

General Safety

Annual Review Fair
Continuing Care

January 1, 2022 – December 31, 2022
Saskatoon - Urban



Saskatchewan
Health Authority

General Safety

Occupational Health and Safety (OH&S) Act and Regulations

All workplaces in Saskatchewan are governed by the legislation which places duties on employers, owners, supervisors, workers, suppliers, the self-employed and contractors to establish and maintain a safe and healthy workplace. The SK Regulations were updated in December 2020 and came into effect April 2021



General Safety

Employee's Rights

According to OH&S Act and Regulations,
all employees have 3 rights:

1. The right to know the potential hazards at work and how to control them. For example, what to do in case of a fire or an emergency, what to do if someone is injured, what to do if a code is called, etc.
2. The right to participate in the reporting and resolving of safety concerns. Workplaces with 10 or more workers must have an occupational health and safety committee with employer and worker representatives.
3. The right to refuse *“A worker may refuse to perform any particular act or series of acts if the worker has reasonable grounds to believe that the act is unusually dangerous to the worker’s health or the safety of any other person at the place of employment”*. – OH&S Act Section 23

To determine that
an act is not safe,
certain criteria must
be met

- OH&S Policy and
Procedure: Refusal
to Work 40-006

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Employee Responsibilities

- To protect his/her health and safety
- To protect the health and safety of those who may be affected by his/her acts or omissions;
- To attend all required safety training;
- To understand and follow workplace procedures, and health & safety requirements

To report unsafe conditions and hazards; report accidents, near misses, injuries or illness immediately

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Employee Responsibilities Continued...

- To use safety equipment, safety devices, guards, and personal protective equipment (PPE), when it is required or deemed necessary;
- To cooperate with any person exercising a duty imposed by the Act (i.e. OH Committee, OH&S services);
- To refrain from exercising harassing behaviors; treat everyone with respect and dignity



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OH&S Manual

- **Section 3-11 of the OH&S Regulations** requires that employers have a *written* OH&S program.
- **All** departments in the Saskatchewan Health Authority (SHA) – Saskatoon Urban are required to have a current program manual, or on-line access to the manual. The manual contains;
 - Requirements of the OH&S Act and Regulations
 - Implementation plan
 - Information on potential hazards and the means to manage or eliminate them.

Everyone should know where the OH&S program manual is located in their work area.

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Safety for In-Scope Supervisors

- Occupational Health and Safety (OH&S) Training for Supervisors **is required** by the Saskatchewan OH&S Regulations
- The employer shall ensure that all work is sufficiently and competently supervise

Who is an in-scope supervisor?

If you direct or oversee the work of others, you are a supervisor as defined by OH& S Regulations!

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Supervisors' Responsibilities

SUPERVISORS must be aware of, and follow the OH&S Act and Regulations AND ensure that those they supervise also comply.

In addition to the employee responsibilities, every supervisor must have sufficient knowledge of the :

- Occupational health and safety program at their place of employment
- Safe handling, use, storage and disposal of chemical and biological substances
- Need for and safe use of personal protective equipment (PPE)
- Appropriate response to any emergency situation

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Supervisor's Responsibilities

Additional requirements under Regulation 31-3 for every supervisor in Health care to be knowledgeable and experienced in:

- Techniques for safely mobilizing, lifting, holding, turning, positioning and transferring patients, residents and clients.
- The duties and responsibilities of all workers being supervised
- The training of workers under the supervision of the supervisor along with safe work practices and procedures

All workers must be informed of the name of the their supervisor

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Education for Supervisors

Safety for Supervisors (Managers and Supervisors)

- Is a **full day of training** on the legislated responsibilities of supervisors and managers. All workers who are regularly in a supervisory role should have this training. **There is a site specific checklist that must be completed after this training.** Registration is available on Training Registration System.

Safety for Supervisors (E-learning)

- Is an eLearning module that can be used to review key points of the full day training for supervisors; or it can be used by those who are rarely in charge.

Please note that this ARF PowerPoint Presentation does NOT replace the required education for supervisors.

