



Manual:	Occupational Health & Safety	Policy # 8.0	Page 1 of 7
Policy Title:	EQUIPMENT & FACILITIES	Original Date:	October 2000
Prepared by:	Occupational Health & Safety Committee	Previous Approval Date:	May 2020
Reviewed by:	Occupational Health & Safety Committee	Review Date:	January 2021
Approved by:	Executive Director & Teams Leads Board of Directors	Approval Date:	March 2021

Policy

Equipment shall be suitable for its actual use; inspected, maintained, and stored in accordance with the recommendations and instructions of the manufacturer; and operated by a worker trained in its use and function.

The North Lambton CHC shall work with staff, volunteers, and external contracted services to maximize the maintenance, cleanliness, and tidiness of all sites where work of the North Lambton CHC is done. Non-compliance to this policy may result in disciplinary action, up to and including termination of employment.

Purpose

Maintenance, cleanliness, and tidiness of all equipment and facilities presents a positive image of the North Lambton CHC to its staff, clients, volunteers, and visitors.

Maintenance of equipment and facilities maximizes opportunities to provide a safe physical environment and to extend the life of physical assets.

Cleanliness of equipment and facilities provides for infection control, minimizing exposure to infectious organisms and/or communicable disease.

Tidiness of a workplace has multiple benefits:

- Decreased risk of information theft, fraud, security breaches, and/or privacy breaches caused by sensitive information being left unattended and visible
- Improved compliance to federal privacy legislation PIPEDA to safeguard personal information
- Improved time management and efficiency as needed items/information are more easily located
- Reduced stress due to improved time management and efficiency
- Improved mental health and wellbeing of fellow employees working in the same workspace
- Reduced occurrence of workplace accidents and equipment damage from spills and/or falling items

8.1 Proper Use, Maintenance, and Operation of Equipment

The recommendations and instructions of the manufacturer of the equipment will be used to guide workers in the proper use, maintenance, and operation of the equipment. These recommendations and instructions will be stored in close proximity to the equipment for reference purposes.

When a worker will be using equipment as part of their regular duties, they shall be trained in the correct and safe operation of the equipment during orientation to their job duties. Any worker who is untrained and/or uncomfortable using equipment needed to perform their regular duties shall ask for and receive the appropriate training necessary to ensure the safety of themselves and others in the workplace. If use of the equipment is not part of the worker's regular duties and/or they have not been trained to use the equipment, the worker will ask to have the equipment operated by someone who has been trained.

Workers using job-specific equipment as part of their regular job duties will be responsible for ensuring the cleaning and maintenance of this equipment. Cleaning and maintenance of equipment used for the operation of the facility in general will be the responsibility of the Risk Management Team Lead or designate.

8.2 Reporting of Unsafe or Defective Devices, Equipment, or Work Surfaces

Per the OHS Act and the North Lambton CHC's Internal Responsibility System, workers have the duty to:

- a) Use or wear any equipment, protective devices, or clothing required by the North Lambton CHC
 - b) Report to the Team Lead any known missing or defective equipment or protective device that may endanger the worker or another worker
 - c) Not remove or make ineffective any protective device required by the North Lambton CHC or by the regulations
 - d) Not use or operate any equipment or work in a way that may endanger any worker
- Unsafe or defective devices, equipment, or work surfaces are to be reported to your Team Lead.

8.3 Purchasing of Equipment that is Properly Designed and Constructed

As users of the equipment, workers may be consulted to determine which equipment is best suited for its intended use. The purchasing process of required equipment shall consider information provided by the workers, as well as information regarding the cost-effectiveness for the North Lambton CHC with respect to safety, maintenance, and storage of the equipment.

8.4 Maintenance, Cleanliness, and Tidiness

Staff, volunteers, and external third parties who sign the North Lambton CHC's confidentiality statements confirm their responsibility to keep personal health information and other confidential information private from people not authorized to access such information.

In general, everyone who works either voluntarily or for remuneration, on behalf of the North Lambton CHC, will be responsible for the maintenance and cleanliness of the areas and equipment used, to the extent of their knowledge and in compliance to keeping the workplace safe.

The North Lambton CHC's Privacy Officer is responsible to monitor tidiness and security of personal health information and other confidential information.

The North Lambton CHC's Risk Management Team Lead is responsible to schedule regular maintenance and cleaning of the North Lambton CHC's sites and capital equipment.

