



PRO VITA  
CARE MANAGEMENT

# Occupational Health and Safety



# Pro Vita's Safety Policy

As an employer, Pro Vita Care Management is ultimately responsible for the Health & Safety of all of our workers at the workplace. We are committed to complying with all employer duties as outlined within the BC Occupational Health and Safety Regulations, and the Workers Compensation Act, such as taking every reasonable precaution for the protection of workers in the workplace.





# Pro Vita's Safety Policy

Supervisors will be held accountable for the health and safety of all workers under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment is safe and that workers work in compliance with established safe work practices and procedures.





# Pro Vita's Safety Policy

All workers must protect their own health and safety by working in compliance with the BC Occupational Health and Safety Regulations, and the Workers Compensation Act, as well as with safe work practices and procedures established by Pro Vita. Pro Vita will ensure that all workers receive the necessary information, training and competent supervision to protect their health and safety.



DANGER  
HARD HAT  
AREA



# Safe Work Practices

All workers are responsible for:

- Following safety regulations.
- Reporting and controlling workplace hazards.
- Controlling loss or damage to facility equipment and property.
- Knowing all of the safety policies.
- Knowing and following fire procedures.





# Safe Work Practices

## **All supervisors are responsible for:**

- Training and instructing workers to work safely in all tasks assigned to them.
- Enforcing health and safety requirements.
- Correcting unsafe acts and conditions.
- Identifying workers with problems that could affect safety at the worksite.
- Formulating health and safety rules.
- Inspect the workplace for hazards.





# Safe Work Practices

## **All employers are responsible for:**

- Providing a safe and healthy workplace.
- Ensuring that workers are adequately trained.
- Establishing and maintaining a comprehensive occupational health and safety program.
- Supporting supervisors, safety coordinators, and workers in their health and safety activities.
- Taking action on potentially hazardous situations.
- Providing first aid facilities and personal protective equipment (PPE) where required.





# Safe Work Practices

## **Some examples of Safe Work Practices:**

- Reporting site hazards such as overloaded electrical sockets, loose flooring or broken equipment
- Removing yourself from unsafe situations, such as leaving the room of an aggressive resident, and reporting them to the Care staff
- Knowing how to exit the building if you need to evacuate







# Quiz Question #1

**Which of the following is correct?**

- A. Staff are responsible for reporting hazards.
- B. Supervisors are responsible for fixing anything that is unsafe.
- C. Employers are responsible for making sure staff are trained to work safely.
- D. All Pro Vita staff and management work as a team to keep each other safe.
- E. All of the above.





# Quiz Question #2

**TRUE or FALSE**

If I find a spill on the floor, it is not my responsibility to clean it up.





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# Joint Occupational Health and Safety Committee



# Health and Safety Committee

- Meet regularly to discuss the hazards of the workplace, and work to eliminate or minimize them.
- At least 4 members
  - 50% are management/supervisor
  - 50% are employees
  - employees are volunteers that are voted into the committee





# Inspections & Investigations

- The Joint Occupational Health and Safety Committee (JOH&S) conducts regular inspections of your facility to identify and eliminate/minimize all workplace hazards
- **IF** an injury/incident occurs, there will be an investigation to determine how the accident happened, and how to prevent it in the future.





# OH&S Boards

The OH&S Committee is responsible for maintaining a communication board. This OH&S Board contains information on:

- Meeting minutes
- Inspection results
- Committee members and where they work
- Safety policies and procedures
- WorkSafe BC Information





# Quiz Question #3

**TRUE or FALSE**

Committee Members are staff and management that work to keep the facility safe – and follow up on any accidents that happen.





# Quiz Question #4

**TRUE or FALSE**

You can find information on the Health and Safety Committee Members on the Health and Safety Boards.







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# Right to Refuse Unsafe Work



# Right to Refuse Unsafe Work

- All employees have the legal right to say NO to any work that they feel is unsafe.
- Please follow the Procedure outlined in policy
- Report the unsafe work to your Manager/Supervisor and find resolution
  - If no resolution is reached, report unsafe work to a committee member
  - If no resolution is reached, report to the OHS Specialist or Human Resources





# Quiz Question #5

**TRUE or FALSE**

If my manager asks me to do something that makes me nervous, because I think it's dangerous, I'm not allowed to say no.





