

HUMAN RESOURCES

SECTION G

EMPLOYEE HEALTH AND SAFETY

Section G

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Horizons Centre	<p style="text-align: right;">Section G: Employee Health & Safety Human Resources</p>
Policy G1:	Employee Health and Safety
Policy:	<p>Horizons Centre will provide a safe and healthy work environment through regulated practices.</p>
Guiding Principle:	
Cross Reference	<p>Occupational Health and Safety Worker's Compensation Board Alberta Clean Air Act HR Downloads W.H.M.I.S. 2015</p>
Date Approved	January 22, 2008
Revised Date	May 3, 2018

Horizons Centre	<p style="text-align: right;">Section G: Employee Health & Safety Human Resources</p>
Procedure G1:	Employee Health and Safety
Procedure	<p>1.1 EMERGENCY TREATMENT AND FIRST AID</p> <p>Horizons Centre employees providing support to clients will be certified in First Aid.</p> <p>Employees shall:</p> <ul style="list-style-type: none"> • treat medical emergencies that are within the scope of their training • follow Standard First Aid procedure as per training • if necessary, phone 911 and follow instructions as given by the 911 operator. <p>When accompanying an individual to the hospital the employee shall:</p> <ul style="list-style-type: none"> • contact the Executive Director • abstain from authorizing any treatment or procedure • wait with the individual until authorized to leave <p>1.2 EMPLOYEE ACCIDENT REPORTING</p> <p>All employees who are injured or experience a sudden occurrence of illness are required to report the same to their immediate supervisor as soon as possible. A work related injury or illness report shall be completed and submitted to their supervisor.</p> <p>a) On the Job Accidents</p> <p>Minor Accidents:</p> <p>All minor accidents requiring first aid will be recorded on a <i>First Aid Treatment Record</i> located at the main First Aid station in the Front Office.</p> <p>Injuries that have the potential of becoming a Workers Compensation claim at a later date require a doctor's visit and a completed <i>Workers Compensation Form</i> which must be completed within 24 hours.</p> <p>If the employee is seeking medical attention for the injury, the doctor must be informed that this is a Workers Compensation Claim.</p> <p>Worker Compensation forms must be submitted to the Workers Compensation Board within 72 hours of the occurrence.</p>
Date Approved	January 22, 2008
Revised Date	May 3, 2018

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G1:	Employee Health and Safety (continued)
Procedure:	<p>1.2 EMPLOYEE ACCIDENT REPORTING (continued)</p> <p>a) On the Job Accidents (continued)</p> <p>Serious injuries:</p> <p>Serious injuries or accidents of an employee at a work site require a <i>Workers Compensation Form</i> as well as an <i>Accident Report</i>. The accident report must include:</p> <ul style="list-style-type: none"> • time • place • nature of the accident • employer’s investigation into the circumstances surrounding the accident • written eyewitness reports • corrective action taken by the employer to prevent reoccurrence of the accident <p>Occupational Health and Safety Director of Inspections will be notified by the Executive Director of any serious injuries or accidents causing death.</p> <p>All accidents and injuries shall be reviewed by the Health and Safety/Management Team as required.</p> <p>b) Accidents After Hours:</p> <p>Agency employees who are enrolled in the Agency benefit program are covered for accidents on a 24 hour, 7 day a week basis.</p> <p>When injured and not able to work, the employee may qualify for Short Term and or Long Term Disability.</p> <p>Process</p> <ul style="list-style-type: none"> • notify immediate supervisor as soon as possible • request insurance medical form for the doctor to complete <p>See Human Resources Policy: <i>Section H- Disability Prevention and Management</i></p>
Date Approved	January 22, 2008
Revised Date	May 26, 2014

