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<b>EMPLOYEES, STUDENTS, VOLUNTEERS AND CLIENT HEALTH &amp; WELL BEING</b>	<b>HS 8</b>
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#### INTENT

Community Services and its employees, students and volunteers are committed to the safety and well-being of clients served.

#### POLICY

Employees, students and volunteers will take all necessary steps to protect clients from risks and injury.

#### PROCEDURE

1. Employees, students and volunteers will not include clients in any activity or situation that would knowingly endanger them. Any inherent risks will be identified, documented and reviewed with the client's care team on a regular basis.
2. Specific programs will have documented procedures in the form of a Program Operating Manual relevant to individual clients and program needs.

##### **(a) Animals and Community Services Facilities**

In accordance with the above, animals are prohibited from all Community Services facilities with the exception of authorized service or working animals as defined below.

This policy responds to concerns for the health and safety of clients entering our premises as well as employees, students and volunteers. It supports a professional and conducive work environment and limits potential distractions and disturbances in the workplace.

- With consideration of Health and Safety issues, animals can spur allergic reaction.
- Work with clients may be disrupted because of the need to take animals outside.
- Individuals may have a genuine fear of dogs, cats, etc., which needs to be respected.
- There are concerns of liability for an organization should an individual be bitten or injured by an animal brought into the workplace.

"**Service Animals**" refers to animals (primarily dogs) used to guide or provide assistance to persons with disabilities in the activities of independent living. This is defined as any animal individually trained to do work or perform tasks for the benefit of an individual with a disability. If an animal meets this broad definition, it is considered a service animal.

"**Working Animals**" refers to those animals engaged in authorized service to the Society (e.g., guard dogs, pest control animals, police dogs, therapeutic dogs).

**SCOPE:** This policy shall apply to all employees, students, volunteers, contractors and visitors of Community Services at all of its building locations.

**(b) Child Car Seats, Playpens and Cribs**

In accordance with Canadian Safety Regulation (CSR), Community Services does not accept, and we do not sell these items at our Thrift Store:

- Car seats
- Booster seats
- Playpens
- Cribs
- High chairs
- Doorway or ceiling baby bouncers
- Bicycle helmets

Or any items that require CSR accreditation. If you are uncertain about a product, please contact the Manager, Facilities.

These safety measures must be adhered to.

**SCOPE:** This policy shall apply to all clients, employees, students, volunteers, contractors and visitors of Community Services.

*Sunshine Coast Community Services Society does not accept liability if this policy is not followed.*

<b>EFFECTIVE:</b> February 1, 2016	<b>APPROVED BY:</b> Executive Director	
<b>REPLACES:</b> April 1, 2014	<b>MONITORING:</b> H&S Committee	<b>FREQUENCY:</b> Annually