and health professionals.

2.0 Scope

The policy applies to all staff involved in planning, delivering or reviewing supports that may impact a participant's health, wellbeing, or daily lifestyle.

3.0 Policy

SilaCa Tasmania Pty Ltd is committed to providing person-centred support that aligns with the NDIS Practice Standards, the NDIS Code of Conduct, and the United Nations Convention on the Rights of Persons with Disabilities (UNCPRD). All participants will be encouraged and supported to make informed decisions about their health, wellbeing, and lifestyle, including nutrition, physical activity, sleep, stress, smoking, and social connection.

Staff will acknowledge and respect the participant's dignity of risk while ensuring risk assessments are carried out where required. Where lifestyle choices may lead to a risk of harm (e.g. unsafe weight loss, substance misuse, social isolation), these concerns will be documented and escalated as per our incident management procedures.

Support planning must consider a participant's lifestyle risk factors and include goals to promote wellbeing, such as healthier food choices, increased physical activity, social inclusion, or smoking cessation. Staff will encourage participants to explore activities that improve quality of life and connection to community.

All health and lifestyle-related information will be handled confidentially in line with the Privacy Act 1988 (Commonwealth) and only shared with the participant's consent or where required by law.

Staff must be appropriately trained in areas related to positive lifestyle change, including nutrition, physical activity, stress management, and safe community participation. Management is responsible for ensuring training is current and supports the promotion of health literacy for participants.

This policy links to the following NDIS Practice Standards:

- Support Planning: Plans must reflect participant needs, strengths, goals, and be reviewed regularly.
- Independence and Informed Choice: Participants are supported to exercise choice and control.
- Access to Supports: Supports must be appropriate and reflect participant preferences.
- Incident Management: Health-related risks are managed through our incident response system.
- Information Management: Participant information is current, secure, and accessible.
- Human Resource Management: Supports are delivered by staff who are trained, qualified, and competent in promoting safe and healthy lifestyle strategies.

4.0 Procedure

Informed consent must be obtained before engaging in discussions or planning around sensitive lifestyle issues.

Participants' right to dignity of risk will be respected while collaborative risk management strategies are developed to safeguard their well-being.

Lifestyle discussions will be person-centred, culturally safe, and trauma-informed, taking into account the participant's background, identity, and personal experiences.

Participants will be informed of their right to independent advocacy and complaints mechanisms, including access to the NDIS Quality and Safeguards Commission, if they have concerns about how lifestyle risks are managed.

Regular reviews of lifestyle support strategies will be conducted in collaboration with the participant and documented in their support plan.

Lifestyle risks can be addressed by eating healthy food, increasing exercise, reducing stress, and connecting. For instance,

- reducing the amount of takeaway food eaten,
- choosing food and drinks low in added sugar,
- increasing movement throughout the day and
- becoming involved in a community activity that will create a connection with others.

Participants may not have had the opportunity to access or control their living environments, such as food, daily activities, exercise and community participation.

Lifestyle changes happen through:

- raising awareness,
 - provision of information about how everyday activities can affect health
 - raising health awareness and giving ideas on how to make lifestyle changes that will address risks such as obesity, high blood pressure and stress management
- setting goals for change,
 - Setting small achievable goals for change, such as walking short distances and not taking sugar in coffee or tea, will gradually build to bigger goals
- Learning with peer support to increase connections, such as
 - friends, physical training with a group
 - joining a community garden
 - water aerobics or participating in a walkathon or fun run
 - joining an art class, music or dancing lessons
- changes to the living environment and learning the new skills that may be needed.
 - making changes to the environment that can support goals
 - changes can be small such as having healthy food choices, planning, shopping and cooking healthy meals
- encouraging physical activity, including
 - encouraging positive ideas of physical activity and self-esteem
 - increasing movement through normal daily activities is a way to feel more positive about our bodies and movement
 - increasing physical activity improves health and influences other lifestyle risks such as nutrition, stress, and smoking; positive outcomes are lower blood pressure, improvement of self-esteem and mental health

4.1 Supporting participants

Participants will be empowered to make informed choices about their lifestyle, including accepting or declining specific health advice, in line with their right to dignity of risk.

Where significant health risks are identified, staff will engage the participant in collaborative risk management discussions and, if necessary, involve advocates or health professionals.

Consent will be obtained and documented before initiating any health or lifestyle-related support.

Lifestyle support actions will be monitored and reviewed regularly, ensuring alignment with the participant's evolving goals and needs.

SilaCa Tasmania Pty Ltd will monitor participants' health, safety and well-being, support participants to maintain their health and access appropriate health services. Our organisation will support participants to be empowered to live a healthy lifestyle and understand why it is important.