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G1:	Employee Health and Safety (continued)
Procedure:	<p>1.3 FIRST AID KITS</p> <p>First Aid kits are located:</p> <ul style="list-style-type: none"> • throughout Horizons Centre as documented on the <i>Emergency Exit Plan</i> • at Community sites as documented on the <i>Site Assessment Form</i> • in all personal and agency vehicles transporting clients <p>First Aid kits will be regularly maintained, at minimum annually.</p> <p>1.4 TORNADO/FIRE DRILLS</p> <p>Tornado Drills will be conducted periodically at Horizons Centre. (See Extreme Wind-Tornado Safety Plan)</p> <p>Fire Drills will be conducted semi-annually at Horizons Centre, and periodically at all community sites. Client Support Workers are responsible for all clients that they are providing coverage for.</p> <p>Horizons Centre fire drill procedure is as follows:</p> <ul style="list-style-type: none"> • prior to a fire drill it will be indicated on the daily minutes • a designated member of the Management Team will follow the procedure for carrying out a fire drill (as posted in front office) • upon hearing the alarm, Client Support Workers will ensure the clients they are supporting are aware of the alarm • once the last individual leaves the program area, C.S.W. is to close the door, ensuring it is unlocked, leaving the lights on and position the room clear indicator across the door • every person will then proceed calmly to the nearest fire exit (as indicated on the <i>Emergency Exit Plan</i>) • all ambulatory persons shall exit first, followed by non-ambulatory persons • once out of the building everyone is to meet at the Muster Point (East side of the parking lot)
Date Approved	January 22, 2008
Revised Date	May 3, 2018

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G1:	Employee Health and Safety (continued)
Procedure:	<p>1.4 FIRE DRILLS (continued) Horizons Centre fire drill procedure is as follows: (continued)</p> <ul style="list-style-type: none"> • the Scheduler or designate will take the schedule and the <i>Client /Guardian Contact Information List</i> • employees will notify Scheduler of any missing clients/co-workers • receptionist or designate will take the visitor sign in/out roster • attendance will be taken and exit time noted • safety review will be conducted and exit time will be documented on <i>Record of Fire Drill Sheet</i> <p>1.5 ACTIONS IN CASE OF FIRE:</p> <ul style="list-style-type: none"> • activate fire alarm • upon hearing the alarm, Client Support Workers will ensure the clients they are supporting are aware of the alarm • once the last individual leaves the program area, C.S.W. is to close the door, ensuring it is unlocked, leaving the lights on and position the room clear indicator across the door • every person will then proceed calmly to the nearest fire exit (as indicated on the <i>Emergency Exit Plan</i>) • all ambulatory persons shall exit first, followed by non-ambulatory persons • once out of the building everyone is to meet at the Muster Point (East side of the parking lot) • the Scheduler or designate will take the schedule and the <i>Client /Guardian Contact Information List</i> • employees will notify Scheduler of any missing clients/co-workers • receptionist or designate will take the visitor sign in/out roster • attendance will be taken • everyone will relocate to the Wetaskiwin Mall • residences and caregivers will be notified and transportation arranged • <i>The Disaster Recovery Plan</i> will be implemented <p>1.6 FIRE SAFETY EQUIPMENT</p> <p>a) Fire Extinguishers</p> <p>Horizons Centre is equipped with fire extinguishers at various locations throughout the building.</p>
Date Approved	January 22, 2008
Revised Date	May 3, 2018

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G1:	Employee Health and Safety (continued)
Procedure:	<p style="text-align: center;">Fire Extinguishers (continued)</p> <ul style="list-style-type: none"> • Employees shall make themselves aware of the locations (refer to <i>Emergency Exit Plan</i>) • Fire extinguishers are located in each Agency Vehicle <p>b) Fire Alarm Systems and Smoke Detectors</p> <p>Horizons Centre is equipped with a fire alarm system which is activated by:</p> <ul style="list-style-type: none"> • pull stations at various locations in the building • "Rate of Rise" heat and smoke detectors <p>This alarm system is connected to a Central Answering System, which notifies the Fire Department.</p> <p>Horizons Centre has a Fire Department Lock Box located outside the main entrance, which contains keys to the building in case of an emergency. (accessed only by Wetaskiwin Fire Department)</p> <p>The building is also equipped with a heat activated fire prevention door between the woodworking area and the garage.</p> <p>1.7 INSPECTIONS/CERTIFICATIONS</p> <p>Building</p> <ul style="list-style-type: none"> • applicable inspections will be arranged as necessary • inspection sheets will be maintained by the Agency in the administration office • all applicable regulations and suggestions will be adhered to by all staff • all exits will be maintained and remain clear and accessible at all times • all exits will be marked with illuminated exit signs <p>Fire Equipment Certification</p> <ul style="list-style-type: none"> • fire extinguishers are inspected professionally as per schedule indicated by documentation on the fire extinguisher • fire alarm system is examined and certified annually by a qualified technician
Date Approved	January 22, 2008
Revised Date	May 3, 2018

