

Section V

Part 2

General Safety

General Safety Precautions

Safety depends on us all. As a CLS employee you are responsible for the safety of the individuals you support as well as your own safety and that of your co-workers. Although some safe work practices may seem to be just common sense, by applying them in your daily routines you may prevent accidents from occurring. If you work in a residence you need to employ safe work practices while still maintaining the happy and relaxed spirit common to any busy household. Likewise, if you work vocationally, safe work practices are essential. The following lists are by no means exhaustive. However, at least these safe practices should be followed at all times; together with others unique to your workplace which will be outlined by your Coordinator:

- Walk, don't run.
- Keep electrical cords and obstructions out of hallways.
- Do not indulge in horseplay-it is potentially dangerous.
- Watch where you are going at all times.
- Be extremely careful of wet floors.
- Immediately pick up anything that is dropped on the floor and clean up any spills.
- Always disconnect electrical appliances before cleaning the appliance.

In addition, you should:

- Familiarize yourself with fire and emergency procedures for all locations where you work. Check with your Coordinator(s) for the location of emergency supplies. Each location has a copy of Emergency Response Plans and Procedures and you should familiarize yourself with this document. You may be given specific responsibilities in case of an emergency.
- Ask instructions before using any equipment with which you are not familiar.

- Immediately correct any unsafe practice, unsafe environment, or defects in equipment which may lead to an accident or potentially cause injury. Report to management any condition that cannot be corrected. This is in the interests of your own personal safety, the safety of supported individuals and your co-workers.
- Ask your Coordinator for guidelines and training before working alone with individuals who may have complex needs.
- Ask your Coordinator for instructions on how to apply proper lifting and transferring techniques for supported individuals. Never lift more than you can handle.

Health and Safety Initiatives

We are constantly looking at ways improve workplace safety at the CLS.

Back Care Training

Training in general principles of back care and lifting is available through the CLS, and session dates and times are circulated in advance. If your Coordinator requests it, we will arrange to provide you and your work team with a customized back care training session. The session will take place at your work location and will allow you to ask specific questions. The session focuses on:

- preventive back care maintenance
- anatomy of the back and posture
- staying fit
- safe work positions
- moving/positioning in bed; lifts and transfers
- repositioning in wheelchair
- single pivots; standing pivots; 2 person pivots
- body mechanics
- solving your specific back care concerns

Ask your Coordinator to call Employee Services if you and/or your work team are interested.

Food Safe Training

Licensing requires all employees at CLS to participate in Food Safety training and CLS has a specific agreement for how we are compliant with these requirements. It is a condition of employment that all Coordinators and new Coordinators will hold a Foodsafe Level 1

certificate. Coordinators are responsible for the ongoing training of employees on their team with regard to food safety. This includes the ongoing assurance that these procedures are being followed.

We monitor this training through:

- Documentation on the Service Evaluation Form;
- Documentation on the Employee Orientation Checklist which is reviewed annually;
- Documentation on the Health and Safety Review form reviewed semi-annually; and
- Documentation on the New Coordinator Orientation Checklist.

If you believe you have not been appropriately trained in Food Safety please speak with your Coordinator or call Employee Services.

Annual Health and Safety Contest

An annual health and safety contest is supported by CLS to encourage teams to brainstorm and implement new ideas that improve the quality of health and safety and can be shared by employees throughout the organization. You and your team can win prizes for the best ideas as judged by the JOHSC.

This initiative was implemented to promote a safety culture and encourage all of you to keep health and safety foremost in your minds as you go about your daily duties.

Internal Response for Emergencies

Using the CLS emergency response line you will be connected to a Director who is on-call (the Director on call). This internal service is provided as a support to give you direction and guidance in the event of an emergency while you are at work. This person is not available to work shifts and does not have the ability to contact relief employees. Coordinators and employees are provided with training and resources that will, in most cases, enable you to solve problems. Each team will have an emergency plan worked out specific to their particular needs.

Examples of What an Emergency Is:

- An individual is taken sick and must be rushed to hospital. You should call 911 followed by making a call to your Coordinator. If your Coordinator is unavailable then report to the Director on call

who will give further instructions, otherwise it is the Coordinator's responsibility to report either to the Director on call or their immediate Director.

- You are taken ill while alone on shift and must leave immediately. Please notify the Director on call immediately.
- A serious event occurs such as a tree falling on the home, the roof blowing off, a major flood, etc. Please call 911 and the emergency line immediately.

Examples of What an Emergency Is Not:

- A leaking toilet or other minor household problems. These should be reported to your Coordinator. There is a list of approved CLS contractors in each home. Please consult this list and take the initiative to contact someone who can come and assess for necessary repairs.
- You are taken ill on shift and would prefer to go home. In this case it is important that you first contact employees on the relief list to see if anyone is available to relieve you. If not, you should contact your Coordinator. If all else fails and you cannot find someone to take your place and you still cannot remain at work then you may contact the Director on call and obtain some advice from them as to your next step.

It is vital to note that individuals cannot be left alone. An individual can be sent to hospital alone initially if needed if there is only one employee on shift at the time. In the event that an employee working alone must be rushed to hospital the Director on call will make arrangements for relief to be dispatched. If you leave an individual alone without informing the Director on call your employment will be terminated.

It is our expectation that employees will work together in the event of an emergency to support each other or obtain support so that everyone remains safe.