

OCCUPATIONAL HEALTH & SAFETY

Safety@Work: Everyone • Everything • Everyday



Welcome to our new OH&S Officer

The Human Resources Division would like to welcome Carrie Jones to the team. Carrie will be filling the position of OH&S Officer – Return to Work temporarily until next summer. Her main role will be to oversee the return to work process for absences related to Worker’s Compensation Board (WCB) and long-term disability claims. Carrie’s office is located in the HR department at the Prince County Hospital and her phone number is 902-438-4531.



Hearing Conservation Program



Did you know that Health PEI has a hearing conservation program? The purpose of the program is to prevent our employees from sustaining noise induced hearing loss as a result of their work environment. Components of the program include noise measurements, education & training, hearing protection, and hearing tests. Details of this program can be found on page 16 of the Health PEI OH&S Program at:

http://www.gov.pe.ca/photos/original/src_ohs_program.pdf

WCB Fillable Form 7’s

WCB now has their Form 7’s (Employer’s report) available to complete electronically. The fillable form 7 is available at:

http://www.wcb.pe.ca/DocumentManagement/Document/frm_employersreportform7.pdf .

This will **NOT** allow you to submit it electronically. You can only fill in the form and then you still need to print it and submit it to WCB via mail, fax or in person.



Mechanical Lift Inspections



Just a reminder that all mechanical lifts (ceiling lifts or portable lifts) are to be inspected on a **yearly** basis. This is an item that the WCB OH&S Officer will often check when doing their workplace inspections at Health PEI sites and if not completed, the site will receive an OH&S order to get the lifts inspected.

Provincial Basic SMART Training Program

The Problem: The provincial MSIP policy requires all new employees to receive injury prevention training within three months of hire. Support services staff at many sites often had to wait much longer than this as there wasn't a sufficient number of "new hires" at their site in a three month period to warrant a basic SMART training session.



The Solution: A provincial committee of managers and SMART trainers started meeting in the fall of 2016 to develop a provincial SMART training plan and schedule. They created a schedule that sees sites take turns hosting a basic SMART training at least every 3 months in both the western and eastern halves of the island. The schedule is maintained by the provincial MSIP program coordinator and reviewed annually by the provincial committee. Support Services managers get an e-mail reminder of upcoming sessions on a monthly basis. When a new employee in a support services department is hired, their manager or supervisor checks the schedule and registers them for the next and/or closest training session being offered.

Results: The provincial committee found the first year to be a success despite some minor problems. A new schedule for Sept 2017 to August 2018 was created and shared with support services managers.

Note: Refresher SMART training (two hours every 3 years) remains a responsibility of each site or group of sites.

Online Office Ergonomics Module

Health PEI's musculoskeletal injury prevention (MSIP) policy and PEI's occupational health and safety regulations require all employees to have injury prevention training. In the past, this training has mainly focused on nursing staff (TLR) and support services staff (SMART). Health PEI has now rolled out an online injury prevention training program to employees who sit and/or stand at a workstation for part or all of their day. These workstations can be desks or counters and involve the use of a computer and/or technical equipment. Employees in this group include managers, clinicians, clerks, administrative staff, lab technicians and pharmacy technicians among others.



The online module can be found at: http://www.iwh.on.ca/archive/eofficeergo/story_html5.html. The module takes 2-3 hours, but can be completed in sections so you don't have to do it all at once. Some people have been having trouble using this address in the Google Chrome browser, so we're encouraging people to use the Mozilla Firefox browser to complete the module.

Congratulations!!!



A huge congratulations is extended to Angie MacCaul (OH&S Officer) and to her family as they welcomed baby girl Brooklyn into their lives in August. Angie is now on parental leave until next year.

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