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# Hazard Reporting



# Hazards and Risks

What is the difference?

**Hazard**

**Ladder**



**Risk**

**Falling and  
breaking your  
nose**

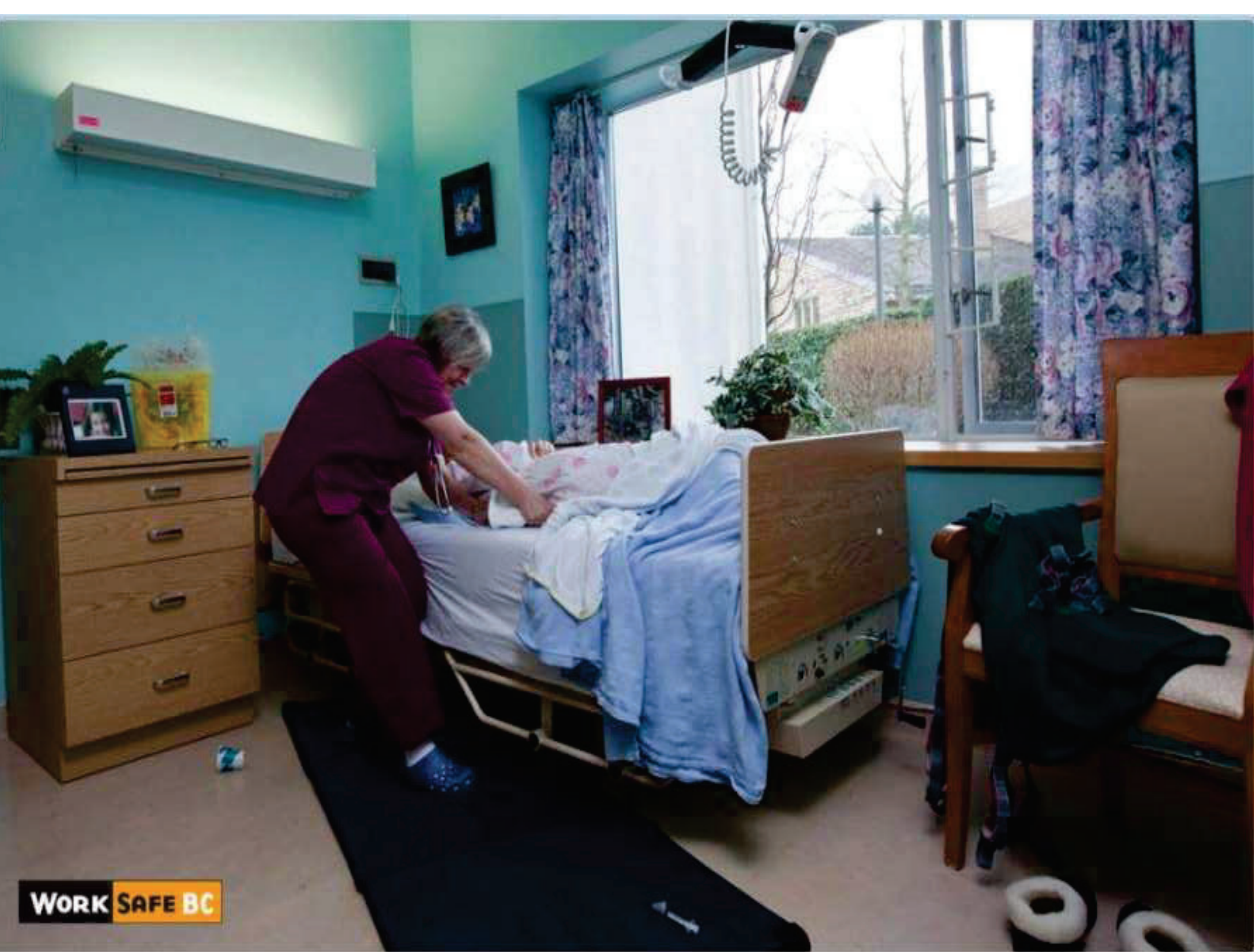
















# What about a “Near Miss”??

“I ALMOST fell on that wet floor!”

“The ceiling tile fell... and it ALMOST hit me!”

“ A resident threw his TV remote at me!”

OR

When plugging in an appliance, you see sparks come out of the electrical socket.





