

Protection of health and safety of health workers

Checklist for healthcare facilities

GENEVA, 2020



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ISBN 978-92-4-001155-7 (electronic version)

ISBN 978-92-4-001156-4 (print version)

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Suggested citation. Protection of health and safety of health workers: checklist for health care facilities. Geneva: World Health Organization; 2020. Licence: CC BY-NC-SA 3.0 IGO.

Cataloguing-in-Publication (CIP) data. CIP data are available at <http://apps.who.int/iris>.

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Design by L'IV Com Sàrl, Switzerland

Contents

Introduction	2
Preparations	3
How to use the checklist	4
Assessment information	5
A. Management of occupational health and safety	6
B. Prevention of physical risks for health and safety	8
C. Prevention of occupational infections	10
D. Prevention of psychosocial risks	14
E. Additional measures	16

Introduction

This checklist is the first step in identifying and prioritizing areas of action for improving the protection of health and safety of health workers in line with WHO-ILO Global Framework for National Occupational Health Programmes for Health Workers.

It is designed to be filled out in discussion with management, responsible officers for occupational health, environmental health, infection prevention and control, human resources and representatives of workers in the health facility. This participatory approach will provide a variety of perspectives and a more comprehensive basis for identifying the existing preventive measures, possible problems and solutions for continuous improvement.

Using this checklist to begin this process will give you an overview of areas where you can propose to take action and help you determine what to prioritize. These priorities guide you in planning for improvements.

Preparations

Make an appointment with the facility manager and ask to meet all relevant persons in the facility, such as responsible officers for infection, prevention and control, occupational health or environmental health, human resources, and representatives of workers.

Send the checklist, in advance, to the people you intend to meet or discuss with and ask them to prepare copies of the relevant documents you need to collect, as well as data records.

How to use the checklist

Define the issues or workplace area to be assessed.

In a small health facility, the whole workplace can be assessed. In a larger health facility, particular work areas can be defined for separate assessments.

Consider each question carefully. Tick “YES” or “NO”, according to your observations and information.

Ticking YES means the condition or measure described in that question exists at the work place. However, it doesn’t mean that it offers full protection; one could still consider actions for improvements.

Ticking NO means the condition or measure mentioned in the question does not exist at the workplace. In that case, if such measure is applicable to the health facility **ACTIONS ARE NEEDED** to ensure the measure is developed and implemented.

Write your ideas and suggestions for actions and improvement under **WHAT ACTIONS DO YOU PROPOSE?**
Suggestions

Tick the **PRIORITY** box for actions that you consider to be a high priority and for which you have ideas for feasible solutions.

Once the forms have been completed, note all the points on the checklist where you ticked the **PRIORITY** box; agree on an order of priority, and then identify the necessary measures.

Discuss and develop an action plan: start with the most feasible changes and set achievable goals. Agree on a time-table and assign responsibilities. Build the changes into existing structures and procedures as far as possible.

Assessment information

Name of institution

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Address

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Unit/work area assessed

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Assessor/team - name, position, affiliation, phone number and e-mail

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Persons interviewed - names, positions, phone number and e-mails

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Date of assessment

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A. Management of occupational health and safety

A.1 Is there an occupational safety and health policy endorsed by management in the facility?

yes **no**

What action do you propose? **priority**

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A.2 Are there regular consultations between management and workers regarding health and safety at work, for example a joint labour-management committee?

yes **no**

What action do you propose? **priority**

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A.3 Is there a person designated to be responsible for occupational safety and health in the health facility?

yes **no**

What action do you propose? **priority**

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A.4 Is there training and education of workers about occupational safety and health? **yes** **no**

What action do you propose?

 priority

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A.5 Is there a system for health workers to report hazardous exposures and safety concerns (such as exposures to infections, incidents of violence, lack of protective measures) without risk for retaliation? **yes** **no**

What action do you propose?

 priority

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A.6 Is there appropriate monitoring of health of individual health workers in relation to their jobs, such as regular preventive medical examinations? **yes** **no**

What action do you propose?

 priority

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B. Prevention of physical risks for health and safety

B.1 Is assessment of workplace health and safety risks and controls regularly carried out by a trained person in consultation with management and staff?

yes **no**

What action do you propose?

priority

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B.2 Are there engineering controls for a safe working environment, such as ventilation, physical barriers, safer devices?

yes **no**

What action do you propose?

priority

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B.3 Are workstations and furniture comfortable to use?

yes **no**

What action do you propose?

priority

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B.4 Are there devices for safe handling of loads, such as patient handling, lifting, pushing and pulling of loads?

yes **no**

What action do you propose?

priority

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B.5 Are medical first aid kits available at workplaces?

yes **no**

What action do you propose?

priority

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C. Prevention of occupational infections

C.1 Is there a policy for infection prevention and control in the health facility?

yes **no**

What action do you propose?

priority

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C.2 Are there procedures in place for triage of patients in the emergency rooms and reception areas, including early detection and isolation of infectious patients, or those with suspected infection?

yes **no**

What action do you propose?

priority

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C.3 Are there appropriate measures (assessed by a competent person) for personal protection, such as, standard precautions, available for the health worker?

yes **no**

What action do you propose?

priority

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C.4 Are facilities for hand hygiene (hand washing and hand disinfection) readily available?

yes **no**

What action do you propose?

priority

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C.5 Is the personal protective equipment, such as masks, respirators, gloves, goggles, gowns, appropriate and readily available?

yes **no**

What action do you propose?

priority

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C.6 Do health workers carry out routine assessment of the risk of exposure to bodily fluids, such as blood and respiratory secretions, or contaminated surfaces and materials before any health care activity (standard precautions)?

yes **no**

What action do you propose?

priority

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C.7 Is there regular environmental, clean-up and disinfection of work environments?

yes **no**

What action do you propose?

priority

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C.8 Are potentially exposed health workers immunized, against vaccine preventable diseases?

yes **no**

What action do you propose?

priority

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C.9 Is there a system for investigation of health workers' exposures to infections?

yes **no**

What action do you propose?

priority

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C.10 Are there procedures in place for post-exposure prophylaxis, such as, for HIV, Hepatitis B?

yes **no**

What action do you propose?

priority

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D. Prevention of psychosocial risks

D.1 Is there a policy prevention of violence and harassment at the workplace, including gender-based violence and harassment?

yes **no**

What action do you propose?

priority

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D.2 Are there policies for management of working hours, shifts, rest and recuperation with the purpose to prevent fatigue?

yes **no**

What action do you propose?

priority

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D.3 Are there human resource management policies for safe staffing and workload?

yes **no**

What action do you propose?

priority

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D.4 Do health workers have access to psycho-social support and counselling?

yes **no**

What action do you propose?

priority

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E. Additional measures

E.1 Are there other measures for protecting health, safety and wellbeing of health workers in the facility? If so please, specify below.

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What action do you propose?

priority

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