Below are means that we may support participants in the following ways:

- incorporate health promotion and ways to live a healthy lifestyle into support planning
- link actions for a healthy lifestyle to the participant's annual comprehensive assessment
- provide support to make informed decisions regarding their lifestyle support to:
 - understand any risks arising from their present lifestyle
 - understand how they can improve their lifestyle to match their own health goals
 - talk to their GP about their health and what lifestyle changes are needed to optimise their health
- facilitate choice in lifestyle changes and understanding of their health, using accessible tools and resources
- engage the participant with encouragement and highlight their achievements so that they are motivated to develop a healthy lifestyle
- provide information about healthy lifestyles and different ideas to improve health, such as walking instead of driving, learning to cook a new healthy dish or taking up an exercise class
- suggest and support access to new activities or choices that link to the participant's goals and dreams and how a healthy lifestyle may help them achieve this goal
- provide information about and support access to new interests and community activities in the local area, such as a community garden, amateur theatre, starting a walking group, cooking lessons or arts and crafts
- support the participant to make changes to their living environment that will support their goals, increase incidental exercise around the house, keep healthy food choices in the cupboard, and walk to places when possible
- support to access both information or professional assistance such as dietitians or exercise physiologists where the person's lifestyle choices are inconsistent with their health goals

4.2 Referrals to other professionals

Lifestyle changes can involve changes across different aspects of a participant's life. A multi-disciplinary approach can assist the participant in developing new skills or identifying a support need, such as identifying an appropriate level and type of exercise or learning how to cook.

The professionals assisting in lifestyle change include dietitians, physiotherapists, occupational therapists, exercise physiologists, counsellors and NDIS behaviour support practitioners.

4.3 Training and development

As part of our training program, staff may receive training and skills in areas such as:

- healthy lifestyles, nutrition and menu planning and exercise
- positive communication skills to engage with participants and empower change

4.4 SilaCa Tasmania Pty Ltd obligations

As part of our obligations to the NDIS Code of Conduct, staff must provide NDIS supports or services to participants to:

- act with respect for individual rights to freedom of expression, self-determination and decision-making following applicable laws and conventions
- provide supports and services safely and competently with care and skill
- raise complaints or access advocacy if they feel pressured about lifestyle choices
- promptly take steps to raise and act on matters that may impact the quality and safety of supports provided

Our organisation will comply and demonstrate compliance with the [National Disability Insurance Scheme \(Provider Registration and Practice Standards\) Rules 2018](#) related to delivering safe, quality support and services and managing risks associated with the supports you provide to participants.

4.5 Resources

Below are some resources to assist staff in providing information to participants.

- Five-booklet toolkit developed by Inclusion Melbourne to assist people with a disability make choices about their life; [my choice tool kit](#)
- [Healthy eating for adults](#) Australian Government Department of Health brochure
- Australian Dietary Guidelines website links to a range of information and resources [eat for health](#)
- [Physical activity and exercise guidelines for all Australians](#), Australian Government Department of Health, include tips and ideas for fitting more activity into your day-to-day life.
- Link for information, initiatives and resources for healthy lifestyles [Preventative Health](#), Australian Government Department of Health
- [Council for Intellectual Disability Health Fact sheets](#), including healthy lifestyles
- [Healthy Mind e tool for people with intellectual disability](#) Blackdog Institute
- First Nations People, a resource for planning, dreams, goals and lifestyle. First Peoples Disability Network Australia [our way planning resources](#)

5.0 Related Documents

- Staff Training Plan
- Staff Training Record
- Training Attendance Register – In-house
- Annual Organisational Training Register and Review
- Support Plan
- Easy Read - Planning With You
- Individual Risk Profile Assessment
- Safe Environment Risk Assessment
- Support Planning Policy and Procedure
- Independence and Informed Choice Decision-Making Policy and Procedure
- Access to Supports Policy and Procedure
- Reportable Incident, Accident and Emergency Policy and Procedure
- Information Management Policy and Procedure
- Human Resource Management Policy and Procedure
- Complaints and Feedback Policy and Procedure
- Advocacy Support Policy and Procedure
- Participant Safeguarding Policy

6.0 References

- NDIS Code of Conduct Rules 2018
- NDIS Practice Standards and Quality Indicators 2021
- NDIS Lifestyle risk factors Practice Alert July 2021
- National Disability Insurance Scheme Act 2013 (Commonwealth)
- United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)
- NDIS (Complaints Management and Resolution) Rules 2018
- NDIS (Incident Management and Reportable Incidents) Rules 2018
- Privacy Act 1988 (Commonwealth)