

The Leamington United Mennonite Home and Apartments

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Administration	<b>SUBJECT:</b> Staff Reporting	<b>SECTION:</b> S <b>POLICY:</b> 4
<b>DATE:</b> August, 2010	<b>Signature:</b> _____ ADMINISTRATOR	

**STAFF REPORTING**

**POLICY:**

It is the duty and obligation of all Leamington Mennonite Home staff to report any incidents, damages or system(s) malfunctions to their immediate Supervisor(s) or Department Leader(s). Our Home strives to provide and maintain the best possible equipment, systems, supplies and other provisions of care. Staff are to use and operate such equipment, systems and supply safely and respectfully, avoiding any misuse, damage or destruction. Our Home also values and respects all resident belongings, equipment and devices. Resident rooms contain their chosen furnishings and life's treasures which are entrusted to the Home to protect, preserve and maintain. Resident equipment and devices must be handled by staff with the utmost care and respect.

**PROCEDURE:**

- When any equipment or system malfunctions, is damaged or not used properly by staff, it is to be reported immediately to the direct Supervisor or Department Leader.
- Additionally all staff shall report to their Supervisor or Department Leader any damage for which they are responsible and/or resident equipment, system and/or device.
- Staff also have an obligation to report any damage or disrespect to equipment, systems, resident belongings or devices witnessed by staff and/or reported to them.

Failure of staff to report any information regarding the damage, destruction, misuse, malfunction, and or disrespect of equipment, systems, provisions and/or any resident belongings will result in staff repayment of damages, discipline and may be treated as an offence with associated fines and penalties.