Maintenance - External contracts are established for both regular maintenance and for breakdowns of equipment. Hazardous materials will be stored per the material's SDS guidelines.

Cleanliness - All sites have daily cleaning services established. These cleaners are responsible for cleaning the visible surfaces of all assets, rooms, and public spaces. If a surface has items such as papers or pieces of portable equipment belonging elsewhere left on them, the cleaners will not move the items or put them away. Putting items away, i.e., tidiness, is the responsibility of the person who uses the item.

Appropriate staff are trained to maintain the cleanliness and storage of instruments and tools used that are specific to their job duties.

Tidiness - All work surfaces, including desks, are to be made tidy before the end of each workday. All tools and pieces of work equipment are to be cleaned if needed, put away and/or stored correctly. All papers are to be disposed of or filed correctly.

Tidiness Tips:

- Shred or use shredding bins for any documents containing personal information
- Remove all post-it notes, note pages, scrap papers, etc. from visible surfaces
- Lock up all portable media items: CDs, memory sticks, laptops, tablets, phones, etc.
- Use garbage containers for all disposable items not containing personal information
- Use recycle containers for clean recyclable items
- Take all dishes to the kitchen, rinse them, and put them into the dishwasher

8.5 Needle Safety (Regulation 474/07)

See North Lambton CHC's Clinical Policy CL114 Sharps Safety.

The North Lambton CHC has workers who do work requiring the use of a hollow-bore needle on a person for a therapeutic, preventative, palliative, diagnostic, or cosmetic purpose; therefore, the Ontario Regulation 474/07 Needle Safety applies. For the North Lambton CHC's specific procedures regarding needle safety, see Clinical Policy 114 Sharps Safety and Clinical Policy 204 Needle Stick Injury.

8.6 Emergency Systems & Equipment

Systems - All fire alarms, fire detection systems, emergency lighting, and security alarms are tested by qualified personnel at least once a year.

Fire extinguishers are located throughout all NLCHC buildings, (see "in the event of fire" maps in each room), per building code. Fire extinguishers will be checked monthly, during the monthly workplace inspections, to ensure they are charged, undamaged, the seal is intact, and the hose and nozzle are unobstructed. All employees are responsible for knowing the location of fire extinguishers and the **P.A.S.S.** procedure to use a fire extinguisher.

- **P**ull the pin
- **A**im the nozzle at the base of the fire
- **S**queeze the lever
- **S**weep from side to side

Smoke detectors / heat sensors are strategically located throughout NLCHC buildings. They are connected to a central monitoring station for the purpose of alerting the Fire Department. In the event communication between the fire panel and the central monitoring station is malfunctioning, a fire watch procedure will be implemented per the Ontario Fire Code.

Panic buttons are located in any room where any employee may be working one-on-one with a client. Panic buttons are tested annually to ensure signals will be received by the central monitoring system. Employees are to be familiar with the sequence of events for when a panic button is triggered.

- Panic button triggered
- Silent signal is sent to central monitoring station
- Monitoring station calls into Reception to advise that the panic button has been triggered in a specific room
- Reception advises monitoring station whether or not police assistance is required
 - ~ If the triggering of the panic button was not intended, the employee must immediately advise Reception that police are not needed (false alarm)
 - ~ Reception calls into the identified room to ask the question: "Do you need the police?" If the questions above is answered yes, or if the phone in is not answered, police assistance is requested
- A minimum of two staff will go to the identified room to provide assistance.
- Depending on the situation, a CODE WHITE: Violent / Behavioural Situation may be called

Follow-up will include the filling out of an Incident Report and advising a Team Lead that the panic button needs to be reset.

Swipe card access doors have been put in place where they serve the purpose of providing confidentiality in areas where privacy is a concern and the purpose of providing a secure location for staff to evacuate to in the event of a threatening or dangerous situation.

First Aid Kits are available at all NLCHC workplaces and places where programs are offered by employees and/or volunteers.

Emergency Supplies are available at all NLCHC building sites, in an identified/labelled location. The contents of the supplies are listed in the Emergency & Disaster Guidelines.

