



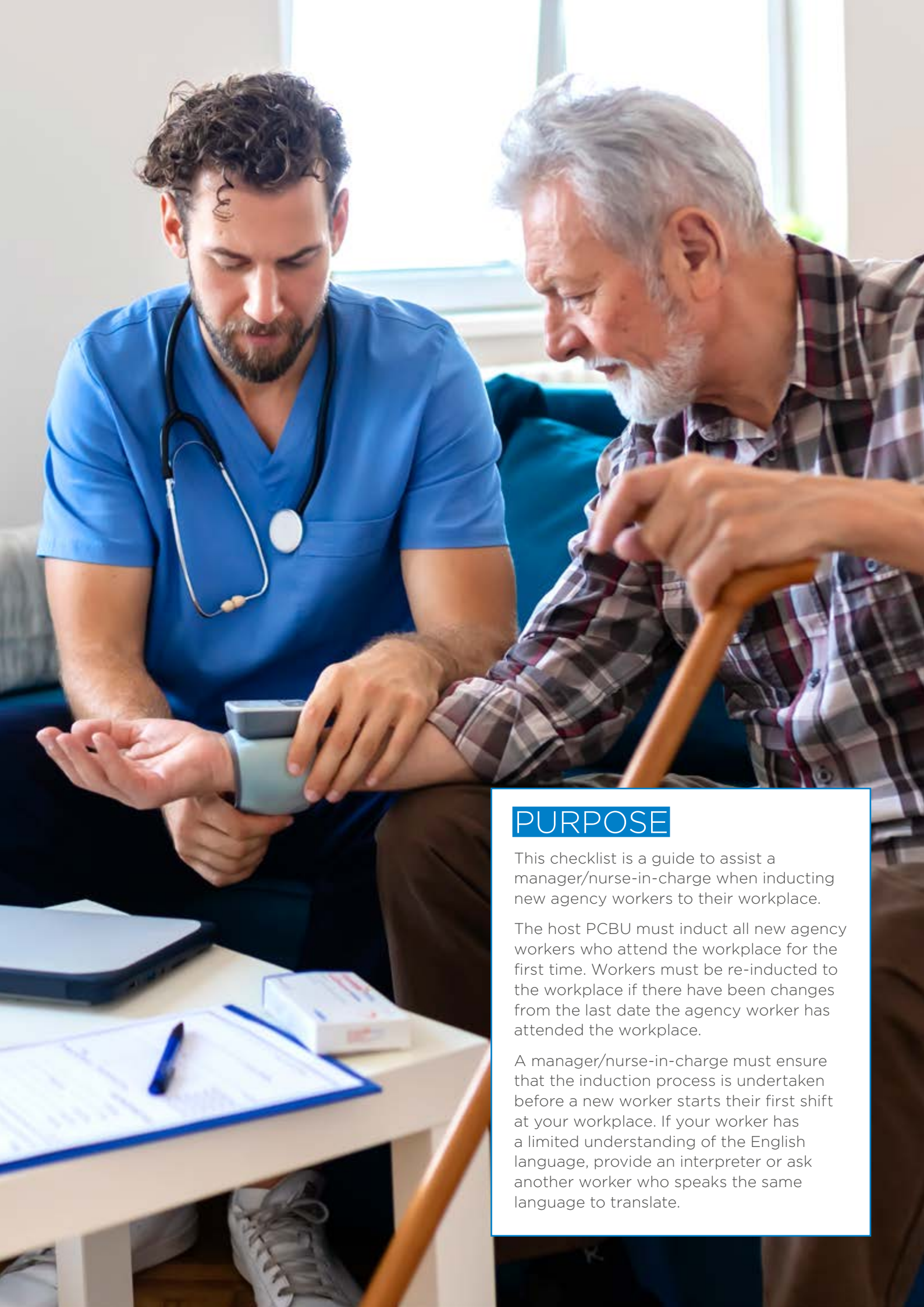
# WORK HEALTH AND SAFETY CHECKLIST FOR NEW AGENCY WORKERS IN THE AGED CARE INDUSTRY

SAFework NSW

AUGUST 2021



LET'S TALK SAFETY



## PURPOSE

This checklist is a guide to assist a manager/nurse-in-charge when inducting new agency workers to their workplace.

The host PCBU must induct all new agency workers who attend the workplace for the first time. Workers must be re-inducted to the workplace if there have been changes from the last date the agency worker has attended the workplace.

