



**Orientation to
Employee Health &
Safety**

Employee Health & Safety

Employee Health & Safety is responsible for the health and safety of Carewest employees. Our department has four main functions:


1. Employee Health Hazards
2. Employee Safety
3. Health Promotion/Wellness
4. Disability Claims Management

New Process – Orientation Checklist

- The orientation “buddy” checklist is a new process
- Take the checklist to your unit or work area and have your “buddy” or manager review each topic and initial in the column to the right
- Complete the checklist within seven shifts and give it to the Unit Clerk or Admin person to send it to HR

Buddy Checklist

An example of the Buddy Checklist:

| | | | | | |
|---|---|--|---------------------|------------------------|------------|
|  | | <h3><u>Unit Orientation - Buddy Shift Checklist</u></h3> | | | |
| Employee Name (please print): _____ | | Occupation: _____ | | | |
| Employee Start Date: _____ | | Site: _____ | Unit: _____ | New Hire | |
| | | Rehire | | | |
| Sections a, b & c to be reviewed with and completed by Manager Sections d & e to be reviewed with and trained by "Buddy" | | | | | |
| a. Carewest Expectations | | Date | Empl Initial | Manager Initial | N/A |
| <input type="checkbox"/> | Locate Carewest's Frame of Reference and review information | | | | |
| <input type="checkbox"/> | Locate Carewest's Philosophy of Care and review information | | | | |
| <input type="checkbox"/> | Copy of Position Profile & Job Hazards received | | | | |
| <input type="checkbox"/> | Locate and review Carewest's expectations and responsibilities related to Respect | | | | |
| <input type="checkbox"/> | Locate Carewest's Statement of Commitment for clients and employees | | | | |
| <input type="checkbox"/> | Copy of Carewest Employee Handbook received & reviewed | | | | |
| b. Management Expectations | | Date | Empl Initial | Manager Initial | N/A |

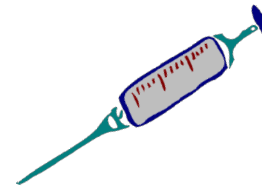
Employee Health

Employee Health Hazards

- a) Communicable diseases:
 - e.g. Pink eye, influenza, chicken pox
 - Staff must report communicable diseases to their manager
- b) Blood and body fluid exposures:
 - Policy AM-07-02-04
 - All needle-stick injuries must be reported and medical follow up is required at the Sheldon Chumir Centre

Sharps Containers

- **Handling sharps safely is important to prevent blood and body fluid exposures**
- Do not over fill sharps containers
- Once 2/3 full – lock it and place in appropriate storage at your site
- Make sure that sharps are not left at the bedside or on the person's bed



Pre-Hire Health Screening

Front line employees are required to provide EH&S with proof of:

- Immunity to Rubella (German Measles)
- Recent screening (within one year) for Tuberculosis (TB)
- Seasonal influenza immunization

Each employee has a confidential medical file where all health information is kept. This information is kept locked and is separate from your Human Resources file.

Coronavirus

- Coronavirus is a virus that is easily spread
- Healthcare workers must be **well** to work
- Daily symptom screening is conducted at all sites
- You will be screened for all upper respiratory symptoms including: temperature, sore throat, runny nose, nasal congestion, cough, fever, and more...
- Please do not come to work with these symptoms

Seasonal Influenza

- Influenza has serious health outcomes for our resident/clients
- Our policy on staff Immunization (AM-07-02-02) is designed to protect residents
- Influenza immunization (from October to March) is strongly encouraged for all employees
- If you are immunized outside of Carewest, you must provide us with 'proof of immunization'
- Policy: employees who choose not to be immunized will not be permitted to work in an outbreak area

Employee Health, Safety and Wellness

Statement of Commitment



At Carewest, we believe in the importance of the health, safety and psychological well-being of our most valuable assets, our employees.

Management is committed to creating a healthy work environment, supporting appropriate training, fostering a positive attitude towards physical health, psychological health, safety and wellness.

Each of us share the responsibility to be aware of and comply with Carewest health and safety policies, procedures and relevant government legislation and regulations.

Everyone, including volunteers and contractors has a responsibility for their own personal wellness, personal safety and the safety of their co-workers which contributes to a healthy, safe and respectful workplace.

Achieving a healthy and safe environment can only be achieved through the collaboration, co-operation and action of all.