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Summary Offence Tickets (SOT)

- A SOT is similar to a parking ticket. A SOT is issued to an individual or to a party, by an Occupational Health Officer (OHO) when there is a violation to certain identified sections of the *Occupational Health and Safety Act and Regulations*.
- A SOT will be issued either on the spot or sent by mail depending on the situation. Everyone who receives a ticket will have the right to challenge the ticket in court.
- **Who can be ticketed?**
 - Employers, Contractors, Self-employed persons, Owners and Suppliers
 - Supervisors
 - Workers

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Summary Offence Tickets Continued...

There are 12 offences that can be ticketed. Tickets will mainly be directed toward employers, contractors, owners, self-employed persons and suppliers.

Fines range from \$250 to \$1000, depending on the offence.

There is only ONE offence that applies to workers

- **Clear Failure to Use Personal Protective Equipment (PPE)** that has been provided by the employer. Before ticketing a worker, officers will assess if the worker was provided with the correct PPE, received adequate training on its use, and was clearly directed to use the PPE but chose not to.

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Summary Offence Tickets Continued...

Important Note for Supervisors

- As a supervisor, it is your responsibility to ensure that the OH&S regulations are being followed.
- **However**, it is also important to acknowledge that you may not be able to solve every problem or have the authority to mandate others to follow the regulations (I.E. wearing PPE). In such circumstances, it is your responsibility to **elevate** these issues to your supervisor and to **document** your approach to the situation.

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Job Safety Analysis

The Job Safety Analysis (JSA) is a component of the Safety Profile that helps to measure the way people do their jobs and to ensure the right equipment and training is in place to perform tasks safely. Staff involvement is the key to the success of the safety management system.

1. For each job in a department, the tasks from the job description are listed.
2. For each task, real and potential hazards identified are listed.
3. For each hazard, the safety measures and controls are listed
4. For each safety measure and control, the safe work practice is listed.
5. The completed Job Safety Analysis is communicated to the employees by the manager.

General Safety

Safety Reporting Systems

The purpose of a safety reporting system is to provide anyone who encounters a situation that is likely to harm a resident, staff member or family/visitor, with a venue to *immediately* report and stop any activity that could cause potential/further harm (**Stopping the Line**).



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What is a Safety Issue?

A safety issue is anything you know, feel, see, smell or hear that has the potential to cause harm to yourself, a resident, a loved or another employee.



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Reporting Process

STOP

- any unsafe activity or procedure

ASSESS

- the resident or staff's safety

FIX

- the issue if you can do so safety

ESCALATE

- the issue to a supervisor (i.e. nurse/manager) if you can't safety fix it yourself

REPORT

- When reporting, stick to the facts and ensure that your description of the situation clearly identifies the safety concern

General Safety

OH&S Incident Reporting- Employees

All employee work related incidents, injuries, near misses, and exposures, **must be reported** to your manager/supervisor/charge nurse and the Incident Reporting Line.

Incident Report Line in Saskatoon **655-0820**

Rural Areas Incident Report Line **1-866-966-0820** (Toll Free)

If you get injured and medical attention is required, **take an *Employee Incident Reporting Package*** with you:

- The package includes: a *Worker's Report of Injury* Form for WCB, and an initial report form.

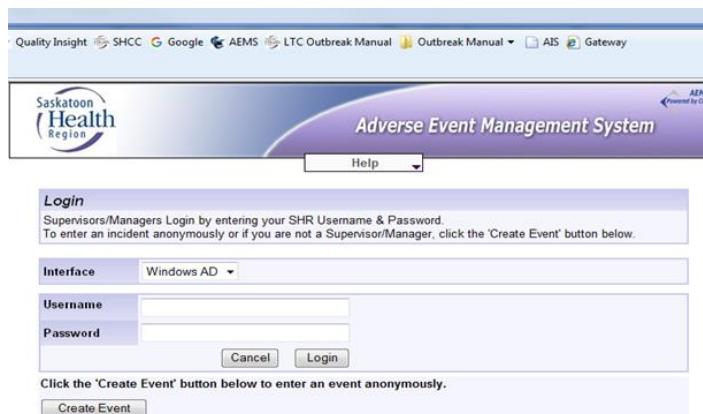
Any information gathered at the time of the incident should be shared with a manager.

General Safety

Incident Reporting-Residents

To report an incident, ask yourself
“Where did the incident originate?”