A manager/nurse-in-charge must ensure that the induction process is undertaken before a new worker starts their first shift at your workplace. If your worker has a limited understanding of the English language, provide an interpreter or ask another worker who speaks the same language to translate.

## WORK HEALTH AND SAFETY CHECKLIST FOR NEW AGENCY WORKERS IN THE AGED CARE INDUSTRY

More information: [www.safework.nsw.gov.au/labour-hire](http://www.safework.nsw.gov.au/labour-hire)

### PRESTART

	Yes	No	Action required if 'no'
Has the worker been inducted on work health and safety policies and procedures?			
Has the worker met their supervisor, nurse-in-charge and the people they will be working with?			
Has the worker been shown where to safely and securely store their personal property?			
Has the worker been shown around the workplace, the entry and exit points, amenities and meal room?			
Has the worker been shown the location of first aid facilities and details of the first aid officer?			
Has the worker been shown any places they should not go and told why they should not go there?			
Has the worker been advised to speak to their supervisor if they do not understand the instructions they are given, are unsure of what to do or need help?			
Has the worker been shown any machinery or equipment that they may be required to operate and the safe operating procedures? Including but not limited to manual handling equipment such as patient lifters, batteries and slings.			
Has the worker been shown any materials and substances to which they may be exposed and the safe systems of work to manage the risk of exposure?			
Has the worker been shown the facility infection prevention and control procedures?			
Has the worker been provided with information required to manage the risk of injury when undertaking patient transfers.			

## EMERGENCY MANAGEMENT

	Yes	No	Action required if 'no'
Inform the worker what to do if there is an emergency, what the evacuation alarm sounds like, where the evacuation assembly point is and how to identify the wardens			
Provide the details and inform the worker how to call the fire brigade, police or ambulance, and the location to provide emergency services			
Inform the worker what to do if there is an emergency and the residents need to be evacuated.			

## PERSONAL PROTECTIVE EQUIPMENT

	Yes	No	Action required if 'no'
Ensure the worker has all the safety equipment they need, e.g. PPE including but not limited to masks, gowns, gloves and protective eye wear.			
Ensure the worker knows how to use their PPE and wear it correctly, store it, discard it, and when and how to get replacements.			
Workers must receive appropriate PPE for infection outbreaks and training on the PPE requirements, wearing, removing and discarding the PPE. PPE such as P2/N95 masks must be fit tested before a worker wears them. It is recommended to document and keep evidence of all training and fit testing records.			

## VIOLENCE

	Yes	No	Action required if 'no'
Provide information to workers on known violent behaviours of a patient/resident and details of behaviour management plans in place for that patient/resident including, but not limited to, identifying patients/residents who may demonstrate a "resistance to care" and provide clear guidance of what the worker should do.			
Provide a personal safety alarm, if required, and demonstrate to the worker how to wear it and use it safely.			
Inform the worker of the location of fixed duress alarms.			

	Yes	No	Action required if 'no'
Inform the worker of the duress response protocols in place.			
Provide information to workers regarding identifying and removing items that can be used as weapons by patients/residents.			
Provide information to workers regarding working at night, including access to the work area, car parking and security features outside of the building.			
Provide information around debriefing and support available in the event of distressing or violent behaviour from a patient, resident, visitor or any other person.			

## RAISING AN ISSUE

	Yes	No	Action required if 'no'
Inform the worker that all physical and psychological safety issues are to be raised with the nurse-in-charge of the shift immediately.			
Advise the worker of the incident reporting and documentation mechanisms in place.			
Ensure the worker knows what to do and who to tell if they are injured or are unwell at work, and where to get help and first aid.			
Ensure the worker contacts their agency if they are unable to come to work due to illness or injury and report to the nurse-in-charge of the shift immediately if they cannot continue their shift due to illness or injury.			
Ensure the worker knows who SafeWork NSW is and how to contact us.			

## CONSULTATION

	Yes	No	Action required if 'no'
Inform the worker of the work health and safety consultation arrangements in place.			
Introduce the worker to the Health and Safety Representative, if available.			

## COMPETENCIES

The worker has been deemed competent to undertake the following tasks and operate the items of plant and equipment within this workplace, e.g. hoist transfer, patient mobilisation, resident bed/recliner (manual/electric).

## SIGNED

Signed (manager/nurse-in-charge)

Print Name

Date (DD/MM/YYYY)

Signed (agency worker)

Print Name

Date (DD/MM/YYYY)

#### Disclaimer

This publication may contain information about the regulation and enforcement of work health and safety legislation in NSW. It may include some of your obligations under some of the legislation that SafeWork NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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