

Hazard Register Checklist

Date Last Updated.....

This check list is a guide to ensure you have adequate emergency planning for your Hazard Register. Each facility should use their existing Health & Safety manual and these questions to assess vulnerability.

Ensure that this information is shared with all staff and not limited in its location.

Date Completed	Facility Access
	Do you have a readably available list of key contact people should you require emergency assistance in any of the above areas?
	Structural Safety
	Have you identified structural safety hazards?
	Can you isolate dangerous areas?
	Utilities
	Water
	Check for leaks
	Do staff know location of water main tap?
	Have you arranged an emergency water supply?
	Electricity
	Check for dangerous signs (if in doubt turn it off)
	Do staff know location of main supply switch?
	Do you have access to an emergency supply?
	Sewerage
	Do you have a plan to stop people using/flushing toilets?
	Do you have a plan for an alternative – such as portable toilet?
	Do you have storage facility for sewerage?
	Evacuation
	Do you have an emergency evacuation plan should failure of any of these services render your building unsafe?
	Are all staff aware of it?
	Have you successfully tested it?
	Dangerous Chemicals
	Have you identified all hazardous chemicals at or nearby your site including in adjacent properties?
	Do you have action plans to deal with spillage of each hazard?
	Are staff aware of them and their location?
	Do you have readily accessible supplies of personnel protection gear?
	Fire
	Is testing/ maintenance of your emergency equipment up to date?
	Is the location of the equipment known to all staff?
	Are staff appropriately trained? (eg: attempt to extinguish small fires only if no danger to self or others)

Other resources and related information: OSH: www.osh.govt.nz ACC: www.acc.co.nz

Infection Prevention & Control Checklist

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Assessment	Yes	No
Person identified to oversee infection prevention & control policies & procedures		
Infection Control Manual accessible to all staff		
ALL staff attend regular infection prevention & control training		
Office Area		
Shelving and bench surfaces visibly clean & dust free		
Telephones, handsets, Computer keyboards & fax machines visibly clean & dust free		
Clinical Areas		
All sterile stock out of water splash range		
Storage areas clean, dust, insect and vermin free		
Is there a regular cleaning schedule for this area		
Is there evidence of stock rotation		
Stock within expiry dates		
Is the drug fridge free of food and body fluid specimens		
Drugs – 5 randomly selected packets are within their expiry dates		
Blood tubes – 5 randomly selected tubes are within their expiry dates		
Clear accurate wipeable labels in ALL areas		
Adequate supply of PPE <ul style="list-style-type: none"> • Surgical masks • N95 respirators • Disposable gloves • Disposable aprons/gowns 		
Correct waste separation		
Sharps containers easily accessible		
Correct separation of waste – <ul style="list-style-type: none"> • Sharps • Biohazard • General • Anatomical • Shredding 		
The waste is being removed frequently from your facility		
Adequate supply of biohazard waste bags		
Environment		
Hand basins used for hand washing – adequate supply of liquid soap, paper towels, gloves		
Alcohol hand gel readily available for all staff to use		
Blood & Body Fluid Exposure Kits accessible to all staff		
Notices to inform public – <ul style="list-style-type: none"> • Hand hygiene techniques • Cough etiquette (tissues available, lined and covered rubbish bins available) • Social Distancing • Influenza versus Common cold symptoms 		
Separation of “normal unwell” and patients presenting with an influenza like illness		
Surgical masks available at reception area for patients presenting with influenza like illnesses		
Cue card for receptionist/nurse undertaking telephone triage for influenza like illness		

Pandemic Preparedness Checklist Primary/Community Health Care

Acknowledgment: Thanks go to the Otago and Southland DHB Pandemic Planning Project Workers for the work done in creating the base material contained in this checklist.



Planning to respond to an influenza pandemic requires recognition of the special demands that are placed on facilities when patient numbers are significantly increased. This checklist incorporates and builds on the planning that is outlined in the <Name of Facility> Business Continuanace and Emergency Response Plan. It provides a checklist for each phase of a pandemic.

Planning for a Pandemic – Ministry of Health Alert Code: White Stage One

Trigger: Internationally, no new influenza virus subtypes have been detected in people. Health officials are concerned, however, that a circulating animal influenza virus subtype could pose a substantial risk of human disease.

