



VUL-FRM-04-10-Emergency Service Officer Shift Checklist

Emergency Service Officer Shift Checklist			
Date		Shift	Dayshift / Nightshift
Inspected by		Crew	A B C D
<i>The responsible ESO should initial completed tasks in the boxes provided and/or comments if a task is not completed</i>			
Data	Yes	No	Comment
Has the sign on drug handover been completed?			
Has the drug and alcohol spreadsheet been updated with daily tests?			
Have the Emergency Service Officer Personal Risk Assessments been completed? <i>(Take 5, Minimum of two per shift)</i>			
Site Onboarding (New Starters)			
Has the Face Fit Testing spreadsheet been updated with the daily tests?			
Have the photos of the new starters been renamed and saved in <i>U:\05 Training and Competency\5.8 Personnel Training Records\4. Site ID Photos</i>			
Have the drug and alcohol test results, as well as the face fit test results, been scanned, renamed and saved in <i>U:\Secure Scan</i>			
Medical Room & Self Testing Unit	Yes	No	Comment
Is the workstation tidy and clean from clutter?			
Is the medical bed clean and properly made?			
Has the examination trolley been stocked and cleaned?			
Have the benchtops been wiped down and clear from clutter?			
Has the floor been swept, scrubbed and mopped?			
Have the rubbish bins been emptied and all rubbish removed from the medical room			
Is the area for self-testing clean, rubbish removed and stocked with draws?			
Supply & Equipment	Yes	No	Comment
Has any equipment been tagged out for maintenance or repair?			
Is there any equipment that needs to be reordered?			
Are there any medical supplies that need to be reordered?			
Are there any drug and alcohol testing supplies that need to be reordered?			