

Leamington Mennonite Home

POLICY AND PROCEDURE

CATEGORY: Administration	SUBJECT: Locked Areas	SECTION: L
DATE: September 2004	Administrator's Signature: 	POLICY: 3

LOCKED AREAS

POLICY:

The laundry room, boiler room, all janitor's closets, linen/storerooms, clean and soiled utility rooms, medication rooms and tub rooms will be always locked when not attended by authorized staff.

PROCEDURE:

- The Registered Staff shall check all locked areas on designated rounds on each shift.
- The monthly Compliance Audit shall include the monitoring of locked areas to ensure compliance by all staff.
- The monthly Occupational Health & Safety: Facility Inspection shall monitor the enforcement of locked areas.