

ATTACHMENT 2a

Patient and Staff Safety

Responsibility. All personnel will ensure patient safety at all times. All personnel will be responsible for observing and identifying potentially hazardous situations which may impact on the safety of patients and other staff members with their respective clinical departments and surrounding areas.

General Safety Policy.

1. DO NOT leave patients alone in any treatment area until you have ensured their security and safety.
2. DO NOT leave patients who are confused, disoriented, dizzy, drowsy, and/or sedated alone in any treatment area. Such patients must remain under direct supervision of a licensed healthcare professional.
3. Medication cabinets will be locked at all times (when not in use).
4. Storage areas containing hazardous or toxic chemicals will be kept locked.
5. Hallways will be free of obstructions.
6. No toxic plants will be allowed in the patient waiting or screening areas as determined by the institution's Safety Officer.
7. Only approved electrical equipment will be used. Equipment will be inspected for frayed cords or loose connections prior to and with use.
8. Staff members will assist any physically challenged patient.
9. Do not allow children to run freely in the clinic environment. Children must be under the supervision of an adult.
10. Routinely check on the environment, waiting patients and visitors. This may prevent an accident, i.e. visitor falling.