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G1:	Employee Health and Safety (continued)
Procedure:	<ul style="list-style-type: none"> • the certificate of inspection for the alarm system shall be kept in a frame on the wall beside the control panel <p>1.8 CLEAN AIR</p> <ul style="list-style-type: none"> • All employees of Horizons Centre shall comply with the <i>Alberta Clean Air Act</i>. Further to this act, employees will refrain from smoking / vaping in any vehicle while transporting clients. • Smoking / vaping is permitted in designated areas outside of the Agency and Facility Sites at break/ lunch time. • Client coverage must be arranged prior to going out. Client coverage should be arranged between fellow smokers / vapers. • Cigarette butts are to be disposed of in the proper receptacle. <p>1.9 FOOTWEAR</p> <p>Employees regularly scheduled with clients are required to wear footwear with flat soles, closed toed, closed backs that do not easily slip off.</p> <p>Employees will wear appropriate footwear based upon the environment they are working in, and activity they are performing.</p> <p>1.10 GENERAL</p> <p>Employees will:</p> <ul style="list-style-type: none"> • eliminate safety hazards as they see them; if they can't eliminate the hazard, report it to the Program Director • ensure all spills are cleaned up immediately • clean dishwasher, fridge, ovens and stoves on a regular basis • ensure safe food handling practices are used • ensure designated eating areas are cleaned after each use • dispose of their personal food from the refrigerator accordingly • ensure washroom cleanliness is maintained as needed • report all concerns regarding health and safety to the Program Director; Program Director will address and record concerns • use universal precautions and ensure that clients are aware of and are using universal precautions • assess the client's abilities and provide necessary support in the use of cleaners that may pose a health risk • use tools, PPE and other equipment properly, in accordance with relevant safety instructions and training
Date Approved	January 22, 2008
Revised Date	May 3, 2018

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G1:	Employee Health and Safety (continued)
Procedure:	<p>1.11 STORAGE AND HANDLING OF HAZARDOUS MATERIALS</p> <p>Hazardous/Dangerous materials shall be stored according to Occupational Health and Safety Standards.</p> <p>Each work site shall ensure that sufficient care is exercised in this area, with locked storage available when required.</p> <p>All potentially dangerous products shall be labelled according to W.H.M.I.S. 2015.</p> <p>Flammable substances such as gasoline, propane, etc. shall be stored in containers in a safe manner.</p> <p>All employees shall:</p> <ul style="list-style-type: none"> • complete training in W.H.M.I.S. 2015 • familiarize themselves with the potential hazards involving the chemicals they are using by referring to Safety Data Sheets (S.D.S.) • take necessary safety precautions • record the information on the risk assessment form • assess and train clients in the safe use of the products
Date Approved	January 22, 2008
Revised Date	May 11, 2016

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G1:	Employee Health and Safety (continued)
Procedure:	<p>1.12 SECURITY AND VIOLENCE IN THE WORK ENVIRONMENT</p> <p>a) Personal Safety</p> <ul style="list-style-type: none"> • Horizons Centre provides for the safety of employees and personal property. • Employees will be given work assignments within the scope of their ability. • Employees shall follow Occupational Health and Safety Standards when working alone. <i>See Human Resources Policy -Working Alone (G3)</i> • Personal phone numbers or information shall not be given out without authorization. <p>b) Personal Property</p> <ul style="list-style-type: none"> • Employees shall respect each other's personal property. • Valuables should not be brought to work and if they are should be stored in an area that is secure. • The Agency will not assume any liability for damage to personal property. • Employees shall pursue third party damage claims without the involvement of the Agency. • The Agency is not responsible for loss or damages to personal property due to personal neglect or carelessness on behalf of the employee. <p>c) Prevention of Violence in the Workplace</p> <p>Violence will not be tolerated and shall be grounds for dismissal. The R.C.M.P. will be contacted.</p>
Date Approved	January 22, 2008
Revised Date	June 9, 2014