Goals: The practice is prepared as well as it can be for a pandemic. Management and staff are well informed and understand their roles in a pandemic emergency.

What	Who	How	Date achieved sign
Appoint Co-ordinator	Practice Team	Staff Meeting / Delegation / Volunteer	
Business continuity Plan	Practice managers and owners	Identify essential services Review role duplication (e.g. systems - filing, ordering, payroll, etc) List of essential supplies Minimum staffing requirements Prepare management plans for patients with chronic conditions	
Infection prevention and control	All staff	Training and education of all staff in standard, contact, droplet and airborne precautions Review stock of basic medical supplies, PPE and cleaning supplies Staff awareness of case definition Contingency plans for dealing with suspect cases Promote seasonal influenza vaccinations for all staff Ensure items in waiting areas are able to be cleaned effectively or replaced e.g. washable toys rather than fabric toys	
Health and Safety	Employers	Training and education as above Supply of PPE for staff and contractors Sick leave/Annual Leave/LWOP policy for pandemic discussed with staff Identify any modifications which may be done prior to pandemic eg ventilation, isolation screens Staff to stay home if unwell	
Communication	Pandemic Co-ordinator Management team	Information/education to patients and staff reinforcing key hygiene and preparation messages Review and update key messages and consider temporary signage which may be required...posters, leaflets, etc Develop/maintain links with other health providers in the area Check contact details for all staff Promote seasonal vaccination	

Standby for a Pandemic – Ministry of Health Alert Code: Yellow Stage One

Trigger: The Ministry of Health announces it is preparing to implement Stage 2 of the national pandemic plan (border management).

Goals: The practice is prepared to implement its pandemic plan, contact lists are updated, and roles and responsibilities are clarified

What	Who	How	Date achieved sign
Review all Plans	Pandemic Co-ordinator	Check information is current and relevant Source current Case Definition and Clinical Guidelines from MoH	
Check all supplies	Pandemic Co-ordinator	Review essential medical supplies and order to maintain sufficient stock levels, especially overseas stock Increase PPE stock and cleaning supplies if required	
Infection prevention and control	All staff	Practice PPE procedures Training / education in standard, contact, droplet & airborne precautions Check and clear waiting areas of items which may be vehicles for infection-toys, magazines, pamphlets Display posters promoting hand hygiene, respiratory hygiene, social distancing, etc Review cleaning programme and processes	
Communication	Pandemic Co-ordinator	Prepare signage Ensure adequate stocks of information and education materials Update staff contact list and test communication cascade Review communication plan with PHO, DHB, other providers and ensure key contact details are correct Practice and prepare for phone triage	
Business Continuity	Pandemic Co-ordinator, Clinical Staff	Prepare routine Prescriptions for all patients Review management plans for patients with chronic conditions Review staffing plan Update essential knowledge (e.g. computers)	
Health and Safety	Pandemic Co-ordinator	Infection control as above Plan for deployment of staff to ensure adequate rest Review antiviral use/stocks Staff to stay home if unwell Review HR policies	

Keep it out – Ministry of Health Alert Code: Red Stage Two (first case overseas)

Trigger: Ministry of Health announces human-to-human transmission overseas, or Australia or Singapore close their borders.

Goals: The pandemic plan is activated and the practice is ready for the subsequent phases, should the pandemic enter New Zealand. All management and staff are informed, understand their roles and responsibilities and the organisation is prepared.

What	Who	How	Date achieved sign
Review Plans	All staff	Practice meeting to discuss, update and affirm practice status (red or green) and standard operating procedures Review Case Definition and Clinical Guidelines Review staff availability and draft staffing schedules accordingly Consider availability of staff to roster to CBAC if requested	
Infection prevention and control	All staff	Standard precautions at all times with all staff plus additional precautions as required Review and restock supplies Prepare for triage of all patients prior to entering clinic Phone triage of all patients Implement hand hygiene on entering facility	
Communication	Pandemic Co-ordinator	Place signage on door of clinic advising visitors of practice status and telephone triage process Test communication plan Regular status update with key contacts	
Business continuity	Pandemic Coordinator	Implement management plans for patients with chronic conditions Ensure all patients have Rx for routine medication Ensure administration tasks up to date Maintain accurate financial records for cost associated with event	
Health and safety	Pandemic Co-ordinator	Ensure PPE used appropriately Staff to stay home if unwell Roster for staff to ensure adequate rest Review antiviral stocks for staff, administer on advice from Ministry of Health and/or SDHB Identify clinically qualified staff (retired, working out of area, etc) who may be available in emergency situations	

Stamp it out - Ministry of Health Alert Code: Red Stage Three (first case in North Island)

Trigger: Ministry of Health announces human pandemic influenza strain case(s) found in separate locations in New Zealand.

