

ONA's Health and Safety Checklist for Redeployment

As a result of emergency orders issued, some healthcare employers can redeploy staff to long-term care (LTC) homes. The Employer whose staff is being deployed has ultimate responsibility under the Occupational Health and Safety Act (OHSA), its regulations and related provisions in the collective agreement to ensure for their health and safety. They must take every precaution reasonable in the circumstances to do so.

Workers have a right to know of the hazards inherent in the course of their work and supervisors have a duty to advise them. Supervisors have a duty to train, test and drill workers in measures and procedures that were developed in consultation with the Joint Health and Safety Committee (JHSC) to keep workers safe and workers have a duty to comply.

Below is a checklist designed to help you ensure that you are provided with the training, education, information, instruction and supervision required to keep you safe during your deployment. If, after completing this checklist, any of the boxes remain unticked immediately advise your supervisor and speak to your JHSC ONA representative and your Bargaining Unit President. If your employer does not adequately protect you, you may also use this checklist as evidence of inadequate information and training in any potential work refusal or complaint made to the Ministry of Labour Training Skills and Development (MOLTSD).

Reporting/Escalating Unresolved Health and Safety (H&S) Concerns

- Who to report H&S concerns to (i.e. who is the supervisor responsible for your H&S)
- How to report workplace hazards/safety gaps, including lack of Personal Protective Equipment (PPE)
- Who to report unresolved safety concerns to, including the supervisor you would report to should you determine you need to exercise your right to unsafe work
- Notified of the nature of your work, and any hazards, including but not limited to COVID positive patients, COVID positive workers who are working in work quarantine, residents with a history/risk of violence and/or responsive behaviours, etc.
- The list and phone numbers of both site's Joint Health and Safety Committee members
- Who to submit an incident report to should it be necessary. (Note: we recommend submitting it both to your supervisor on site, your home supervisor and your ONA H&S rep at your home Employer)
- Who to report a COVID-19 exposure to and/or a breach of any PPE

H&S Measures and Procedures

- Trained, tested and drilled in all H&S measures and procedures including but not limited to:
 - Chief Medical Health Directives related to Long Term Care (LTC) and related Ministry of Health Guidelines specific to LTC (i.e. including determining PPE based on Point of Care Risk Assessments (PCRA), testing all residents and workers, etc.)

- Respiratory Protection/Infection Control
 - How and where to obtain PPE based on your PCRA
 - Donning and doffing (including a place to don/doff and where to safely dispose used PPE) of PPE; the care, use and limitations of all PPE
 - Ensure fit-testing is done for an N95 mask or greater respiratory protection
 - How to identify residents who require all modes of transmission-based precautions
 - Outbreak policies and procedures including isolation and cohorting measures for staff and residents, and physical distancing measures
 - Enhanced cleaning protocols

- Violence Prevention (may include)
 - Code white
 - Flagging
 - Security
 - Personal safety devices (i.e. alarms)
 - How to identify residents with a history/risk of violence that includes responsive behaviours, and access their care plan if in your circle of care

- Patient Transfer
 - Lift policy
 - Lift equipment, transfer aids including slider sheets to reposition residents

- Workplace Hazardous Materials Information Systems
 - Dangers and hazards associated with the chemicals and substances you may come into contact with while on the job
 - Safety Data Sheets for any chemicals used in the facility
 - Product Safety Sheets for any medications used in the facility
 - The storage, preparation and use of antineoplastic drugs, safe use of equipment and related emergency procedures

- Emergency Preparedness
 - Evacuation procedures
 - Emergency Codes and how to respond (i.e. Code Red – fire, Code White – violence, etc)
 - Orientation to the building and work area, and knowledge of the locations of exits, locked doors, emergency equipment, staff washrooms, etc.
 - Location of emergency equipment such as fire extinguishers, alarms, etc.

- Sharps use and disposal

- Supervisor Competency training, should it be determined that the worker will be acting in a supervisory role under OHSA (i.e. the only RN working on shift)