

Commitment

At Angels Nursing Agency Victoria (ANAV), we are committed to provide a safe work environment for our staff placed in different facilities. We endeavour to minimize the risks & potential hazards at our workplace. Our staffs are our most important asset and taking care of their safety is our topmost priority, in accord with the Occupational Health and Safety (OH&S) Legislation.

You are responsible for observing safety to ensure the health and safety of all your patients, co-workers and others in the work place. Please ensure that during your placement you comply with the Health Services Policies and Procedures relating to OH&S and Risk Management.

All Registered Nurses/Enrolled Nurses must undertake the ANAV **Employee Induction Questionnaire** with a passing score of 80 per cent or more (or score of 22/27). A summary of the rules of operation, including the procedures from the company and staff execution is list below.

Incidents

If you are involved in a work related incident, accident, complaint or dispute please notify the facility's Facility Manager / DON immediately and contact ANAV immediately or within 24 hours and supply us with a copy of any related documentation e.g. incident report / III R

Hazards

Report any hazards or safety concerns to the Nurse in Charge/Manager. Manual Handling – apply the techniques & equipment in the workplace where practicable. Attend available ANAV training programs in manual handling or training online programs.

Manual Handling

Manual Handling of patients is the main cause of musculoskeletal injury in nurses. Some of the factors that contribute to the strain of the musculoskeletal system include heavy physical work, frequent bending and twisting of the back, and awkward static postures held for long periods, e.g. when supporting a limb during surgery." No Lifting" polices should be implemented. This means that:

- ✘ The need for manual handling is eliminated wherever possible
- ✘ Where manual handling cannot be avoided, aids such as slip sheets, slats and boards are used to reduce the risk of injury
- ✘ Strict procedures for patient handling and other handling activities are implemented and actively supported by management
- ✘ Staffing levels are sufficient for team lifting and transfers
- ✘ Sufficient suitable equipment is provided
- ✘ Staff trained in manual handling and the use of equipment

Infection Control

Observe universal precautions. Gloves should be used whenever you anticipate contact with blood and body fluids: gloves are changed and hands washed between clients and for the same client when different procedures will be performed. Wear further protective equipment and clothing such as goggles, mask and gown where appropriate. Place all sharps containers & do not recap needles.

Equipment & Machines

Some equipment & machines may be new to you. Do not operate any piece of equipment unless you are competent in its use. If you require instruction inform the nurse in charge.

- (1) The Accident Compensation Act 1985 clearly states all injuries must be reported to ANAV within 30 days after you become aware of the injury. Under section 102 (5) of the Accident Compensation Act 1985 employee is not entitled to recover compensation under the Accident Compensation Act 1985 unless the injury was reported within 30 days.

Fire Safety & Evacuation

When you arrive at a new facility familiarise yourself with the emergency manual, fire extinguishers and emergency exits.

Security

Take care of your personal security especially if working alone, familiarise yourself with the facilities security plans. Take the time to consult Co-workers and / or the locals regarding the Community and any safety issues. Mobile phones should not be carried whilst working on shift.

Smoking

To protect the health of employees, all on-hire staff for ANAV will need to adhere to the smoking or non-smoking policy of the host employer.

Grievance or harassment

If you have a complaint, grievance, are being bullied or harassed please notify us, we will inform you of the correct procedure and process to follow.

Code of Conduct

The Australian Nursing & Midwifery Council (ANMC) facilitates National Standards for Statutory Nurse Regulatory Authorities. These define the minimum core competencies and expected standard of behaviour/conduct for Australian nurses. Inclusive of these are:

- ✶ The code of ethics for Nurse in Australia
- ✶ ANMC National Competency Standards for the Registered Nurse and Enrolled Nurse
- ✶ The Code of professional Conduct for Nurses in Australia

Code of Professional Conduct

A Nurse must:

- (1) Practise in a safe and competent manner.
- (2) Practise in accordance with the agreed standards of the profession.
- (3) Not bring discredit upon the reputation of the nursing profession.
- (4) Practise in accordance with laws relevant to the nurse's area of practice.
- (5) Respect the dignity, culture, values and beliefs of an individual and any significant other person.
- (6) Promote and preserve the trust that is inherent in the privileged relationship between a nurse and an individual, and respect both the person and property of that individual.
- (7) Treat any personal information obtained in a professional capacity as confidential.
- (8) Refrain from engaging in exploitation, misinformation and misrepresentation in regard to health care products and nursing services.

These publications may be accessed through the Australian Nursing and Midwifery Council Incorporated (ANMC) website, www.anmc.org.au

Confidentiality

"Nurses hold in confidence any information obtained in a professional capacity, use professional judgement where there is a need to share information for the therapeutic benefit and safety of a person and ensure that privacy is safeguarded." (Reference: Australian Nursing and Midwifery Council Code of Ethics)

I agree that I understand and will co-operate with:

- The procedures for reporting work related injuries/incident.
- The Occupational Health and Safety policy given to me on commencement of employment.

Print Name	Signature	Date