If the incident involving a resident **originated** in **any** of the Special Care Homes or any **rural** acute care site, complete an Adverse Event Management System (AEMS) report via InfoNet:



The screenshot shows the AEMS login interface. At the top, there is a navigation bar with links for Quality Insight, SHCC, Google, AEMS, LTC Outbreak Manual, Outbreak Manual, AIS, and Gateway. Below this is the Saskatoon Health Region logo and the title "Adverse Event Management System" with a "Help" dropdown menu. The main content area is titled "Login" and contains instructions for Supervisors/Managers to login with their SHR Username & Password, and a note that users can enter an incident anonymously by clicking the "Create Event" button. There are input fields for "Interface" (set to Windows AD), "Username", and "Password", along with "Cancel" and "Login" buttons. At the bottom, there is a "Create Event" button.

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Incident Reporting- Residents, Continued...

If the incident **originated** in any of the three hospitals in Saskatoon (RUH, SCH, or SPH,) call the Safety Alert System at :



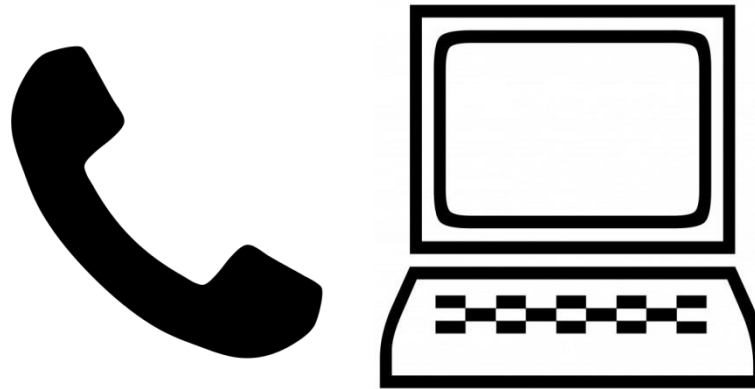
- In this case, there is NO need to complete an AEMS report.
- You will be given a report tracking number, ensure to document this number in the progress notes.

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Incident Follow-up

Incident reports are seen and investigated by management and depending on the incident, other areas outside your workplace may also get involved, including but not limited to, **Continuing Care - Saskatoon Urban, Patient Safety, Risk Management, etc.**

- The person reporting an incident will NOT be punished; as both AEMS and 655-1600 are systems that support **anonymous** reporting.



General Safety

Safety is Everyone's Responsibility

We need to work together to create a safe and healthy work environment

Whenever you see or know of a safety issue, do NOT wait.

REPORT

An accident waiting to happen is just as bad as a real accident



General Safety

Caring for Yourself is Important

- Keeping important information, incidents or errors to yourself can result in increased stress and may affect your mental and/or physical health.
- Review of an incident or error can help to prevent similar incidents from occurring.



General Safety

Employee and Family Assistance Program (EFAP)

- Is a voluntary, confidential counselling service designed to help employees and their families deal with a wide variety of concerns.
- If you are eligible to access this service, they will be able to suggest a counsellor to talk to about any upsetting event at work
- Your doctor may also be able to refer you to a counsellor.



Call the Shepell Care Access Centre toll free at
1-844-336-3136

Use Online Access (Canada only) via workhealthlife.com:

General Safety



What kind of help does EFAP provide?

- EFAP can provide immediate and confidential help for any work, health or life concern. Assistance is available anytime and anywhere.
 - Addictions
 - Emotional, physical or sexual abuse
 - Financial problems
 - Emotional concerns such as depression, grief, anxiety
 - Marital problems
 - Parenting issues
 - Work life balance
 - Improve nutrition
 - Focus on physical health
 - Legal advice

Access Confidential EFAP Services

Call the Shepell Care Access Centre toll free at 1-844-336-3136

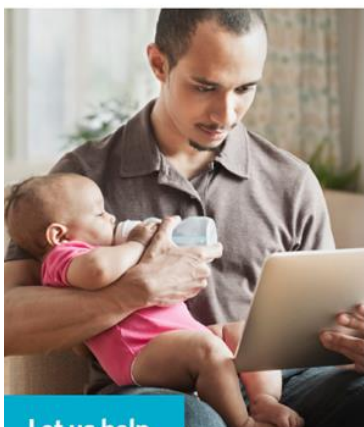
Use Online Access via www.workhealthlife.com

information available on the SHR website under “Healthy Workplace”



