

## Risk and Hazard Register

- Please ensure that you read the Hazards and risk register. Take necessary precautions to mitigate accident and possible injury
- If you find new risks, please notify your manager requesting they add the risk to the datix risk register.
- Please note and read the hazard and briefing checklist. Please add to this should you find it lacking.
- You will find, gloves, PPE gear, masks within the storage compartment.
- Cardio-pulmonary recording sheets are in the van manual folder along with bag and mask in the event of a cardiac arrest and there is no heartbeat

## Checklist

- Before commencing, check the tyres are correctly inflated. With dual rear tyres, you will need to visit a garage to check rear inner wheel...an extension adapter is required
- When driving, always check the height of under bridges and watch out for low lying trees
- Always check that the plug is removed from the socket before driving off. Return plug to holding compartment by rear door (please see Calvin's van manual)
- Always check that the UPS is turned off correctly or you risk flattening the UPS (please see Calvin's van manual) Remember to turn off air conditioning unit at wall switch
- Only Echo Sonographers currently will touch the S70 machine. Please do not allow patients to lean on it or touch any of the dials. This is a very expensive machine.
- Please ensure that the S70 screen is locked down at end of clinic session before commencing on any travel. If this is not done, you risk breaking the glass window and the S70 screen
- Remember to take the meter reading before starting and on completion of your clinic – if there is a meter present
- Take mileage start and finish as you do with any fleet vehicle – if detailed by Fleet Management
- Remember to lock the vehicle and check all doors before leaving
- Read the manual and notify your CNM and Fleet Manager that you have read and are aware of all risks. Ask questions if you require further assistance
- Get your approved driving status from Calvin de Boer – Fleet Manager
- Empty dirty water down the drain and refill water container to no more than  $\frac{3}{4}$  full or just above half. It will slop
- Remove rubbish, replace with clean bag
- Remove dirty linen and replace stock
- Remember to leave van filled with Diesel and CLEANED out ready for the next service using the van
- Any other stock used, replace, and have the van ready to go for the next person.
- Under the seat where patients sit and dress you will find the vacuum cleaner and dustpan and broom. Please vacuum the van floor and recharge the machine on completion of your week or if the van floor needs cleaning. The charger will be found in the box and plugs into domestic power
- Umbrellas (3) found behind passenger seat
- Check that all machinery is locked down when leaving the van, steps, and stabilizing legs up
- Return key to the nominated person
- Any issues requiring attention please notify [calvin.deboer@northlanddhb.org.nz](mailto:calvin.deboer@northlanddhb.org.nz) x60817