

A guide for your staff working by themselves in the health industry

What should I do to help keep myself safe?

Here is a checklist you can use when you need to work in isolation. Ask yourself each of the questions, and if you don't know the answer, check with your supervisor.

An example of a checklist for people working by themselves		✓
Do I know?	What are hazards in my job? Note that these can be hazards that result in immediate effects such as an injury, but can also be chronic, i.e., the effects might be disease that may not be evident for some time.	
	How to report hazards to my supervisor? Some events may need to be reported immediately (no matter what the time of day or night) and others can be reported later.	
	How to escalate a safety concern that is not being addressed?	
	What to do in an emergency? For example, telephone numbers and people to contact.	
Do I know?	Enough about first aid? Is there a person available or have I been trained to meet the minimum requirements that can be reasonably predicted?	
	How to lift or carry safely? There are approved procedures available using equipment and techniques.	
	How to deal with angry or violent people? Has this been part of training so that I can avoid this situation?	
	How often to check in with someone at work?	
	Who to check in with at work?	
	What controls (if any) are in place to reduce the risk of injury from chemicals/liquids?	
Do I have?	A first aid kit equipped with enough supplies to meet any anticipated or potential need that may arise?	
	The right personal protective equipment (PPE)? The type of PPE will probably include RPE (respiratory protective equipment). Also have I been fit tested to ensure that the RPE works as intended?	
	Access to current information and training?	
	A personal alarm or cell phone so I can keep in touch regularly? Have the important contact people and numbers pre-programmed into the machine.	

This checklist should be used in conjunction with the employers' *Health and Safety Guide to Working in Isolation in the Health and Disability Sector (ACC5259)*. Also available is the resource *Guidelines for the provision of facilities and general safety and health in the healthcare industry* available from the Department of Labour website (www.dol.govt.nz).

Go to www.acc.co.nz to order additional copies of this form.