



Policy: Workplace Health and Safety
Effective: May 22, 2014
Review: Annual

A. Purpose:

To mitigate and prevent any health and safety risks to our employees and clients through awareness, education and prevention initiatives.

B. Policy Statement:

Evergreen Nursing Services want its workplace to be a healthy and safe environment. To achieve this, we will establish and maintain an occupational health and safety program designed to prevent injuries and disease. As a accountable employer, Evergreen Nursing Services is responsible for providing our employees with adequate instruction in health and safety best practices and a means of addressing unsafe situations in a timely, and effective manner. All workers and service contractors are required to work safely and to know and follow our company guidelines.

C. Rational:

Each year over 900 home and community care workers sustain injuries that result in employment time-loss. The most prevalent risks to health and safety in home & community care in BC include (WorkSafe BC, 2009):

- 43% Overexertion/repetitive movement
- 23% Falls caused by slipping or tripping
- 7% Motor vehicle accidents
- 4% Infectious Disease
- 3% Violent and Aggressive behavior

Most injuries are the result of:

- 45% patient or other person caused the injury
- 18% Floors, walkways, ground surfaces
- 10% Medical equipment
- 9% Motor vehicle or street accident

As a result of injuries sustained at work, many healthcare workers are not able to continue working:

- 7% of home and community care workers missed more than 100 days of work due to an occupational injury
- 31% of home and community care workers missed more than 40 days of work due to an occupational injury
- 32% of home and community care workers missed 5 days or less of work due to an occupational injury

D. Policy Scope

This policy applies to all Evergreen Nursing Services employees (“Covered Individuals”) including full time permanent and casual employees.

“Place of Care” (the location of service delivery) policies may identify additional requirements and responsibilities regarding reporting sentinel and adverse events. Evergreen Nursing Services staff are required to comply with all Place of Care policies and reporting regulations. Employees that choose not to comply with Place of Care policy regulations may be refused work by the Place of Care due to non-compliance.

E. Responsibilities:

To minimize health and safety risks to our employees **Evergreen Nursing Services** will:

- Provide health and safety orientation to new employees.
- Inspect residences and take part in investigations.
- Correct unsafe acts and conditions.
- Conduct annual health and safety survey review in January of each year.
- Provide a safe and healthy work environment.

To minimize health and safety risks to themselves and their patients/clients **Evergreen Nursing Services Employees** will:

- Learn and follow safe work procedures.
- Correct hazards or report them to supervisors.
- Participate in inspections and investigations where appropriate.
- Use personal protective equipment where required.
- Help to create a safe workplace by recommending ways to improve the health and safety program.

F. Reporting

Contact the Office Manager to report any injury or accident that occurred while working to begin the WorkSafe BC Claim or reporting process. **Even if you sustain an injury at work that does not result in time-loss, it is important to report all injuries and protect yourself should the injury evolve and result in time-loss at a later date (e.g. small cut gets infected).**