



Meditest Health & Safety Policy

Policy Statement

Meditest believes that effective management of health and safety is essential for ensuring the wellbeing of staff, clients and the wider public. We are committed to compliance with current legislation and will work to ensure our practices are safe and in keeping with our organisation's values. To achieve this we will:

- Work with our staff and customers to proactively identify any new and existing risks or hazards in the workplace.
- Take reasonable steps to ensure any significant risks or hazards are minimised and that workers and all others are protected where elimination is not practical.
- Ensure that our staff are trained in safety, accident and emergency procedures.
- Ensure that our staff are aware of their responsibilities to themselves, their fellow workers, clients and the wider public.
- Promote the provision of advice, information, education and training in relation to workplace health and safety.

Registration of Engineers

Meditest engineers are required to hold an appropriate class of electrical registration and a current practicing certificate. The acceptable classes are: Electrician, Electrical Service Technician, Electrical Engineer, or Electrical Inspector. Registration will be supplemented with appropriate training in biomedical engineering.

Safety Training of Engineers

The Safe Working Practice and First Aid modules that form part of the electrical worker licensing refresher courses will provide basic formal training. This will be supplemented by additional training covering working in medical locations.

Working in Client Premises

Meditest staff will abide by the health and safety policies pertaining to the client premises in which they work. Contractor inductions and check-in procedures will be adhered to as required.

Meditest staff will at all times behave in a polite and courteous manner when working in customer premises and will follow all instructions given by the customer in respect to working in a safe manner.

All safety advisory signs and notices are to be observed and complied with.

A customer may require that special clothing or protective wear is worn in clean areas such as operating theatres.

Working Alone

Engineers will sometimes be required to work alone in a customer's premises. At these times a heightened awareness of personal safety will be required. A cell phone for emergency contact should be carried when others are not in the building. If a representative of the customer does not remain on site arrangements shall be made with the customer for safe lockup at the conclusion of the work.

Identification of Hazards

The nature for Meditest's work involves the identification of hazards with medical equipment. Occasionally other hazards will be identified in the course of this work and these must be reported to the customer. It may be appropriate to use the customer's formal system for hazard identification.

Where hazards with Meditest's own working practices and methods are identified these should be mitigated as appropriate and reported to Meditest management if there is a possibility of recurrence. Any incidents resulting in harm or injury must be reported and recorded.

Infectious Substances

Meditest engineers need to be aware of the risks involved in working on medical equipment. If contamination is identified or suspected the customer should be advised and consulted about clean-up. Where needed protective equipment such as gloves should be used.

Infectious substances including medical waste are likely to be found in medical locations. Meditest engineers need to be aware of this and should avoid contact with such substances.

Needle stick injuries are unlikely but are a risk if needles or other sharps have not been correctly disposed of. Such injuries should be reported immediately, both to the customer and to Meditest management.

Radiation Hazards

It is recognised that ionising radiation is employed in some locations. Meditest engineers must be aware of the possible risks of radiation exposure. X-ray exposures are generally not required when safety testing X-ray equipment. In the event that an engineer is required to be present in an X-ray room during an exposure, protective equipment such as lead aprons shall be worn.

Mercury

Some medical practices still use mercury sphygmomanometers. The risk of a mercury spill is real, especially if the sphygmomanometer has been damaged. Sphygmomanometers must be carefully examined before testing and should never be dismantled on site.

Heavy Handling

Some items of medical equipment can be heavy. Examples are beds and couches, mobile x-ray machines, diagnostic ultrasound systems, etc. Desks and tables may also need to be shifted for access to equipment. Where weights are too heavy for one person, help is to be requested. Where help is not readily available on site (i.e. customer's staff) the job should be identified as requiring two persons.

Reporting of Incidents

All accidents, injuries and incidents shall be recorded and reported to Meditest management. The customer should also be advised of serious accidents or injuries that occur on their premises.