

Diabetes in the Workplace Checklist

This checklist can help guide consultation conversations for people with diabetes and their health professionals when talking about diabetes in the workplace.

Client’s name:

Type of diabetes:

Medications:

Occupation:

A. Employment Safety

Hypoglycaemia (hypo) 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 hypoglycaemia (or having a hypo) 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 hypogylcaemia? 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. CGM alarms, 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 often they can avoid or minimise episodes of hypoglycaemia?				
Discuss how hypoglycaemia could affect work performance				
Discuss how frequent episodes of hypoglycaemia could affect employment status				

Hypoglycaemia continued

2. Impaired Awareness of Hypoglycaemia	Yes	No	Not applic.	Comments
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Does the client have impaired awareness of hypoglycaemia?

If so, discuss:

Workplace safety concerns

Continuous glucose monitoring (CGM) and alarm settings

Job retention

Treatment options to regain early warning symptoms of hypoglycaemia. (e.g. OzDAFNE)

3. Driving	Yes	No	Not applic.	Comments
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Is the client required to drive a workplace vehicle?

Have they completed the Transport Victoria notification requirements?

Have they notified their employer for vehicle insurance purposes?

Are there any other areas of concern regarding the client's fitness to drive as per the Austroads Assessing Fitness to Drive Guidelines 2022? (e.g. diabetes related complications such as retinopathy)

Reinforce with the client the requirement that they must be above 5mmol/L to drive

Give client NDSS Diabetes and Driving - Don't Drive Under Five handout

4. Use of heavy machinery and/or hazardous tasks	Yes	No	Not applic.	Comments
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Is the client at risk of hypoglycaemia and required to operate heavy machinery and/or carry out hazardous tasks at work?

If so, discuss:

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

5. Disclosure of diabetes to the employer	Yes	No	Not applic.	Comments
Discuss pros and cons of disclosing diabetes to the employer				
Discuss disclosure to superannuation and/or insurance funds				
Discuss disclosure and Workcover claims				
6. Employment/career choices and current restrictions	Yes	No	Not applic.	Comments
Discuss certain employment industries that are legally allowed to have restrictions in place for people who have diabetes.				
7. Managing complications	Yes	No	Not applic.	Comments
Be open to talking about diabetes complications . Check if the client has 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 may need to discuss these with their employer.				

B. Daily Diabetes Management

Work schedules	Yes	No	Not applic.	Comments
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?				
If the client needs help to negotiate reasonable accommodations identify who can help , including contacting Diabetes Vic advocacy services team.				

Blood glucose checking	Yes	No	Not applic.	Comments
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				
Medication and/or insulin	Yes	No	Not applic.	Comments
Discuss safe storage and access to insulin and related injection equipment				
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				
Footwear	Yes	No	Not applic.	Comments
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).				
Travel	Yes	No	Not applic.	Comments
If the client travels regularly for work, discuss travel requirements as a person with diabetes.				
Eating Out	Yes	No	Not applic.	Comments
If the client regularly eats on the go or out 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 and visit:

→ndss.com.au/about-diabetes/resources/find-a-resource/diabetes-and-driving-quick-guide

→diabetesvic.org.au/living-with-diabetes-landing/living-with-diabetes/travel-and-diabetes

Signature of client:

Signature of Health professional:

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Date

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Date