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G1:	Employee Health and Safety (continued)
Procedure:	<p>1.13 TRAUMA RESPONSE</p> <p>Horizons Centre will assist employees to deal with trauma, through debriefing and/or support to access counselling, following traumatic workplace events.</p> <p>1.14 ALCOHOL/SUBSTANCE ABUSE AND DEPENDENCY</p> <p>Horizons Centre will treat any employee with an alcohol/substance abuse problem or dependency in a fair manner with respect for personal privacy and dignity. The organization will work with the employee to encourage rehabilitation.</p> <p>a) Alcohol/Substance Abuse</p> <p>Consumption of alcohol or substances, such as prescription medication or illegal drugs that result in unacceptable or impaired work performance during working hours may result in:</p> <ul style="list-style-type: none"> • suspension pending investigation • employee counselling • employee participation in a rehabilitation program • discipline or dismissal without notice or pay in lieu of notice <p>If an employee is found to be impaired or under the influence while at work Horizons Centre shall arrange for transportation home.</p>
Date Approved	January 22, 2008
Revised Date	May 15, 2018

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G1:	Employee Health and Safety (continued)
Procedure:	<p>1.14 ALCOHOL/SUBSTANCE ABUSE AND DEPENDENCY</p> <p>b) Alcohol/Substance Dependency</p> <p>Horizons Centre will assist any employee who asks for help due to alcohol/substance dependency with the appropriate support.</p> <p>A leave of absence may be granted to employees participating in a rehabilitation program.</p> <p>Employees are expected to actively participate in their rehabilitation.</p> <p>Horizons Centre reserves the right to invoke an <i>Agreement for the Continuation of Employment</i> in accordance with an employee’s commitment to become, and remain alcohol and drug-free. The Agreement will outline the conditions governing the employee’s return to the job and the consequences for failing to meet the conditions.</p> <p>If employees do not cooperate and participate in their rehabilitation plan or achieve required job performance improvements within appropriate time frames, discipline or dismissal without notice or pay in lieu of notice may result.</p> <p>1.15 MEDICATION/MEDICAL CONDITIONS</p> <p>Employees are responsible for the safe storage of their personal medications in the workplace.</p> <p>Employees are responsible for taking appropriate precautions concerning their medical conditions (e.g., carry Epi-pen, wear medic alert bracelet).</p> <p>Employees experiencing negative side effects of medications shall inform their immediate supervisor as soon as possible.</p> <p>If an employee is found to be impaired or displaying unacceptable work performance due to medication, they may be required to take time off or have modified work hours.</p>
Date Approved	January 22, 2008
Revised Date	November 3, 2014

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G1:	Employee Health and Safety (continued)
Procedure:	<p>1.16 EMERGENCY CONTACT</p> <p>An employee shall inform their immediate supervisor regarding any of the following incidents occurring during working hours:</p> <ul style="list-style-type: none"> • death • suicide/attempted suicide/threat of suicide • serious illness/injury/accident (requiring medical attention) • request for emergency services (police, fire, medical) • abuse, mistreatment, assault and/or allegation-as stated in Client Services Policy/Procedure E2 • breach of confidentiality (according to agreements in Horizons Centre Confidentiality Agreement) • negligence or wrongful administration of medication • infectious disease • client/staff absence without approval (A.W.O.L.) • fire/safety/property damage detrimental to the program • client major behaviours of concern (severe temper outburst, severe non-compliance, breaking of laws and policies, threats of harm, physical aggression to self/others/property) • emergency use of restrictive procedures • hostage taking/hostile situation/security risk • questionable visitors or unwanted visitors • any apparent criminal act
Date Approved	January 22, 2008
Revised Date	March 30, 2015

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G1:	Employee Health and Safety (continued)
Procedure:	<p>1.17 INFECTIOUS CONDITIONS/COMMUNICABLE DISEASES</p> <p>Any employee having an infectious condition or communicable disease (other than the common cold or flu) shall:</p> <ul style="list-style-type: none"> • inform Horizons Centre immediately • if at work, notify immediate supervisor so that coverage can be arranged • contact Alberta Health Services for information regarding incubation periods, contagious periods and recovery time • remain at home for time period recommended by health care professional • get medical clearance from the doctor before returning to work • provide note from doctor substantiating the ability to return to work <p>Any employee supporting a client displaying symptoms of an infectious condition or communicable disease shall notify the appropriate coordinator/supervisor immediately.</p> <p>1.18 HEALTH AND SAFETY COMMITTEE</p> <p>Horizons Centre shall utilize an ad hoc Health and Safety Committee to deal with health and safety issues in the work environment.</p> <p>The committee will:</p> <ul style="list-style-type: none"> • review any health and safety concern reported and make recommendation for action to the Executive Director • identify any situations which may be unhealthy or unsafe and make recommendations for action to the Executive Director • review all minor accident and serious injury reports and make recommendations to the Executive Director for correction of any unsafe practices or conditions • recommend to the Executive Director training or educational programs regarding the health and safety of employees • review relevant information from W.C.B./First Aid Treatment Records to prevent future illness/injury
Date Approved	January 22, 2008
Revised Date	May 15, 2018

