

## Employee Wellness and Safety Related Policies

Health PEI will take every reasonable precaution to protect the occupational health and safety of its employees and will promote their wellness by providing a safe, respectful and healthy work environment. In addition to observing the PEI Occupational Health and Safety Act and accompanying regulations, Health PEI has also created its own policies, procedures and guidelines. These are contained in the Health PEI Occupational Health and Safety Program and are summarized below.

Policy	Key Messages
<b>Musculoskeletal Injury Prevention (MSIP) Policy</b>	Prevention is the fundamental principle in reducing the frequency and severity of work-related strains and sprains. Health PEI has a provincial policy and program that direct injury prevention activities across the health care system, including injury prevention training, injury risk management and injury tracking. All sites are required to have an MSIP program. All staff are required to have injury prevention training and adhere to safe work procedures.
<b>Employee Event Reporting Policy</b>	Sometimes employees are involved in an incident or near miss in the workplace that impacts or has the potential to impact their personal health and safety. To prevent reoccurrences, employees are required to report these incidents and near misses by completing an electronic Employee Event Form in the Provincial Safety Management System (PSMS) before the end of their shift or within 24 hours. These incidents and near misses are then reviewed and investigated, with the expectation that corrective action will be taken without undue delay.
<b>Respectful Workplace Policy &amp; Guide</b>	All employees are entitled to a respectful work environment free of disrespectful behavior, which includes discrimination, harassment and workplace violence. Health PEI is committed to providing a workplace in which all employees can expect to be treated with dignity and respect. It is the responsibility of every employee to demonstrate respect in the workplace. The Respectful Workplace Guide to Resolving Workplace Conflicts accompanies the policy and outlines effective techniques, skills, and attitudes for identifying and addressing conflict among co-workers.
<b>Violence in the Workplace Policy</b>	All employees are entitled to a workplace free of violence. Health PEI considers any act of aggression or violence in relation to its delivery of services and programs, whether on or off Health PEI premises, as a serious matter that is not acceptable. Health PEI is committed to promoting and providing a safe and respectful work environment for all Health PEI employees, patients, clients, residents and visitors.
<b>Footwear Policy</b>	Footwear worn by employees, physicians, volunteers and students while on duty must be of a type, style and condition, which will not expose them to any preventable hazard.
<b>Working Alone Policy</b>	Employees who work alone for part or all of their day are at more risk of harm because assistance is not readily available to them in the event of an injury, illness or emergency. Health PEI provides measures to protect the health and safety of, and minimize risk to, any employee working at a site where they are the only employee.
<b>Respiratory Fit Testing: N95 Respirators Policy</b>	N95 respirators/masks are required for employees who may be required to work in an atmosphere hazardous to their health. Fit testing, education, and training are required before they start wearing an N-95 respirator in the work environment, and every two years thereafter. Additional fit testing must be done if the employee's facial structure changes significantly through weight fluctuations or other conditions.

<p><b>Attendance Support and Management Policy</b></p>	<p>Regular attendance at work as scheduled is an expectation of employment. Health PEI recognizes that employees may experience injuries or become ill, either physically or mentally, including addictions. This policy provides a consistent and fair approach to assisting employees who need support to attend work regularly. Health PEI recognizes its obligation to accommodate employees and provides support services and resources, such as the Employee Assistance Program and sick leave, to assist employees who are ill or injured.</p>
<p><b>Drug, Alcohol and Medication Policy</b></p>	<p>Working while impaired can pose a serious health and safety risk to patients, the public and others in the workplace. All employees are expected to perform their assigned duties safely and adequately without any limitations due to the inappropriate use or after-effects of alcohol, drugs, or medications (prescribed, non-prescribed, or over the counter), including cannabis. Reporting for work unfit is not acceptable or appropriate.</p>
<p><b>Immunization and Tuberculosis Testing Policy</b></p>	<p>Exposure to communicable diseases is a well-documented occupational risk for employees, and in turn, ill employees pose a risk to patients. Employees are required to provide a record of their immunization and TB testing history upon initial hire or upon request by an Employee Health Nurse or Designate. Pursuant to the recommendations contained in the current Canadian Immunization Guide, the current Canadian Tuberculosis Standards, and National Advisory Committee on Immunization statements, immunization is offered to employees.</p>
<p><b>Influenza Immunization and Management Policy</b></p>	<p>Influenza is a serious contagious disease that negatively impacts the health of employees and patients every influenza season. This policy protects patients and employees from influenza by preventing the transmission of influenza and decreasing the risk of influenza outbreaks. The policy is <b>activated</b> and in effect for the influenza season and employees who have not been immunized for seasonal influenza are subject to the following requirements until the policy is <b>deactivated</b>:</p> <ul style="list-style-type: none"> <li>(a) Wear a surgical mask when within two meters of any patient;</li> <li>(b) Follow droplet or droplet/contact precautions when caring for a patient diagnosed with influenza or experiencing Influenza like illness as indicated;</li> <li>(c) Follow routine practices, e.g., hand hygiene, gloves and gowns (as appropriate), cleaning of patient care equipment, and cleaning of the surrounding environment.</li> </ul>
<p><b>Soaker Pad Use Policy</b></p>	<p>Soaker pads are thick absorbent pads that are used on beds in hospitals and manors. Health PEI employees are required to use soaker pads in a safe and appropriate manner to minimize the risk of injuries to staff and patients. The policy lists the risks to both staff and patients and defines both the appropriate and inappropriate uses of soaker pads. The main message is that these pads are for absorbing body fluids, not for moving patients in bed.</p>
<p><b>Bariatric Patient Management Policy and Guides</b></p>	<p>Due to the rising prevalence of obesity, all Health PEI facilities and programs are required to develop bariatric patient management plans that will provide safe and respectful care for obese patients. The guides provide direction on providing optimal care for bariatric patients while reducing the risk of injury to both employees and patients.</p>

To access the above policies, visit Health PEI's Policy Document Management System online at:

<http://healthpeipolicy.medworxx.com/default.aspx?login=true>

Use your Health PEI username and password for access.