



VUL-FRM-04-16-Emergency Services Officer Daily Handover

Section A: SITE INFORMATION				
Date			Senior Emergency Services Officer	
Shift	☐ Dayshift	☐ Nightshift	Day Emergency Services Officer	
			Night Emergency Service Officer	
General Business				
Item	Details			
Important Information				
Incidents				
Issues				
Hazards				
Task	Yes	No	Comments	
Office handed over satisfactorily from the other crew/shift?	☐	☐		
JUP Drug Register signed?	☐	☐		
VN Drug Register signed?	☐	☐		
2 x Take 5's completed?	☐	☐		
D&A/Induction/Face Fit forms transferred from Safety Culture to Secure Scan for HST Admin?	☐	☐		
Treatment area clean and bed made?	☐	☐		
Benchtops and desk wiped clean?	☐	☐		
Floor swept & mopped? Bins emptied?	☐	☐		
Equipment tagged out or reordering required.	☐	☐		
Logoff Apps (Gallagher, Site Approve)	☐	☐		
Follow App (BGL) – notifications On/Off	☐	☐		
Sign Off				
Emergency Services Officer Name				
Signature				
Date				