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G1:	Employee Health and Safety (continued)
Procedure:	<p>1.19 TRAINING AND REVIEW</p> <p>Horizons Centre will provide safety training for all employees specific to position.</p> <p>Employees working with specialized equipment will receive operational and safety training pertinent to the equipment. This training will be recorded on the employees <i>Human Resource Development and Training Form</i>.</p> <p>Employees of Horizons Centre will review the <i>H.C. Occupational Health and Safety Binder</i> and procedures annually to ensure compliance to regulations.</p> <p>Copies of the <i>Occupational Health and Safety Act</i> are located in the Resource Room and Coordinator's offices.</p> <p>1.20 COMPLIANCE</p> <p>Health and safety violations will be dealt with in the same manner as any other work related problem, employees will be disciplined for health and safety concerns which include:</p> <ul style="list-style-type: none"> • disregard or violation of the organization's health and safety procedures • failure to report accidents/incidents involving employees, clients, volunteers, visitors and equipment • being under the influence of alcohol or drugs during work hours • endangering the health and safety of a client or fellow employee
Date Approved	January 22, 2008
Revised Date	July 26, 2012

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Policy G2:	Closure Due to Weather or Other Emergency
Policy:	<p>Horizons Centre may close in response to inclement weather conditions, impending severe weather conditions or other emergencies that pose an unusually high risk to the safety of clients and staff.</p>
Guiding Principle:	
Cross Reference	
Date Approved	January 22, 2008
Revised Date	May 15, 2018

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G2:	Closure Due to Weather and Other Emergency
Procedure:	<p>The Executive Director will evaluate the potential risks to clients and staff based on recommendations of the RCMP and other emergency response information services. The Agency may be closed for the following reasons:</p> <ul style="list-style-type: none"> • extreme weather (e.g., snow, hail) • extreme road conditions • tornado or tornado warnings (<i>see Extreme Wind-Tornado Safety Plan-OH&S Binder</i>) • utility emergencies (e.g., heat, water or electricity) • major catastrophes in the Agency and/or community (e.g., fire, bomb threats) within close proximity to the Agency • pandemic (<i>see Pandemic Procedure Plan -OH&S Binder</i>) <p>All staff are encouraged to assess the risks regarding the weather and road conditions and act accordingly.</p> <p>Agency closure prior to commencement of work day</p> <p>The Executive Director will, prior to 7:00 a.m.:</p> <ul style="list-style-type: none"> • implement the <i>Emergency Call List</i> <p>Agency closures during the day</p> <p>All caregivers will be contacted informing them that individuals should remain at home or return home immediately.</p> <p>Staff members will be given the option of returning home or assistance in finding a place to stay in the community.</p> <p>Site Closures</p> <p>Site(s) may be closed if, in the opinion of the Executive Director or designate, clients or staff would be at risk.</p>
Date Approved	January 22, 2008
Revised Date	October 6, 2014

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Policy G3:	Working Alone
Policy:	Horizons Centre ensures that due diligence is taken with regard to staff working alone or in isolation, to reduce, eliminate, or control identified and potential risks.
Guiding Principle:	Horizons Centre is committed to the health, safety and well-being of our employees, and will strive to ensure that all appropriate safeguards are enacted to protect our employees that must work alone or in isolation, as per the Occupational Health and Safety Code part 28.
Cross Reference	Occupational Health and Safety Code
Date Approved	June 19, 2012
Revised Date	May 15, 2018