Approved by Dwight Nelson
Chief Operating Officer
July 1, 2019



Occupational Health & Safety Act

- The Alberta Occupational Health & Safety Act, Regulation and Code is legislation that outlines employer and employee responsibilities for safety



Employee Safety

Employee Safety

- Managers, supervisors and workers have responsibilities for safety under the Alberta Occupational Health and Safety Legislation
- Workers have three rights under the legislation:
 - The Right to Know (about health and safety in the workplace)
 - The Right to Participate (in health and safety activities in the workplace)
 - The Right to Refuse Dangerous work

Occupational Health & Safety Act

- Section 31(1) states the worker may refuse to perform work if he believes that he or his co-workers are in imminent danger
- There is a process that must be followed if there is a work refusal: you must inform your supervisor about the situation and explain your reasons for not performing the work

Worker Responsibilities

Every worker must:

- Protect the health and safety of co-workers and others
- Wear the personal protective equipment required for their job
- Not participate in violence or harassment
- Report hazards and unsafe work
- Comply with legislation (follow the rules)

Manager and Supervisor Responsibilities

Supervisors must:

- Be competent to supervise their workers
- Protect the health and safety of their workers
- Ensure workers follow the rules in the OHS legislation
- Makes sure all workers use hazard controls and wears the personal protective equipment (PPE) required
- Ensures that workers do not participate in violence or harassment

Carewest Responsibilities

Carewest must:

- Protect the health, safety and welfare of workers
- Ensure workers are aware of their rights under the legislation
- Ensure that workers are not subject to or participate in violence or harassment at the worksite
- Ensure supervisors/managers are competent to supervise workers
- Cooperates with and participates in Health and Safety Committee activities
- Makes sure that health and safety issues are resolved in a timely manner

Health and Safety Committees

- Health and Safety Committees are required under legislation
- H&S Committee members have important responsibilities and are responsible for identifying workplace hazards and participating in inspections and investigations
- H&S Committees meet ten times a year

Safety Hazard - Resident Aggression

Resident aggression is a potential safety hazard

- Report concerns to your manager
- Discharging clients/residents from our sites may not be an option
- “Respectful Workplace” policies are located in the Administrative Policy Manual
- Training and/or resources are available and is based on the level of assessed risk for staff
- Resources – Supportive Pathways training and Supportive Crisis Intervention training are available

Reporting a Workplace Accident/Incident

In the case of an accident or incident:

- Immediately notify your Manager/Supervisor or Most Responsible Person (MRP) on the unit
- If you require First Aid:
 - Care Staff – RN/LPN on their own unit
 - Food Services, PPS & others – RN/LPN on the Most Responsible unit
- An Unusual Occurrence Report must be completed for all accidents or incidents that occur at work

Workplace Injuries - WCB

The Workers' Compensation Board must be notified:

If

- You see a doctor, visit a clinic, hospital or urgent care
- If you cannot do your full duties beyond the day of incident (i.e. modified duties longer than one day)
- Carewest must send in our report to WCB within 72 hours of being notified of the incident

Occupational Injury Service (OIS) Clinics

- If you are injured at work we recommend that you see a doctor at an OIS Clinic because:
 - You are seen within 30 minutes of arrival
 - Carewest gets information about your fitness to work quicker
 - OIS physicians are familiar with the WCB system
- [Click here to see the OIS locations and other reasons why OIS Clinics are the preferred choice](#)

Health Promotion & Wellness

Health Promotion / Wellness

a) Employee Assistance Program

- Homewood Human Solutions
1-800-663-1142 or
www.homewoodhealth.com
- EH&S nurses are RNs with a specialty in Occupational Health Nursing and provide information on a variety of health topics

Disability Management

Disability Management

- EH&S helps provide employees with a safe return to work following illness or injury
- EH&S communicates with physicians, physiotherapists, rehabilitation providers, chiropractors etc. to help employees to return to work
- Coordinate services with the Workers' Compensation Board and Canada Life

Disability Management

- Early intervention is the key – mental health and finances are often affected by long absences from work
- Carewest is able to provide modified duties for most employees when they are ill or injured
- Temporary modified duties are used to help employees return to their regular job duties
- **All** modified duties are coordinated by the Employee Health & Safety Department

Employees Absent From Work

- Must attend all appointments as required
- Contact Employee Health and Safety regularly
- Contact your manager regularly
- Provide Employee Health & Safety Department with medical notes as quickly as possible and upon request

Body Mechanics

- 50-75% of all injuries in long term care are muscular injuries. Overuse, over-exertion, and poor body mechanics are common reasons for these injuries to occur
- Posture and the way you use your body to lift and move objects is very important
- The Carewest body mechanics program is called B.A.C.K.