General Safety

EFAP Brochure- Shepell



Let us help

Your Employee and Family Assistance Program (EFAP) provides you with **immediate and confidential help** for any work, health or life concern. We're available anytime and anywhere. Let us help.

workhealthlife.com

Understanding your Employee and Family Assistance Program (EFAP)

Your EFAP is a confidential and voluntary support service that can help you take the first step toward change. Let us help you find solutions to the challenges you face at any age and stage of life. You and your immediate family members (as defined in your employee benefit plan) can access immediate, confidential and professional support in a way that is most suited to your preferences, comfort level and lifestyle.

Professional counselling

In-person counselling

- Counselling sessions in an office at a pre-determined appointment time

Telephonic counselling

- Can be easier and more efficient than In-Person Counselling

E-Counselling

- Professional counselling service delivered via written email exchange

Online programs and text-based self-help counselling

- A collection of clinician compiled comprehensive solution-focused resources and information

Video counselling

- Real-time, professional counselling delivered via the Internet using a webcam and Internet software

First chat

- Instant connection to a professional counsellor for immediate issue exploration

Confidentiality

Your EFAP is completely confidential within the limits of the law. No one, including your employer, will ever know that you have used the program unless you choose to tell them.

Let us help

Access your Employee and Family Assistance Program (EFAP) 24/7 by phone, web or mobile app.

1.844.336.3136 TTY: 1.877.338.0275
workhealthlife.com

Download My EAP app now at your device app store or scan the QR code.



Solutions for your work, health and life

Achieve well-being

- Stress • Mental health concerns • Grief and loss
- Crisis situations

Manage relationships and family

- Communication • Separation/divorce • Parenting

Deal with workplace challenges

- Stress • Performance • Work-life balance

Tackle addictions

- Alcohol • Drugs • Tobacco • Gambling

Find child and elder care resources

- Child care • Schooling • Nursing/retirement homes

Get legal advice

- Family law • Separation/divorce • Custody

Receive financial guidance

- Debt management • Bankruptcy • Retirement

Improve nutrition

- Weight management • High cholesterol and blood pressure • Diabetes

Focus on your physical health

- Understand symptoms • Identify conditions
- Improve sleep

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Download My EAP app now at your device app store or scan the QR code.



Saskatchewan
Health Authority

General Safety

Safe Use of Compressed Gas Cylinders

- Improper use, storage and handling of compressed gas cylinders can lead to a sudden release of highly pressurized gas.
- A damaged cylinder can become an uncontrolled object that moves at high speed and has enough force to cause severe injury and damage.
- Compressed gas cylinder use is covered under SK Regulation 22 Controlled Products
- The Occupational Health and Safety Program Manual Compressed Gas Cylinder 55-004 and Portable Compressed Gas Cylinder Policy and Procedure 55-006

General Safety

Safe Handling, Use and Transportation of Portable Compressed Gas Cylinders

Employer must ensure:

- That written procedures are developed and implemented for the safe use and maintenance
- That there is training in safe handling, transportation and storage of compressed gas cylinders
- That all procedures developed are available for reference by workers
- Workers do not use the system before procedures are in place
- That oxygen is never used as a substitute for compressed air

General Safety

Safe Transport and Handling

- Cylinders must be transported and stored upright
- During transport and use, cylinders must be properly secured using a holding device at all times
- Oxygen cylinders that are 5.0L or less may be transported and stored horizontally in holders
- When transporting residents who require oxygen, there must be an oxygen tank holding device on the wheelchair, bed or stretcher
- Cylinders must not be rolled, dragged, carried, hung on the backrest of wheelchairs or left unsecured in any manner
- Never use an oxygen cylinder without a properly fitting regulator valve
- Keep all valves closed when not in use, even if the tank is empty

General Safety

Safe Storage and Labelling

- All compressed gas cylinders shall be stored upright and secured to ensure they will not be knocked over
- Cylinders or equipment for handling oxygen shall be stored in a clean, dry, ventilated area free of grease, oil, or other contaminants and temperature below 50 degree C
- Cylinders and storage areas should be labelled
- Do not store gases of different types together in the same area (i.e. O₂ & CO₂)
- Do not store near open flame or other heat source