## Hazard Identification Form

Department: \_\_\_\_\_

Date Reported: \_\_\_\_\_

Area of Hazard Identified: \_\_\_\_\_

**Hazard:** (Means any activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance, that is an actual or potential cause or source of harm)

Describe the Hazard:

Possible Solution:

What have you done to make it safe until fixed?



# Quiz Question #6

Which of the following is something you would report as a hazard?

- A. A colleague using a cell phone loudly in the lunch room.
- B. Broken wheel on a housekeeping cart.
- C. Laundry on the floor instead of in a bag.
- D. A spill of water on the floor of the dining room.





# Quiz Question #7

**At lunch today, you trip over a resident's walker that is in the middle of the walkway. You catch yourself, and do NOT fall. Is this:**

- A. An injury?
- B. A Near Miss?
- C. An incident?
- D. A Hazard?





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# First Aid and Injury Reporting



# First Aid Procedures

## All Injuries

- Contact First Aid Attendant for treatment
- Fill out First Aid paperwork, and forward to your Manager
- IMMEDIATELY inform your Manager of the injury
- WCB paperwork (if necessary)







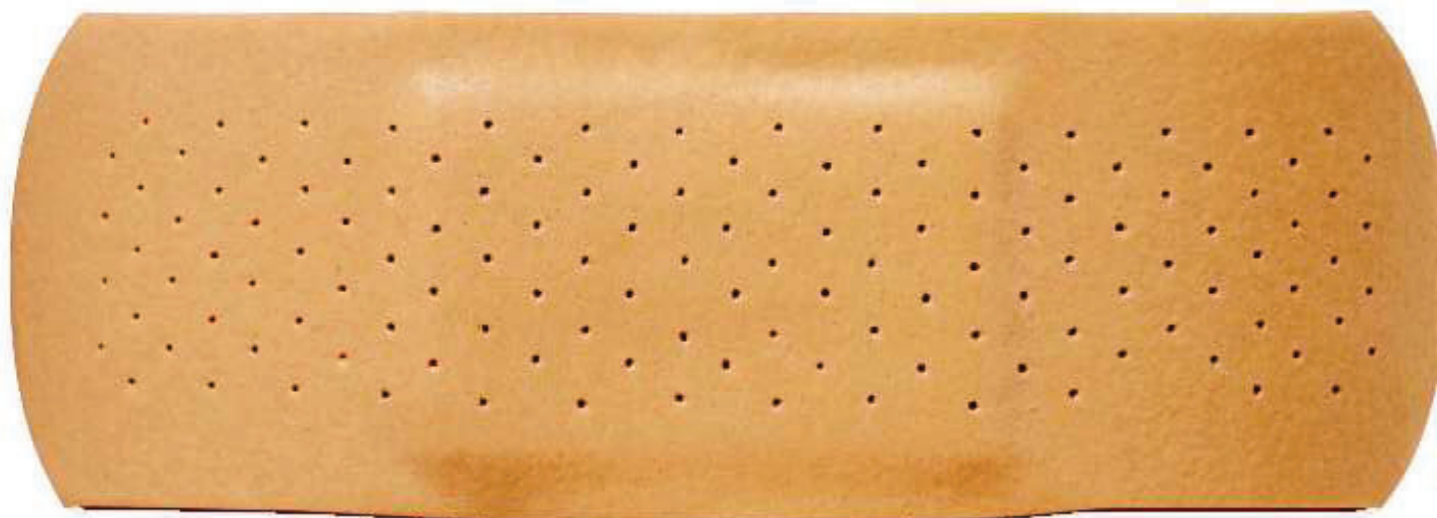
# Return to Work

## The First Aid Attendant will decide:

- Can you stay at work?
- Do you need light duties for the rest of your shift?
- Do you need further medical assistance?
  - Walk-in Clinic
  - Emergency Room

