

	Certificate of Recognition	Contuning Care Health Service Standards	Accommodation Standards (LTC & SL)
Element one Management Leadership and Organizational Commitment	OHS Policy (signed by most senior manager and communicated to all employees)	<p><b>Standard 8.7</b> - An operator must ensure all unregulated health care providers are supervised by a regulated HCP</p> <p><b>Standard 18.1</b> - An operator must establish, implement and maintain a documented policy and procedure for responding to concerns about health care provided.  <b>EVIDENCE:</b> Concerns and complaints are documented, responded to in a reasonable time, client handbook, posters, family, resident meetings. "</p>	
	The current OHS Legislation readily available at all work sites?		<p><b>Standard 22</b> - General Information  An operator shall make available current general information respecting relevant community, municipal provincial and federal programs  <b>EVIDENCE:</b> Legislation, signage, handbooks</p>
	Job Descriptions/ Responsibilities for all levels (Senior Manager, Manager, Supervisor, workers)	<p><b>Standard 2.1</b> - An operator must ensure that each client has an assigned regulated health care provider, qualified to provide case management, who is responsible for coordinating, intergrating and facilitating health care services for the client  <b>EVIDENCE:</b> A list of regulated health care providers and the job descriptions</p> <p><b>Standard 8.6</b> - An operator must ensure that all unregulated health care providers work only within the defined competencies of their written job descriptions  <b>EVIDENCE:</b> Job descriptions, documented tasks, auditor observation and conversation with staff"</p>	<p><b>Standard 23</b> - Information respecting the accommodations - the operator shall provide on request - cleaning and maintenance schedules, written process for resolving concerns or complaints</p> <p><b>Standard 29</b> - Job Descriptions - An operator shall ensure that a written job description is prepared and made available for each employee employed; The job description referred to in subsection (1) must set out (a) the job qualifications, (b) the responsibilities of the position, and (c) the scope of the position.</p>
	Performance Management		
	Change Management		
	Performance Evaluations (employees evaluated on OHS performance)		

Element Two - Hazard Assessments Element Three - Hazard Controls	Formal hazard assessment policy The formal hazard assessments are reviewed as per policy		
	Training for those that lead the hazard assessment process Participation from managers, supervisors and workers		
	Formal Hazard Assessment (all jobs have been inventoried, a list of tasks for each job, health and safety hazards identified for the task associated with each job, the health and safety hazards have been evaluated according to risk) Senior management aware of high hazards Controls been identified for the hazards listed in the formal hazard assessments (engineering, administrative, PPE) and the controls have been implemented.	<p><b>Standard 11.1</b> - An operator shall establish, implement and maintain documented IPC policies and procedures <b>EVIDENCE:</b> P&amp;P related to IPC, hand hygiene, cleaning and disinfection schedules</p> <p><b>Standard 11.2</b> - Operator shall ensure information on IPC policies and procedures is made available to staff, and all other work site parties <b>EVIDENCE:</b> policies found readily available, IPC signage in common areas</p> <p><b>Standard 12.1</b> - Operators must establish, implement and maintain documented policies and procedures for the medication management <b>EVIDENCE:</b> P&amp;P related, job descriptions for roles and responsibilities, observation of safe disposal, staff medication administration</p> <p><b>Standard 15.2:</b> An operator must establish, implement and maintain documented policies and procedures regarding monitoring and maintenance of the water supply and daily water temp <b>EVIDENCE:</b> PM logs, checklists, invoices, corrective maintenance records, work orders</p>	
	Site Specific Hazard Assessments A) When new activity has been temporarily introduced B) Work is conducted at a temporary/mobile work site Site-specific HA have been conducted before work begins and repeated if changes are introduced Controls identified for site-specific HA's		
	Hazard Reporting Form (system in place for workers to report newly identified hazards)		
	Violence and Harassment Policy & Prevention Plans Employees are trained in both		<p><b>Standard 17 - Prevention of Abuse</b> - An operator shall ensure all employees receive education respecting the identification and reporting of suspected abuse and the prevention of abuse <b>EVIDENCE:</b> Training records, Training materials, resident orientation handbooks, employee handbooks,</p>