- North Lambton – Forest: Cupboard above staff pictures in Clinical area entrance
- North Lambton – Kettle Point: Reception
- West Lambton – Sarnia: Shelf in Nursing Station
- East Lambton – Watford: Black cabinet in Health Promotion general area
- Cardio Pulmonary Rehab – Sarnia: Cupboard in Exercise Area

8.7 Compressed Gas Cylinders (Ont. Reg. 67/93 – 74.)

Oxygen as a compressed gas is stored and used at sites of the North Lambton CHC.

- (1) A storage cylinder for compressed gas shall,
 - (a) have a valve connection which prevents and inadvertent connection that would result in a hazardous mixture of gases;
 - (b) be secured in position during transportation, storage, or use;
 - (c) not be rolled, slid, or dropped
 - (d) if designed for the use of a valve protection cap, have the valve protection cap in

- position when the cylinder is being transported or stored;
- (e) if it contains acetylene, be in an upright position
 - (f) be protected from physical damage;
 - (g) if it is empty, be labelled accordingly and have the valve the valve securely turned off; and
 - (h) be stored in a well-ventilated area, away from any source of ignition.
- (2) Subsection (1) does not apply to fire extinguishers or calibration equipment
- (3) A cylinder containing compressed flammable gas shall be stored,
- (a) at least six meters from any cylinder containing oxygen; or
 - (b) with a barrier or noncombustible material at least 1.5 meters high having a fire resistance rating of at least one-half hour separating it from any cylinder containing oxygen.
- (4) The area where compressed gas cylinders are stored shall be posted as a no smoking area and no person shall smoke in the area.

8.8 Staff Use of North Lambton CHC Vehicles

Staff who drive vehicles owned by the North Lambton CHC will do so in a safe manner, abiding by all rules, regulations, and policies of the North Lambton CHC and all legislation pertaining to the operation of a motor vehicle in Ontario and Canada.

Eligibility Criteria - North Lambton CHC will grant privileges for use of North Lambton CHC vehicles only to staff who:

- Have a valid driver's licence;
- Have valid personal automobile insurance;
- Have not in the past five years:
 - Been in an accident at which they were at fault;
 - Been arrested or charged with drug/alcohol-impaired driving, distracted driving, or other hazardous driving offence;
 - Had their licence suspended or revoked for any reasons; and
 - Been cited for more than two of other traffic offences.

Drivers - Authorized drivers will be staff who have participated in the North Lambton CHC's "Van Orientation" process, (OHS Form 104 NLCHC Vehicle Driver Orientation), which includes submitting proof of a valid driver's licence and personal auto liability insurance. All drivers are to be registered under the North Lambton CHC's auto insurance policy through HIROC.

Valid Driver Licence - The driver's licence of staff driving a vehicle owned by the North Lambton CHC will be checked for validity through the "Driver Licence Check" service offered by the Ministry of Transportation. Staff who have been granted the privilege to drive North Lambton CHC vehicles will keep the North Lambton CHC aware of any changes to the validity of their driver's licence. Privileges to drive a North Lambton CHC vehicle may be revoked if it is determined any of the above eligibility criteria are no longer being met.

Personal Auto Insurance - Staff driving a North Lambton CHC vehicle will be asked to provide proof of liability insurance through their personal automobile insurance. This information is required to be sent to the North Lambton CHC's auto insurance provider before staff can be registered onto the North Lambton CHC's auto insurance. Personal auto liability insurance is recommended to be at least \$2,000,000.

Occupational Health & Safety Act - All vehicles owned by the North Lambton CHC fall under the OHS Act & Regulations' definition of a "workplace." All regulations of the OHS Act will apply to the vehicles as they do to a workplace.

Training - Drivers who transport clients or program participants on behalf of the North Lambton CHC will receive training in First Aid and CPR/AED.

Driver Responsibilities – Staff afforded the privilege to drive a North Lambton CHC vehicle must:

- Drive in a safe and responsible manner, following all safety rules, regulations, and policies;
- Drive North Lambton CHC vehicles only for North Lambton CHC job-related purposes;
- Book out the use of a specific North Lambton CHC vehicle using the Electronic Medical Records (PS Suite) schedule – include such details as time of departure, expected time of return, destination, purpose, how to reach you, etc.;
- Obtain a Team Lead's permission prior to transporting anyone who is not North Lambton CHC staff, (i.e., clients, community members)**;
 - Have two North Lambton CHC staff in the vehicle while transporting a non-staff person if such approval is obtained;
- Leave the North Lambton CHC vehicle ready for use by the next driver, i.e., with the gas tank at least ½ full, with a clean interior (free of garbage, personal belongings, and work-related equipment); keys returned, horizontal and high-touch surfaces disinfected, etc.
- Complete the NLCHC OHS Form 108 "Vehicle Circle Checklist" and the NLCHC OHS Form 106 "Vehicle Use Record" located in the vehicle binder for every scheduled use;
- Report appropriately all accidents/incidents, traffic tickets/offences, and identified vehicle maintenance items.

