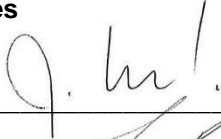
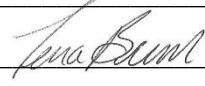


Leamington Mennonite Home

POLICY AND PROCEDURE

| | | |
|---------------------------------|---|----------------------|
| CATEGORY: Staff | SUBJECT: Safety Guidelines | SECTION: S |
| DATE: January 1, 2024 | Administrator:  | POLICY: 1 |
| REVISION DATES: | HKL Supervisor:  | |

SAFETY GUIDELINES

POLICY:

Safety guidelines are developed to provide housekeeping and laundry staff with preventive and corrective safety measures in their work area. Safety guidelines will be always followed by all staff to reduce the risk of injury or illness to themselves or others.

PROCEDURE:

The HKL Supervisor will:

- 1) Educate staff on safety guidelines pertaining to their job functions.
- 2) Monitor that staff are abiding by safety guidelines as established.
- 3) Follow up with all staff who are not working safely through the performance management framework.

Housekeeping and Laundry staff will:

- 1) Participate in safety education as scheduled.
- 2) Always adhere to safety guidelines.
- 3) Notify supervisor of any safety concerns.

Attachments: XII-H-10.10(a) Safety Guidelines