



Health and Safety Policy - Temporary Division

The management of Geneva Health International Limited, in collaboration with our Clients, is committed to taking all practicable steps to ensure a safe and healthy working environment for its employees while on client premises.

To achieve this, the following policies must be adhered to:

- Geneva clients are required to ensure that all practicable steps are taken to ensure Geneva Employee safety.
- Clients will advise Geneva Employees of their Emergency Procedures on arrival at the facility
- Clients will make their individual policies on Patient Handling, Drugs Management and Infection Control accessible to Geneva Employees
- An up-to-date Hazard Register must be available to all temporary staff.
- Geneva Employees will use safe patient handling techniques at all times. Geneva encourages ACC/OSH approved LITEN UP practice.
- Geneva Employees are to use Standard Precautions in all contact with bodily fluids. Should gloves not be available on site, Geneva Health and the facility Manager must be contacted immediately and before any further such duties are carried out.
- Clients are responsible for the issue, maintenance and renewal of all Personal Protective Equipment required by the candidate while on the client site.
- Clients will advise the Geneva employee if they will be caring for a patient that is known to have an infectious communicable disease, in order that the employee can plan appropriately.
- A 24 hour stand down period is required for Geneva Employees in the case of vomiting or diarrhoea.
- Geneva Employees will not use their own vehicles to transport clients/patients without obtaining prior permission from a Geneva consultant.
- All Accidents/Incidents relating to Geneva Health staff will be immediately reported to both Geneva Health and the facility concerned.

Every Employee is expected to comply with the Geneva Health International's Health and Safety rules and procedures in order to fulfill their legal Health and Safety management duties as an Employee. These duties are: to take all practicable steps to ensure your own safety; and ensure that no action or inaction causes harm to any other person.

Any issues or queries regarding the safe working conditions of a Geneva Employee must be immediately addressed with your Geneva Health consultant.

Signed:

On behalf of:

Date:

Signed on behalf of Geneva:

Date:

Last Updated: 20 Feb 2009 (MSMA)