

# Diabetes in the Workplace Checklist

This Checklist accompanies the Diabetes in the Workplace Explanatory Notes and is to be completed by the person with diabetes in consultation with their Diabetes Educator

Client’s name: .....

Occupation: .....

## A. Employment Safety

Hypoglycaemia is generally the biggest area of concern for both the person with diabetes and their employer. Particularly in jobs that are deemed to be ‘safety sensitive’, where impaired performance could affect the health or safety of the person with diabetes, their co-workers, the general public, property or the environment.

1. Hypoglycaemia	Yes	No	Not applic.	Comments
Is the job a ‘safety sensitive’ role?				
Is the client taking insulin or sulphonylurea medication that could cause hypoglycaemia? If not, there is no need to discuss this issue any further.				
What does the client do to avoid or reduce episodes of hypoglycaemia? (eg. hypo kit, first aid officer, medic alert jewellery)				
Does hypoglycaemia impact on their work performance?				
Do they experience episodes of hypoglycaemia? If so discuss how they can avoid or minimise episodes of hypoglycaemia?				
Discuss how hypoglycaemia could affect work performance				
Discuss how regular episodes of hypoglycaemia could affect employment status				

## Hypoglycaemia continued

2. Impaired Awareness of Hypoglycaemia	Yes	No	Not applic.	Comments
Does the client have impaired awareness of hypoglycaemia?				
<b>If so, discuss:</b>				
Workplace safety concerns				
Continuous glucose monitoring				
Job retention				
Treatment options to regain early warning symptoms of hypoglycaemia				
3. Driving	Yes	No	Not applic.	Comments
Is the client required to drive a vehicle at work?				
Have they completed the VicRoads notification requirements?				
Have they notified their employer for vehicle insurance purposes?				
Are there any areas of concern regarding the client's fitness to drive as per the Austroads Assessing Fitness to Drive Guidelines 2016?				
Discuss with the client safe blood glucose levels for driving of between 5 -10mmol/L				
Give client Above 5 to Drive handout and VicRoads Diabetes and Driving handout				
4. Use of heavy machinery and/or hazardous tasks	Yes	No	Not applic.	Comments
Is the client at risk of hypoglycaemia and required to operate heavy machinery and/or carry out hazardous tasks at work?				
<b>If so, discuss:</b>				
Is it safe for the client to continue in this role?				
Safe blood glucose levels of between 5 and 10 mmol/L for machine operation and/or hazardous tasks				
Importance of regular breaks to consume food and check blood glucose levels				

<b>5. Disclosure of diabetes to the employer</b>	<b>Yes</b>	<b>No</b>	<b>Not applic.</b>	<b>Comments</b>
Discuss pros and cons of disclosing diabetes to the employer				
Discuss disclosure to superannuation and/or insurance funds				
Discuss disclosure and Workcover claims				
<b>6. Employment/career choices and current restrictions</b>	<b>Yes</b>	<b>No</b>	<b>Not applic.</b>	<b>Comments</b>
Discuss certain employment industries that are legally allowed to have restrictions in place for people who have diabetes.				
<b>7. Managing complications</b>	<b>Yes</b>	<b>No</b>	<b>Not applic.</b>	<b>Comments</b>
Does the client have any diabetes complications? If so, discuss extra time or possible workplace adjustments required to enable the client to manage their complications and continue to be fit to work. The client will then need to discuss these with their employer.				

## **B. Daily Diabetes Management**

<b>Work schedules</b>	<b>Yes</b>	<b>No</b>	<b>Not applic.</b>	<b>Comments</b>
Is the person required to work rotating, split or night shifts?				
Does this work schedule impact on the management of this person's diabetes? How?				
Discuss the possible need for adjustment of medication/insulin around work schedules?				
Can the person negotiate 'reasonable workplace adjustments' eg. regular shifts, breaks to attend to health tasks to manage their diabetes (in consultation with employer)				

<b>Blood glucose checking</b>	<b>Yes</b>	<b>No</b>	<b>Not applic.</b>	<b>Comments</b>
Discuss the storage and access of blood glucose checking equipment				
Discuss the importance of regular scheduled breaks to discretely and privately check blood glucose levels (BGLs) and monitor on an 'as needed' basis				
Consume food and fluids (as needed) so that tasks can be undertaken safely				
<b>Medication and/or insulin</b>	<b>Yes</b>	<b>No</b>	<b>Not applic.</b>	<b>Comments</b>
Discuss safe storage and access to blood glucose meter				
Discuss suitable place to privately and discretely take insulin and medication				
Discuss storage and safe disposal of sharps in the workplace				
Discuss storage and location of hypo kit				
<b>Footwear</b>	<b>Yes</b>	<b>No</b>	<b>Not applic.</b>	<b>Comments</b>
If specialised footwear is required under WorkSafe, check with the client that it has been assessed by a podiatrist to ensure it meets Occupational Health and Safety requirements and their diabetes foot complications (if any).				
<b>Travel</b>	<b>Yes</b>	<b>No</b>	<b>Not applic.</b>	<b>Comments</b>
If the client travels regularly for work, discuss travel requirements as a person with diabetes.				
<b>Eating Out</b>	<b>Yes</b>	<b>No</b>	<b>Not applic.</b>	<b>Comments</b>
If the client regularly eats on the go or out regularly with clients, discuss healthy food choices or if they require a referral to a dietitian.				

**Resources**

Refer to list in Explanatory Notes and discuss where relevant.

Signature of client:

Signature of Diabetes Educator:

.....  
Date

.....  
Date