B.A.C.K.

Principles of good body mechanics during lifting:

B Buttocks out

A Arms bent-elbows close to the body

C Chest up

K Knees bent

Body Mechanics

REMEMBER:

- Nose and toes in the same direction
- Turn...do not swivel
- Keep your spine “straight” no bending at the waist
- Long term care clients who cannot support their own body weight need a mechanical lift
- Adjust beds and other equipment to a good working height that minimizes bending or reaching

Body Mechanics

OTHER FACTORS THAT CAUSE INJURIES:

- Inattention to task
- Rushing and excessive speed
- Not asking/waiting for help
- Muscles not warmed up/fatigue

Workplace Hazardous Materials Information System

- WHMIS provides health and safety information on controlled products in Canadian workplaces
- The Canadian system is now aligned with the worldwide Globally Harmonized System (GHS)
- All WHMIS symbols are now bordered by **red diamonds** except the biohazard symbol which remains **black circle**

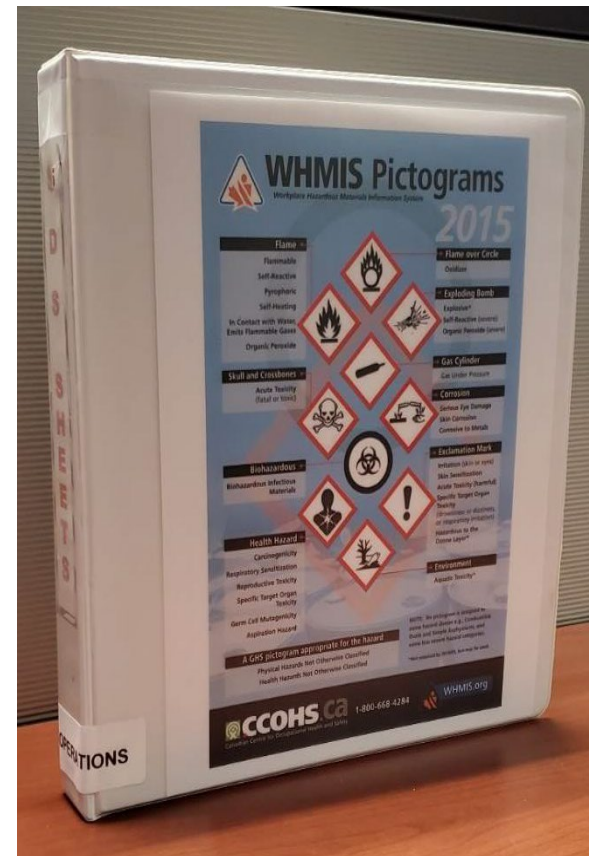
WHMIS Symbols

- Below are the current WHMIS symbols



Safety Data Sheet (SDS)

- You can find what each WHMIS symbol means in the **Safety Data Sheet (SDS)** binders located at each nurses' station and specific departments such as Food Services
- SDS specifies the first aid requirements for each specific product and list the required PPE



WHMIS

- Every chemical should be labelled with either a Supplier label or a Workplace label
- Always read the label before using a new product
- If you cannot read a label tell your manager right away and do *not* use the product
- Never leave chemicals where residents/clients may access them. Store them in assigned areas / locked cupboards

Go to this link

<https://www.surveymonkey.com/r/CWWHMIS21>

To complete the Annually Required Reading and Quiz.

Do not go onto next slide until you have completed the quiz

Quiz

Please go to this link and complete the following quiz to test your knowledge of the Employee Health and Safety Information

<https://www.surveymonkey.com/r/CWEHS21>

EH&S Contact Numbers

| EH&S Team | | |
|------------------------|-------------------------|--------------|
| Amie Humphrey | OHN (RN) Team Leader | 403-943-8126 |
| Laura Kilbreath | OHN (RN) | 403-943-8185 |
| Krista Biglin | OHN (RN) | 403-943-8126 |
| Liisa Hukkala | EH&S Assistant | 403-943-8182 |

Location:

Administration Centre
Southport Tower – 2nd Floor

Fax Number:

403-943-8166