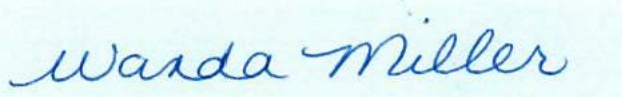
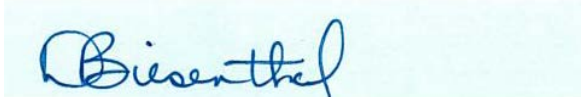




SUN COUNTRY HEALTH REGION & AFFILIATES

Policy/Procedure #:					HR-70-01-15	
Section:	HR - Human Resources					
Sub-section:	HR- 70 - Safety Management System (SMS)					
Category:	HR-70-01 - Element 1 – Management & Leadership					
Subject:	Safety Rules					
Date Issued:	Date Revised:	Enter Date	Enter Date	Enter Date	Enter Date	Enter Date
20-Oct-2016	Date Reaffirmed:	Enter Date	Enter Date	Enter Date	Enter Date	Enter Date
Document Owner:			Authorized by:			
Name: Wanda Miller			Name: Dean Biesenthal			
Title: Director Employee Health & Workplace Safety			Title: Vice President Human Resources			
						
signature			signature			

PURPOSE:

Sun Country Health Region and affiliates recognize a safe working environment requires the respect, leadership, support and contributions of all individuals who work on their behalf, and are committed to providing all employees with a written list of safety rules.

Safety rules govern (direct) the conduct/behavior and actions of all employees and must be followed.

Safety rules will be communicated to all employees through various means (ie huddles, site/departmental/regional orientations, in-services, safety literature, etc). Safety rules will be posted in appropriate locations (departmental boards, site OHS bulletin boards, etc).

Failure by employees to comply with safety rules, may result in disciplinary action.

POLICY:

The following are safety rules excerpted from various SCHR policies:

1. Protect your own health and safety and that of others around you. If you perceive an immediate risk to safety activate Stop The Line/SAFER procedure, and report incident(s) to immediate supervisor.
2. Report all workplace hazards or incidents to your immediate supervisor(or designate) as soon as possible verbally and/or through the completion of the SCHR Employee Incident Report Form.
3. SCHR has a zero tolerance policy on workplace Harassment. Workers must not initiate or participate in the harassment of another individual. Refer to SCHR [HR-25-10 - Harassment in the Workplace Policy](#).
4. Use Transfer, Lift and Repositioning (TLR) principles each time patients/clients/residents or objects are moved. Always conduct a pre-move assessment prior to any manual move.
5. Scented products are not permitted in the workplace.

6. Use the safe guards, safety devices and personal protective equipment (PPE) provided to protect your health and safety. Never alter or disable a safety device.
7. Inspect equipment, tools and materials before use. Report any defects or concerns to your immediate supervisor. Remember your equipment training.
8. Exercise good infection control practices. Wash hands, wear personal protective equipment and ensure infection control standards are complied with at all times. Refer to SCHR [E-05-10-15-05 - Hand Hygiene Policy](#) and PPE.
9. Safe work wear is required – ensure uniforms and other work wear are kept clean and in good condition. Wear footwear that is appropriate for hazards in the workplace (i.e. closed toe and heel, good grip), and provides adequate support when working in direct care areas.
10. Wear appropriate workplace identification tags as issued and comply with security measures for the area in which you work. Refer to SCHR [HR-25-25 - Photo Identification Badge Policy](#).
11. Adhere to [E-00-05 - Smoke Free Environment Policy](#)
12. Workers will assess risks at all times when entering/leaving a work related area or performing a task(s). The employer shall provide and maintain a safe means of entrance and exit from the place of employment and all worksites or work related areas.
13. Complete a hazard assessment where there may be a risk of exposure to blood borne pathogens/body fluids/sharps. Report all failures/incidents immediately and follow SCHR Exposure Control Protocol.
14. Ensure knowledge of chemicals in your area(s) – use/read Safety Data Sheets for each chemical.
15. Ensure knowledge for safe fire and evacuation procedures – review your site manual.
16. Ensure employee immunizations are current and reported to the SCHR employee Health Nurse.
17. Employees are required to have training for potentially violent person/situations – use good PART and GPA principles.

Reference:

Policies:

[LP-02-30-45 - Stop the Line Activation](#)

HR 70-02-10 - Working Alone or at Isolated Place of Employment
Safety Commitments Poster