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G3:	Working Alone
Procedure:	<p>Definition For the purposes of this policy, “to work alone” means to work alone at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency.</p> <p>Agency will:</p> <ul style="list-style-type: none"> • Develop and implement risk assessment/hazard control and prevention for all sites • Develop and implement safe work procedures to eliminate or reduce the identified risks to staff working alone or working in isolation • Train staff in the safe work procedures • Review and revise the risk assessment and procedures no less than annually • Review and revise the risk assessment if circumstances at a workplace change in a way that poses a risk to the safety or health of an employee working alone or in isolation • Ensure Agency vehicles are fitted with a First Aid Kit • Ensure staff have access to a cell phone • Develop and implement a check in process for those working alone or in isolation • Have a written log of contact between the Agency and the staff who is working alone or in isolation • Respond to the code word (“Team”) that is a signal from staff requiring immediate assistance. <p>Employees will:</p> <ul style="list-style-type: none"> • Cooperate and comply with the health and safety procedures set out by the Agency • Review risk assessment and hazard control information regularly • Take reasonable care/precautions to look after one’s own health and safety as well as the safety of others around • Have a cell phone available at all times • Check in with the Agency at designated times • Use the code word “Team” in an event of a potentially violent situation where phoning and saying the word help or asking for assistance may escalate the situation. <ul style="list-style-type: none"> ○ Utilize the code word “Team” in a sentence to indicate to the person on the other end of the phone that a crisis is occurring, and support is needed. ○ The call recipient will ask if a coordinator is needed, and if police need to be dispatched. ○ Outside of regular business hours contact a member from the Management Team. ○ If situation warrants, the police can be called immediately.
Date Approved	June 19, 2012
Revised Date	May 15, 2018

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Policy G4:	Hold and Secure / Lockdown
Policy:	<p>Horizons Centre will implement an emergency procedure intended to secure and protect all individuals during situations that pose immediate threat.</p>
Guiding Principle:	<p>This procedure is used when it maybe more dangerous to evacuate the building than stay inside. By controlling the entry/exit and movement within the facility, emergency personnel are better able to contain and manage any threats.</p>
Cross Reference	
Date Approved	May 16, 2018
Revised Date	

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G4:	Hold and Secure / Lockdown
Procedure:	<p>Definitions:</p> <p>Hold and Secure: A response to an ongoing situation outside that requires all persons to remain in the building. All exterior doors are locked. Exit and entry of the building will be monitored and allowed based on threat. Exterior windows should be covered if possible. Otherwise normal operations may continue in the building.</p> <p>Lockdown: A response to an active threat of serious violence or harm, that is perceived to exist. Normal operations immediately cease. Movement into the building is restricted and people inside are instructed to take cover, hiding in place.</p> <p>Hold and Secure</p> <ol style="list-style-type: none"> 1. The P.A. system will be used to initiate the Hold and Secure procedure. 2. The entrance/exit doors to the building will be locked. 3. The Emergency Communications procedure will be initiated. 4. Management / Designate(s) will be stationed at the main doors to monitor and determine safe entry and exit. 5. Management in consultation with Emergency Services will determine when to end the Hold and Secure. 6. Once Hold and Secure has ended, all exterior doors will be unlocked. Designated person(s) will be stationed at the doors for a period of time to explain that the Hold and Secure is over. 7. The Executive Director / Designate will prepare a statement and/or a fact sheet to respond to inquiries. 8. A debrief will be held with all staff and individuals involved.
Date Approved	May 16, 2018
Revised Date	

Horizons Centre	<p style="text-align: right;">Section G: Employee Health and Safety Human Resources</p>
Procedure G4:	Hold and Secure / Lockdown
Procedure:	<p><u>Lockdown</u></p> <ol style="list-style-type: none"> 1. The P.A. system will be used to initiate the Lockdown procedure. 2. Emergency Services (9-1-1) will be called and instructions provided will be followed. 3. If the threat is not in the building, exterior doors will be locked. Access in and out will be prohibited. 4. The Emergency Communications procedure will be initiated. 5. Staff will: <ol style="list-style-type: none"> a. Ensure that everyone is kept as safe as possible by taking cover (e.g., lock internal doors, close drapes, move furniture; keep people away from and below the level of windows, doors and other exposed areas). b. Instruct everyone to remain calm and quiet. c. Instruct everyone to place their phones on silent mode. d. Ensure the doors remain closed and locked until officially advised that it is 'all clear' from Emergency Services or management. 6. Staff/individuals who are outside: Unless otherwise instructed, will go to the Wetaskiwin Mall. 7. Directions from Emergency Services will be followed with respect to ending the lockdown ('all clear'). 8. Management will relay 'all clear' instructions to staff and individuals by the most rapid and efficient means. 9. The Executive Director / Designate will prepare a statement and/or a fact sheet to respond to inquiries. 10. A debrief will be held with all staff and individuals involved. <p>Training</p> <p>Drills will be conducted annually.</p>
Date Approved	May 16, 2018
Revised Date	