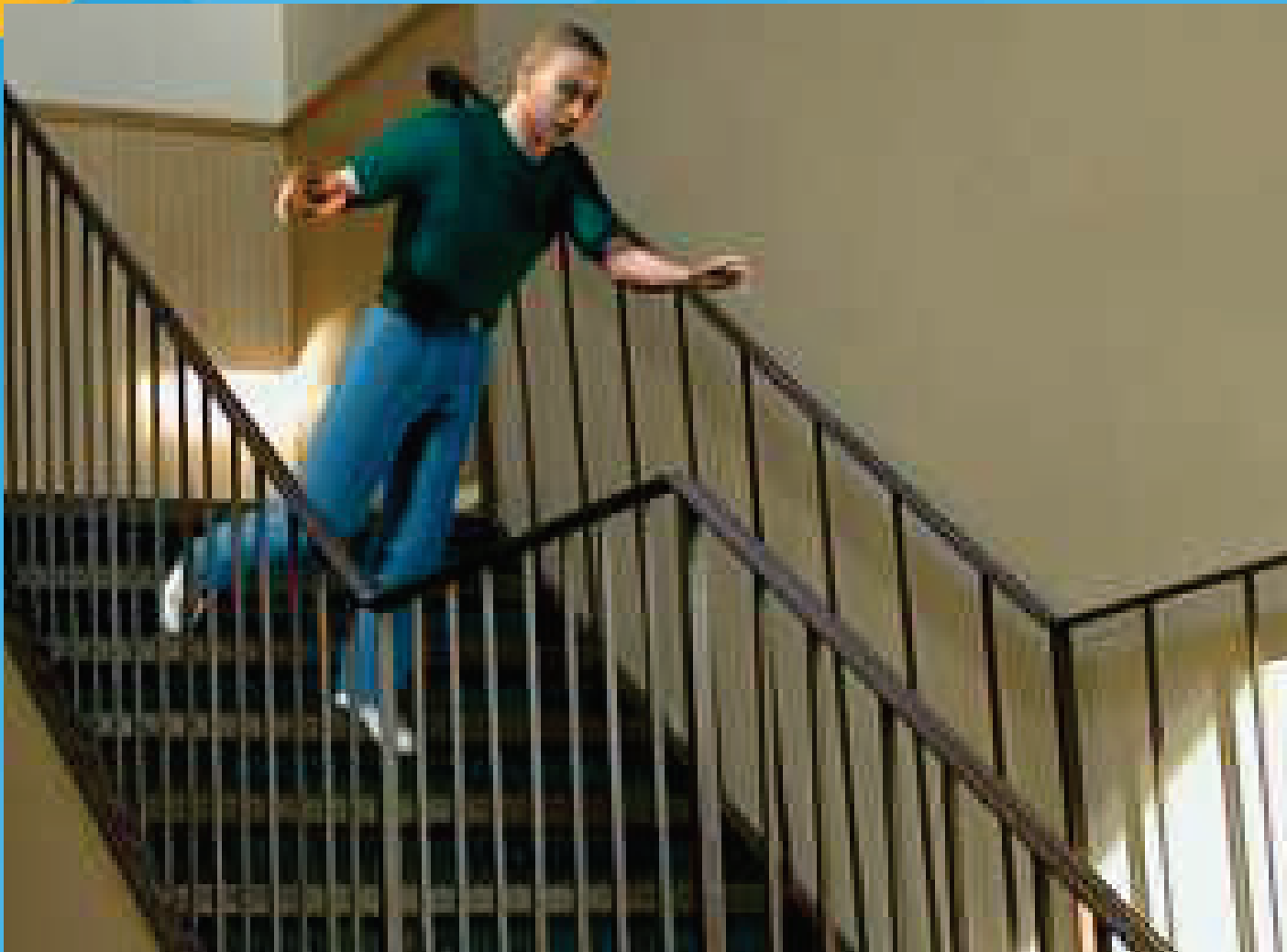


# What injuries should you report?



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# What injuries should you report?



**DANGER**  
HARD HAT  
AREA

# What injuries should you report?

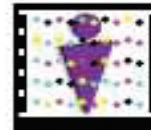
**Pro Vita  
does not  
tolerate  
workplace  
violence.**

## VIOLENCE

### IS NOT PART OF YOUR JOB

*Report all acts of violence and aggression, including hitting, grabbing, foul language, and verbal threats to your supervisor.*

For more information about violence prevention in healthcare, visit [WorkSafeBC.com](http://WorkSafeBC.com) or phone 604 276-3100 (Lower Mainland) or 1 888 621-7233 (621-SAFE) toll-free in British Columbia.



Get the free mobile app for your phone at [gettag.mobi](http://gettag.mobi).