	Preventative Maintenance Process in place for equipment, vehicles, facilities and tools Process is in place and in use	<p><b>Standard 6.2</b> - The operator must establish, implement and maintain documented policies and procedures for health care providers to identify and report unsafe equipment being used. <b>EVIDENCE:</b> Lock out tags, Log books, Maintenance records, conversation with HC providers regarding the process for reporting</p> <p><b>Standard 6.3</b> - Operator must establish, implement and maintain documented policies and procedures for: regular routine maintenance, regular preventative maintenance, documentation of both and identification and reporting of any unsafe equipment <b>EVIDENCE:</b> Maintenance tracking and schedules, records of repair, PM and regular routine records, inspection certificates</p>	
	Maintenance checklists completed as per process		<p><b>Standard 2</b> - Safety Requirements - <b>EVIDENCE:</b> Maintenance log books for PM of equipment and regular maintenance. Contracts of company's used to complete PM's</p> <p><b>Standard 21 - water temperature</b> - <b>EVIDENCE:</b> maintenance logs of water temps, shower temps, bath temps, orientation showing employee awareness of taking temps</p>
	System that ensures defective equipment, vehicles, facilities and tools are taken out of service	<p><b>Standard 11.3</b> - Operator shall ensure that staff have access to the necessary equipment and supplies to carry out processes in 11.1 <b>EVIDENCE:</b> observation of equipment and supplies available and signage in place</p>	
	Element Four Joint Work Site Health and Safety Committees and Health and Safety	HSC TOR meet legislated requirements	
Policy or procedure for all legislated requirement for a HS representative			
HSC and/or HS Rep duties & Responsibilities been written			
Have the HSC and/or HS Rep been trained in their duties and responsibilities			
Policy or procedure in place for HSC and/or HS Rep to address employee concerns related to OHSMS			
How do employees bring forward OHS concerns?			
Process for HSC and/or HS Rep to make OHS recommendations to management			

Element Five Qualifications, Orientation and Training	Process to ensure employees are qualified for the position they are being considered for Hiring Package (interview, qualifications, CRC, certificates etc)	<p><b>Standard 8.1</b> - An operator must establish, implement and maintain documented policies and procedures that require a CRC is obtained <b>EVIDENCE:</b> CRC on employee and volunteer files</p> <p><b>Standard 8.3</b> - An operator must annually verify and document it employees are actively registered and in good standing with their professional colleges. <b>EVIDENCE:</b> Tracking of the annual verification</p> <p><b>Standard 8.4</b> - An operator must ensure employees meet the competency requirements as defined by Gov't of AB HCA Competency profile and provide evidence: certified as HCA, deemed competent <b>EVIDENCE:</b> Certificates, completed provincial competency assessments</p>	<b>Standard 26 (LTC), Standard 31 (SL) - Criminal Check</b> - An operator shall ensure that each new employee, each new volunteer and each new service provider whose duties involve the provision of services directly to residents must provide a criminal record check. <b>EVIDENCE:</b> Completed CRC
	Orientation Policy Orientation process that covers OHS rights and critical OHS info prior to starting regular duties	<p><b>Standard 8.2</b> - An operator must provide health care providers with access to current information on the required competencies, written job descriptions and guidelines for performing their roles <b>EVIDENCE:</b> Orientation materials, checklists, employee handbooks, resources, staff meeting minutes, bulletin boards, in-service records and education materials, memos</p>	
	All employees are trained to support them in their role Refresher training is provided Process to assess competence	<p><b>Standard 6.4</b> - An operator must ensure that instruction on the appropriate and safe use of the equipment etc is provided to each staff, volunteer, client and clients designate if required to use them <b>EVIDENCE:</b> information and/or training materials on the use of equipment; in-service sheets, auditor conversation with staff and volunteers. Education on the use of equipment; education materials, attendance sheets, checklists</p> <p><b>Standard 8.5</b> - An operator must maintain evidence of competency status for all HAS by tracking of competency Assessments for all HCA's</p> <p><b>Standard 9.1</b> - An operator must ensure that the training materials used to provide training are current in relation to the legislation, regulations, standards and guidelines listed in 9.2 &amp; 9.3 <b>EVIDENCE:</b> Training calendars and sign in sheets, tracking system of staff and volunteer training, training records on staff and volunteer files, orientation materials and checklists.</p> <p><b>Standard 9.4</b> - an operator must document compliance with requirement in 9.1, 9.2, 9.3 - evidence is specific training required, the audience and frequency</p>	<b>Standard 32</b> - training in Privacy and personal information for employees and volunteers ; <b>Standard 28</b> - training in respect to safety and security (employees are aware and have access to policy)
