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| HEALTHCARE SETTING RESEARCH HEALTH AND SAFETY CHECKLIST |

To be completed by UTS researcher planning to work in a healthcare setting not controlled by UTS. This is intended to assist manage health and safety risks associated with the work. It provides discussion points to be had with others involved in the research. A healthcare setting can be a hospital, clinic, allied health service or household. The purpose of doing this is to help ensure that all ‘reasonable’ health and safety measures are in place to protect the researcher and others that may be affected by the work.

**Researcher undertaking work in healthcare facility**

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| Researcher name |  |
| Telephone numbers | Home: |
|  | Work: |
|  | Mobile: |
| Email  |  |

**Research work to be performed**

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| Name of host organisation |  |
| Type of healthcare facility | Clinic | Domestic |
| Hospital | Allied health service |
| Other (please specify): |
| Summary of researcher duties/activities |  |

**BEFORE - Researcher to complete prior to visiting healthcare setting**

* Obtain permission from your supervisor to undertake this visit
* Seek approval from ADR to have volunteer workers help you
* Conduct a site visit prior to work where possible – e.g. dogs in domestic settings, check that phone coverage is adequate
* Check that any accommodation is appropriate and safe (with local contacts or local police)
* Obtain any safety equipment and check that it is in good condition e.g. sharps container, PPE, spill kit, first aid kit
* Make sure contact details for local emergency services are in your phone
* Arrange transportation to and from the setting
* Organise a colleague to attend visit (as permitted by experimental design)
* Charge mobile phone fully
* Tell others that you are doing this activity – provide duration, location and your contact details
* Give next-of-kin contact details to you supervisor
* Obtain appropriate training / briefing for researchers attending – e.g. dealing with aggression
* Wear appropriate non-slip footwear
* Implement control measures (equipment, training and safe work procedures) identified by risk assessments for:
	+ Dealing with aggression
	+ Manual handling
	+ Infection control
	+ Fatigue and psychological
	+ Slips, trips and falls
	+ Driving long distances or in regional/remote locations

If you are unsure about risk of an activity or need to perform a new risk assessment, see <http://www.safetyandwellbeing.uts.edu.au/risk-management/index.html> for a risk assessment template.

* If this involves fieldwork (that is, at sites other than the regular UTS campuses and involving overnight stays or longer), you should also follow UTS Fieldwork Guidelines
* If this involves work overseas, you should also follow UTS Overseas Travel Guidelines

**DURING – Researcher to complete these during visit**

* Ensure any risk control measures identified by risk assessment are implemented
* Remove clutter from work area
* Note details of any accidents/incidents e.g. needlestick injury
* Follow standard hygiene procedures
* Dispose contaminated waste safely
* Clean up spills immediately

**ON RETURN – Researcher to complete on return from healthcare setting**

* Report any incidents in UTS HIRO system
* Evaluate the effectiveness of health and safety risk control measures. Note below any suggestions for improvement that can be made to make the work safer and provide a copy to your supervisor. This may help your colleagues or you in future visits.

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