**WORK SAFE BC**

WORKING TO MAKE A DIFFERENCE



# Your responsibilities when injured:

- Report your injury to your Manager
- Bring the Functional Ability Form to your doctor
- Do NOT call in sick when injured
- If filing a WCB Claim, fill out the proper paperwork within 24 hours on injury
- Follow WorkSafe BCs Gradual Return to Work process, guided by your Manager



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# Quiz Question #8

**I should report all injuries to First Aid and my manager immediately because:**

- A. If it gets worse later, we need to show it happened at work.
- B. Get advice on how to keep it from getting worse.
- C. To prevent it from happening to someone else.
- D. All of the above.





# Quiz Question #9

**Which of the following injuries should you report?**

- A. Cut or scratched finger.
- B. Resident twisted your wrist.
- C. Slipped on the floor and banged your knee.
- D. All of the above.





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# Incident Reporting



# What incidents should you report?



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# Quiz Question #10

Which of the following would I NOT report to my manager as an incident?

- A. I see someone suspicious in a resident room.
- B. I see a Care Aide hit and yell at a resident.
- C. I see a resident move a wet floor sign.
- D. I see a dietary staff spill juice on the floor and not clean it up.





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# Muscular Skeletal Injury Prevention (MSIP)



# What is an MSI?

An MSI is an "injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissues including sprains, strains and inflammation."

## **For example:**

- Back injury
- Carpal Tunnel
- Tendonitis
- Tennis elbow





# What is an MSI?

## **MSIs are caused by:**

- Force
- Repetition
- Awkward Posture
- Local Contact Stress





# How can we prevent MSIs?

- Walk around the bed
- Get a step stool
- Take mini breaks as much as able
- Bend at the knees
- Lift with your legs
- Report broken wheels on carts
- Put often used items on the middle shelves





# Quiz Question #11

**TRUE or FALSE**

When I'm at work, I can control HOW I do my work, to keep myself from getting hurt.





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# **Hazardous Spills: Cytotoxic Materials and Blood and Body Fluids**





# Cytotoxic Materials

Cytotoxic Materials are any items that have been contaminated by Chemotherapy Drugs.

Some examples are:

- Fecal matter, urine and vomit
- IV bags or other medical equipment that contained the chemotherapy drugs





# Cytotoxic Materials

To keep yourself safe during clean up:

- Follow policy
- Use a Cytotoxic Spill Kit
  - Wear all PPE
  - Use an absorbent on all liquid spills
  - Dispose of in appropriate Biohazard containers





# Quiz Question #12

**TRUE or FALSE**

Cytotoxic Materials are Chemicals that are toxic to employee's health.





# Blood and Body Fluids

**Body Fluids** are liquids originating from inside the bodies of living people. They include fluids that are excreted or secreted from the body as well as body water that normally is not. These include:

- Intracellular Fluid
- Extracellular Fluid
- Intravascular Fluid (blood plasma)
- Interstitial Fluid
- Lymphatic Fluid





# Quiz Question #13

Which of the following is a body fluid?

- A. Feces
- B. Vomit
- C. Blood
- D. Saliva





# Blood and Body Fluids

Care Staff are responsible for cleaning up any blood, body fluids, feces or urine that is on the floor.

Housekeeping Staff are responsible for the disinfection of the area, after the Care Staff have cleaned the area and removed the spill.





# Blood and Body Fluids

All staff responsible for the cleanup of Blood and Body Fluids will:

- Use a spill kit
- Wear appropriate PPE
- Use an absorbent on all liquid spills
- Dispose of in appropriate Biohazard containers
- Disinfect the area with Bleach or other hospital grade disinfectant





# Quiz Question #14

Which of the following is NOT true?

- A. I need to wear gloves when cleaning up blood or body fluids.
- B. Feces and urine are considered body fluids.
- C. I need to use an absorbent powder for the clean up.
- D. It is my job to clean up vomit.







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# Sharps Disposal & First Aid

# Sharps Disposal & First Aid





# Sharps Disposal

A “Sharp” is a medical term for devices with sharp points or edges that can puncture or cut skin.

- Needles
- Razor
- Syringe
- Lancet
- EpiPen





# Sharps Disposal

## Safe Handling Procedures:

- Sharps must be disposed of in a Sharps container
- Sharps containers must be changed when  $\frac{3}{4}$  full
- Sharps should NEVER be found:
  - On the floor
  - In a regular waste bag
  - In bedding





# Sharps Disposal

## **If a Sharp is found in unsafe place:**

- NEVER handle with hands – even with gloves on
- Report to Manager / Supervisor immediately
- Ensure no one is able to injure themselves
- Use a tool to pick up Sharp: broom and dustpan, tongs etc...