Element Six Other Parties at or in the Vicinity of the Work Site	Other work site parties policy recruitment and selection process		<p><b>Standard 9 - Personal Choice Services</b> - Where an operator provides or offers personal choice services, the operator shall ensure the person providing services holds the required licence or other certification <b>EVIDENCE:</b> Hairdressing licenses, foot care licenses, etc.</p> <p><b>Standard 11 - Contracted Services</b> - Where an operator contracts services to be provided, the contract at a min. must include: the nature and scope of the the service provided, the person's qualifications, insurance <b>EVIDENCE:</b> Contractor recruiting and selecting, orientation</p>
	Other work site parties policy monitoring and evaluating		
	Other work site parties Orientation (contractors, self employed, volunteers, family, visitors)		
	Policy/process to address the protection of others not under the employer's direction		
Element Seven Inspections	Process in place to address non-compliance of other employers and/or self employed persons		
	Work site inspection policy (including all areas of the work site, involvement from senior management, management, supervisors and workers and the frequency)		
	Work site inspection checklist (for entire site, including outside)		
	Identification of deficiencies, corrective actions, completion and hazard reporting		
	Training for those that lead		

Element Eight Emergency Response	Written emergency response plans developed for all potential emergencies (these include communication systems, emergency phone numbers, list of emergency response personnel, appropriate response and monitoring the effectiveness of the plan)	<b>Standard 17.1</b> - An operator must establish, implement and maintain documented emergency preparedness, pandemic and contingency plans <b>EVIDENCE:</b> Emergency preparedness, pandemic and contingency plans. Plans are posted or made available, family/resident council meeting minutes, memos, client handbook, information book, admission package	<b>Standard 16 - Continuation of services</b> - an operator shall develop, maintain and implement as necessary contingency plans to provide for continuation of services <b>EVIDENCE:</b> Contingency plan, communication of plan, reviewed on annual basis
	Employees have received emergency response training appropriate to their role Number of employees trained in first aid meet legislated requirements		
	Emergency drills are conducted (schedule and documentation of completion) Deficiencies identified through a actual event or drill been corrected	<b>Standard 17.2</b> - plans are reviewed to mitigate risk, reviewed and updated annually and after each implementation, communicated and made available <b>EVIDENCE:</b> Emergency preparedness, pandemic and contingency plans. Plans are posted or made available, family/resident council meeting minutes, memos, client handbook, information book, admission package	
	First aid Equipment, supplies and facilities meet legislated requirements		
Element 9 Incident Investigation	Incident reporting and Investigation Policy (includes near misses, occupational illness and work refusals)	<b>Standard 19.2</b> - An operator must establish, implement and maintain documented policies and procedures for any incident tht could pose an adverse risk to a client, any near miss that could have resulted in a negative consequences for a client <b>EVIDENCE:</b> P&P related to incident and near miss documentation, tracking and trending, incident and near miss reports, issue logs  <b>Standard 19.3 &amp; 19.4</b> - policy and procedures for prevention, reporting, reveiw and follow up of reportable incidents <b>EVIDENCE:</b> P&P, documentation of reportable incidents that were reported, reviewed and followed up on. Done in accordance with process and guidelines set out by the Ministry of Health.	
	Incident reporting and Investigation Form (identify root cause and corrective actions) Those that lead investigations been trained		
	System to confrim management communicates OHS issues to workers OHS records/statistics analyzed to identify trends		
Element 10 System Administration	OHSMS evaluation or action plan completed annually and a plan developed to address deficiencies identified	<b>Standard 19.1</b> - An operator must establish, implement and maintain documented quality improvement policies and programs to evaluate and improve the delivery of health care. <b>EVIDENCE:</b> Quality Assurance P&P, issues log with root cause analysis, trending reports and benchmarking, QI utilized to improve service, development of QI strategies, plans of action, surveys	