**Note: Transporting clients is a last-resort option. All alternative community transportation options are to be accessed first – Red Cross / CHC Volunteers, Lambton Elderly Outreach, Bus/Caravan, Taxi, etc. Staff are not permitted to transport clients using their personal vehicles.

Obligation to Report Accidents - Staff who are involved in an accident with a North Lambton CHC vehicle must immediately notify their Team Lead (or designate) so the North Lambton CHC's liability insurance provider may be contacted. Unless, and until instructed otherwise by a North Lambton CHC Team Lead or Executive Director, staff shall not say anything that may sound like they are accepting responsibility for or guaranteeing payment to any other party. Staff may exchange insurance and other information with other drivers if instructed to do so by police at the scene.

Any vehicle damage and/or driver/passenger injuries, regardless of how minor or major, must be reported to the Risk Management Team Lead (or designate). Both OHS Form 107 "Vehicle Incident Worksheet" and OHS Form 008 "Incident Report" are to be completed.

In Case of Traffic Tickets/Offences – Staff must immediately notify their Team Lead of any parking tickets, traffic tickets, or other offences involving a North Lambton CHC vehicle they receive or are charged with. Staff are responsible for paying any parking or traffic tickets or fines they receive involving their use of a North Lambton CHC vehicle.

Maintenance - All maintenance of the vehicle will be arranged by the person authorized by the Executive Director. All maintenance related concerns will be noted on OHS Form 108 "Vehicle Circle Checklist" and forwarded to the Risk Management Team Lead or designate, (Transportation Coordinator) for follow-up.

References:

Pocket Ontario OH&S Act & Regulations, Consolidated Edition, Carswell, A Division of Thomas Reuters Canada Limited, 2019

WHMIS 2015: What Canadian Employers Need to Know, SafetySmart, www.safetysmart.com

A Guide to the Occupational Health and Safety Act, March 2015, Queen’s Printer for Ontario, 2015, ISBN 978-1-4606-5309-8 (PDF)

Transportation: Model Policy on Employee Use of Company Vehicles, OHS Insider, <https://ohsinsider.com/transportation-model-policy-on-employee-use-of-company-vehicles/>

OH&S Policy 8.0 Equipment & Facilities - APPROVALS

Policy Reviewed and Adopted by Occupational Health & Safety Committee:

Date: _____ OHS Cttee. Representative: _____

Policy Reviewed and Adopted by Resources Committee:

Date: 9 March 2020 Resources Representative: _____

Policy Reviewed and Adopted by Board of Directors:

Date: 23 March 2021 Board of Directors Representative: _____

Policy Approved by:	Signature:	Date:
Executive Director		
Quality & Chronic Disease Team Lead		
Data Management Team Lead		
Finance Team Lead		
Health Promotion Team Lead		
Risk Management Team Lead		
Primary Care Team Lead		
Primary Care Team Lead		

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Policy Reviewed and Adopted by Resources Committee:		
Date:	9 March 2020 Resources Representative: <u>[Signature]</u>	
Policy Reviewed and Adopted by Board of Directors:		
Date:	23 March 2021 Board of Directors Representative: <u>[Signature]</u>	
Policy Approved by:	Signature:	Date:
Executive Director	<u>[Signature]</u>	April 7, 2021
Quality & Chronic Disease Team Lead	<u>[Signature]</u>	Apr 12/21
Data Management Team Lead	<u>[Signature]</u>	April 12/21
Finance Team Lead	<u>[Signature]</u>	April 12/21
Health Promotion Team Lead	<u>[Signature]</u>	Apr 13/21
Risk Management Team Lead	<u>[Signature]</u>	April 26/21
Primary Care Team Lead	<u>[Signature]</u>	Apr 21, 2021
Primary Care Team Lead	<u>[Signature]</u>	Apr 23, 2021