# First Aid

## **If you are injured by a Sharp:**

- Immediately wash the exposed area with water and soap, and allow water to run freely over injury
- Report to the First Aid Attendant
- Seek immediate medical attention by calling your physician or local hospital





# Quiz Question #15

**TRUE or FALSE**

If I find a needle on the floor, I should put on some gloves and pick it up.





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# Safe Waste Removal





# Safe Waste Removal

- Always wear gloves
- Wash your hands with soap and water
- Avoid close contact with waste or bag
- Never reach into containers to pull out waste...  
dump waste only
- Ensure all bags are tied closed for transport  
and storage
- Avoid close proximity when expelling air from  
bags
- Waste should be stored in designated soiled  
areas, never in the open corridor





# Quiz Question #16

**TRUE or FALSE**

I should never carry a garbage bag close to my body. I can't see in the bag, and I don't know if there is something sharp that can hurt me.





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# Emergency Codes



# Emergency Codes

**WHITE**

**Aggressive Behavior**

**BLUE**

**Cardiac Arrest**

**BLACK**

**Bomb Threat**

**BROWN**

**Hazardous Spill**





# Emergency Codes

**RED**

**Fire**

**YELLOW**

**Missing Resident**

**GREEN**

**Evacuation**

**ORANGE**

**Disaster**





# Quiz Question #17

Which of the following is WRONG?

- A. Code Yellow means Missing Resident
- B. Code Green means Evacuation
- C. Code Red means Cardiac Arrest
- D. Code White means Aggressive Resident





# Quiz Question #18

Which of the following is **CORRECT**?

- A. Code Blue means Missing Resident
- B. Code Black means Hazardous Spill
- C. Code Red means Aggressive Resident
- D. Code Yellow means Missing Resident





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# Personal Protective Equipment (PPE)



# Personal Protective Equipment

All employers are required to provide Personal Protective Equipment to the staff. Some examples of PPE you will wear at work are:



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# Transmission Based Precautions

## Standard / Universal Precautions

Unless told otherwise, when providing resident care, or cleaning a room, all staff will follow standard/universal precautions.



DANGER  
HARD HAT  
AREA



# Transmission Based Precautions

## Contact



## Airborne



## Droplet



# Transmission Based Precautions

## Contact Precaution

- MRSA
- VRE
- C-Diff
- Herpes
- Gastroenteritis
- Athletes Foot
- Scabies
- Lice
- Norwalk
- Influenza



# Transmission Based Precautions

## Droplet Precaution

- Whooping Cough
- Meningitis
- Mumps
- Norwalk
- Influenza



KEEP  
HAT  
AREA

# Transmission Based Precautions

## Airborne Precaution

- Tuberculosis (TB)
- SARS
- Measles
- Rubella (German Measles)



**DANGER**  
HARD HAT  
AREA

# Transmission Based Precautions

- H1N1
- Chickenpox
- Common Cold

Contact  
Airborne  
**AND**  
Droplet?





# Quiz Question #19

**TRUE or FALSE**

Influenza or “The Flu” can be spread by shaking someone’s hand, or by touching a light switch.







# Quiz Question #20

Which of the following is correct?

- A. I should always wear a mask when at work.
- B. The common cold can be spread by Airborne, Contact and Droplet.
- C. If a resident has a Contact Precaution, I do NOT need to wear a gown.
- D. I should wear gloves when handling anything that is contaminated.
- E. Both B and D





# Donning and Doffing PPE

Put on PPE



Take off PPE





# Quiz Question #21

Which of the following is correct:

- A. I don't need to wash my hands, because I was wearing gloves.
- B. I should take off my gloves and wash my hands before I touch my mask.
- C. I don't need to wear any PPE if I have my flu shot.
- D. If my manager didn't tell me to wear PPE, I don't have to.



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HARD HAT  
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obrigado

Dank U

Merci

mahalo

Köszí

спасибо

Grazie

Thank  
you

mauruuru

Takk

Gracias

Dziękuję

Děkuju

danke

Kiitos