


Absolute Home Care Plus Policies and Procedures	
Section 5: Health and Safety	
Policy Title: Home Environment Safety	Policy Number: 5.20
	Effective Date: 03/01/2014
	Revision Date:
	Approved By: Monica Armour
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PURPOSE

To reduce risk, prevent injury and promote safety in the home, for the protection of clients/families/employees, by identifying potential home safety hazards and by educating them about home safety in order to eliminate/minimize:

1. the need for clients/families/employees to seek emergency hospital care;
2. the need for clients to move into an assisted living complex or other care facility; and/or,
3. employees being unable to work, either temporarily or permanently.


POLICY

Absolute Home Care Plus is committed to ensuring the safety of its clients/families/employees in the home environment.

PROCEDURES

Supervisor shall:

1. when doing the initial in-home assessment:
 - a. complete the “*Home Safety Checklist*” to identify hazards and use it as a tool to educate client/family/other relevant individuals, about potential dangers.
 - b. review the following safety factors with client/family/other relevant individuals:
 - i. bathroom safety: e.g. water temperature, grab-bars, slippery surfaces, non-skid mats, etc.
 - ii. environmental and mobility safety: e.g. fall prevention techniques, wheelchair safety, walker safety, exits/passageways, use of handrails stairway safety, adequate lighting, emergency medical plan and disaster plan.
 - iii. electrical safety: e.g. electrical appliances, grounding, light bulbs, outlets, overloaded circuits, electrical cords, extension cords, etc.
 - iv. fire safety: e.g. flammable liquids, cooking safety, space heaters, oxygen therapy precautions, heating pads, electric blankets, burns, fire escape routes, smoke detectors, smoking, etc.
 - c. ensure that uncorrected hazards are documented in the in-home client file;
 - d. ensure employees, who provide service, are informed about the hazards; and,
 - e. identify the client/family/other relevant individual’s learning needs.

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Employees shall:

1. ensure they review the safety checklist and uncorrected hazard notes in the in-home, client file;
2. continually assess the client/family/relevant individual's compliance to home safety and re-instruct, as necessary;
3. each time they go into a client's home:
 - a. be alert for new hazards;
 - b. advise client/family of any new hazards detected;
 - c. make a note of new hazard in the client's in-home file;
 - d. follow-up with client/family, if hazards are not corrected; and,
 - e. advise Supervisor, if hazards remain uncorrected.
4. when working in the home:
 - a. read the labels before using a product;
 - b. clean up spills as soon as they occur;

GUIDELINES

1. Clients/families are obligated to provide a safe working environment for employees.
2. Employees have the right to work in a safe environment.
3. All employees should be familiar with risks in the physical environment and know how to handle them.

FORMS

1. Home Safety Checklist