






# Screening Checklist

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Please complete the below checklist to assess what your workplace is currently doing towards screening. If you answer no to any of these questions, we recommend adding that activity into your Action and Evaluation Plan.

Organisational	Yes	Partially	No
<b>Develop/Implement a screening Policy</b>			
Does your workplace have a screening policy, or include this topic in a standard workplace wellbeing policy?			
Does your policy:			
<ul style="list-style-type: none"> <li>promote key messages of the importance of screening?</li> </ul>			
<ul style="list-style-type: none"> <li>Include flexible working hours to allow staff to attend screening appointments? </li> </ul>			
<ul style="list-style-type: none"> <li>encourage staff and their family to get screened?</li> </ul>			
<ul style="list-style-type: none"> <li>outline training for management on how to support staff diagnosed with cancer/ HPV? </li> </ul>			
<ul style="list-style-type: none"> <li>consider a return to work (after diagnosis/ treatment) policy? </li> </ul>			
Is your policy regularly promoted?			
Is your policy regularly enforced?			
Is your policy regularly reviewed?			
<b>Include screening information at inductions</b>			
Is screening information included in staff inductions?			
<b>Involve all staff and managers in screening actions</b>			
Are staff and managers involved in identifying how your workplace can support and encourage screening?			
Does the workplace have an intranet/ noticeboard site that includes information about screening?			
<b>Environmental</b>			
<b>Prominently display screening messages</b>			
Does your workplace prominently display screening promotional messages?			
<b>Promote and/or offer screening opportunities</b>			
Are eligible staff encouraged to get screened?			
Have local screening providers been contacted to see how/ if they can support the workplace with screening?			



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Individual	Yes	Partially	No
<b>Provide opportunities for screening knowledge development</b>			
Does your workplace provide information on screening including Cervical, Bowel and Breast screening?			
Does your workplace provide information on the signs and symptoms of Bowel and Breast cancer and HPV (cervical)?			
Does your workplace promote national screening awareness campaigns?			
Does your workplace encourage people to visit their GP if they notice a symptom related to Breast, Bowel and Cervical cancer/HPV?			
<b>Provide opportunities for screening skill development</b>			
Does your workplace offer screening awareness information sessions?			
<b>Extend screening support to family of staff</b>			
Does your workplace promote screening for whanau and family of staff and/or encourage staff to talk to their whanau about screening? 			



The environmental sustainability symbol represents actions in the checklist that contribute to improving environmental sustainability of the workplace.



The cultural mindfulness symbol represents actions in the checklist that contribute to improving diversity, equity, and inclusivity in the workplace.

For more information on the purpose of the symbols and how they can be applied to your action plan visit the following links: [Environmental Sustainability](#) and/or [Cultural Mindfulness](#).

For tips on promoting infection control and immunisation in your workplace, go to: [https://www.workwell.health.nz/workwell\\_infection\\_control\\_and\\_immunisation](https://www.workwell.health.nz/workwell_infection_control_and_immunisation)