Goals: The practice is on heightened alert. Management and staff understand their roles and responsibilities, and are confident in their preparedness. The aim is to keep the community calm, to reduce panic, and to provide an efficient and effective response to the situation as it develops.

What	Who	How	Date achieved sign
Review Plans	Pandemic Co-ordinator	Staff meeting to review/revise and update procedures Update case definition and clinical guidelines Plan to move to pandemic cluster facilities (red/green) where applicable)	
Infection prevention and control	All staff	Distancing of staff from patients when ever possible Re-enforce social distance, respiratory hygiene, eliminate vectors PPE for all patient contact Phone or pre-entry triage for all patients Remove all unnecessary equipment and supplies from patient areas to facilitate cleaning Enhance cleaning programme	
Health and Safety	Pandemic Co-ordinator	Roster for essential services only PPE use enforced Staff to stay home if unwell Staff health monitoring/support Administer antivirals to staff as advised	
Clinical management	Clinical staff	Rapid identification/notification of suspect cases Prepare for activation of CBAC and assist with staffing if possible Review training needs for emergency clinical staff	
Communication	Pandemic Coordinator/Clinical staff	Signage and posters to confirm key messages Liaison with PHO and DHB as appropriate Use of DHB 0800 hotline and websites to update status Liaison with CBAC co-ordinator	
Business continuity	Pandemic Co-ordinator	Reduce to essential services only Keep administration tasks up to date Routine treatment completed Maintain accurate financial records of costs incurred	

Manage it - Ministry of Health Alert Code: Red Stage Four (widespread illness)

Trigger: Ministry of Health announces significant number of pandemic influenza outbreaks at separate locations, or outbreaks spreading out of control

Goals: The practice successfully continues to provide or direct patients to essential services within Ministry of Health guidelines.

What	Who	How	Date achieved sign
Review Plans	Pandemic Co-ordinator	Staff meeting to update on situation Continue to review case definition and clinical guidelines Maintain pandemic cluster facilities (red/green) where applicable Roster staff to work at CBAC as required	
Infection prevention and control	All staff	Distance staff from patients where possible Maintain social distance and respiratory hygiene, eliminate vectors PPE essential for all patient contact Phone triage for all patients Maintain pre-entry triage and robust cleaning programme	
Health and Safety	Pandemic Co-ordinator	Roster for essential services only PPE use enforced Staff to stay home if unwell Staff health monitoring/ support	
Clinical management	Pandemic co-ordinator/ Clinical staff	Rapid identification and notification of suspect cases Designated staff working in CBAC where possible Practice within clinical guidelines	
Communication	Pandemic Coordinator/Clinical staff	Signage and posters to confirm key messages Liaison with PHO and DHB as required Promote DHB 0800 hotline or websites to update status Liaison with CBAC co-ordinator	

Recover from it - Ministry of Health Alert Code: Green Stage Five (pandemic is over)

Trigger: Population protected by vaccination and/or pandemic abated in New Zealand.

Goals: The practice can ensure continuing wellbeing of staff and patients, and the usual services are fully restored.

What	Who	How	Date achieved sign
Debrief	Management All staff	Meet with DHB Pandemic management team to discuss and review practice response. Staff meeting	
Health and Safety	All staff	Assess support required and assist to access Identify available support organisations and facilitate access as required eg DHB Mental Health Team, EAP, Welfare Agencies	
Clinical management	All Staff	Review and prioritise patient list to develop return to 'normal' operational status Resume normal functions and activities	
Communication	Pandemic Co-ordinator	Liaison with other providers, PHO and DHB to coordinate operational status Follow up on issues such as data collection/ consolidation with other clinical providers Assist where possible or requested to disestablish CBAC	
Business continuity	Pandemic co-ordinator	Return to normal staffing and service levels Prepare financial summary of costs associated with the extra services and prepare to claim reimbursement.	