

Health PEI

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 Health PEI's [Occupational Health and Safety Program](#).

In your onboarding/orientation activities you would have read Health PEI's policies on:

- Attendance support and management
- Cannabis use in Health PEI facilities and services
- Drug, alcohol and medication
- Respiratory illness (Covid-19 and influenza) immunization
- Respectful workplace

Summaries of additional employee wellness and safety related policies are listed below.

Policy	Key Messages
Employee Event Reporting Policy	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.
Footwear Policy	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.
Immunization and Tuberculosis Testing Policy	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.
Hand Hygiene Policy	The purpose of the Hand Hygiene Policy is to kill or remove transient (contaminating) organisms on the skin that could be transmitted to Health PEI patients, visitors or staff, or to/from objects and then to patients/visitors or staff.
Musculoskeletal Injury Prevention (MSIP) Policy	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.
Occupational Health and Safety Policy	The purpose of this policy is to protect Health PEI employees from risks to their safety, health and physical well-being arising out of, or in connection with, activities in their workplaces and to ensure that every reasonable precaution is taken to protect the occupational health and safety of persons at or near Health PEI workplaces.
Respectful Workplace Policy & Guide	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.
Respiratory Protection Program	Respirators 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 a 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. Note: The most commonly fit tested respirator for most Healthcare Workers is the N95.
Scent Reduction Policy	Scented products may have an impact on patients, healthcare workers, and visitors who are sensitive to scents, are allergic to scents, or have medical conditions related to scents. For the health of our healthcare workers, and

	visitors, Health PEI strives to reduce exposure to scented products in the Workplace through the promotion of the scent reduction standards.
Working Alone Policy	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.

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 computer username and password for access.