

TDHB Base Hospital On-Site Visitors Procedure

Standard

Taranaki District Health Board (TDHB) has demonstrated a commitment in the Health and Safety Policy to monitor and measure health and safety performance and to promote communication with all persons entering TDHB premises

All persons regularly spending time on TDHB premises must attend a Health and Safety Induction to ensure they meet with TDHB's minimum requirements for working on site.

Criteria

This procedure is to be followed by all visiting staff, contractors / sub-contractors, visiting company representatives and student healthcare professionals, with the exemption of:

- Medical consultants, contractors and sub-contractors where they have previously completed annual Health and Safety Induction requirements
- Visiting staff attending education where names are recorded for emergency evacuation purposes
- Nursing students who have attended the Health and Safety Induction provided at Western Institute of Technology, Taranaki (WITT)

Procedure

During regular working hours, the visitor is to report to:

- Reception located at Base Hospital main entrance
- The Engineering Department reception
- Corporate Reception

To register details in the visitor record, the visitor will present to the main reception where an on-site numbered visitor's identification card is issued, along with a green on-site visitor's card. Reception is to record the time the visitor is given the identification card and the time of return in the visitors record.

The visitor then completes their details in the register, including their contact number.

The receptionist explains to the visitor:

- The identification must be visible and worn for the duration of the visit – if appropriate, the visitor's own identification should also be visible
- On departure, the identification is handed back to the reception at the check in area and the visitor completes the departure time in the visitors record
- When departing after hours, the on-site visitor uses the felt tip marker attached to the grille at main reception to initial, date and record departure time on the on-site identification prior to posting it through the grille.

Measure

The procedure being adhered to allows for the departing visitor to report to the receptionist. Alternatively, the on-site visitors identification can be left at the location of the visitor record which enables the verification that on-site visitors are either on-site, or have departed, in the event of an emergency.

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The receptionist has the responsibility to record the details from the posted on-site visitors identification in the visitors record and then wipe the markings off, making the identification card available for future use. Any identification or on-site visitors card that has not been returned 24 hours after sign out, can be followed up by the receptionist on the contact number provided by the on-site visitor in the visitor record.

Evidence of the procedure being adhered to will be evident when the on-site visitors record is audited for departure details and time.

Supporting Information

Legislation

- Health and Safety at Work Act 2015

Taranaki DHB Related Documents

- Daily Register for On-Site Visitors (Visitors Record)
- Base on-site Visitors Procedure, August 2007
- Hawera On-Site Visitors Procedure, June 2016
- TDHB Visiting Company Representatives Policy (DRAFT) September 2016

Other Associated Documents

- ACC Partnership Programme

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