INDEX

KEY								
AD	Administration	CR	Client Resources	FN	Finances			
HR	Human Resources	HS	Health and Safety	MD	Medication			
PPP	Pandemic Plan Protocols	SR	Staff Resources	SS	Support Services			

Absenteeism Review Program	HR000
Abuse	AD000
Abuse Prevention Training	SS180
Accessible Customer Service Plan	AD005
Alcohol, Prescription, Non-Prescription or Recreational Drugs (Use of)	AD001
Annual Policy Review	AD004
Assessment for New Applicants for Service	HS298
Authority to Grant Leaves, Vacation, and Holidays	AD007
BBQ Safe Handling / Propane Safe Handling	HS022
Back Up Response Reporting	SS011
Backup System	SS010
Bathing/ Showering Policy – Safety Supervision	SS045
Behaviour Support Plan	SS007
Blister Pac(s), Receiving/Reordering Medication	MD170
Cancellations, ESS/CLS and Residential Locations	SS040
Cancellations, Cross Module ESS/CLS/POS	SS030
Carbon Dioxide	PPP011
Cash Boxes in Individual's Homes	AD121
Casual Hours Sign-up Procedures	HR015
Cellular Phone and Electronic Devices for Communication (Use of)	SS156
Central File Service Records / Archives Information	AD002
Charitable Donations (Use of)	FN020
Cleaning Guidelines Highmark Cleaner	SR008
Cleaning Guidelines Quat Plus	SR010
Cleaning Guidelines Spray Nine	SR009
Client Screening Protocol and Sample of Tool	PPP002
Client Transport	PPP005
Code of Conduct & Discipline Process	HR022
Compassionate Leave	HR021

Fire Drills in 24 Hour Homes/ Testing Procedures	SS175
Fire Emergency Response Plan (Avenue II Office)	HS053
Fire Extinguishers in Homes	HS054
First Aid Kit Use and Maintenance	HS057
Food and Nutrition	SS100
General (Yellow) Information binders in residential locations	AD003
General Office Procedures	AD060
Guidelines for Delivering Discipline	HR065
Hand Sanitizing	SR007
Hand Washing	SR006
Hand Washing- Client	CR000
Health	SS023
Health Monitoring	SS013
Health and Safety Policy Statement	HS002
Health and Safety Responsibilities, Managers / On-Call Supervisors	HS005
Health and Safety Responsibilities, Senior Management	HS004
Health and Safety Responsibilities, Worker / Supplied Labour	HS006
Hiring Procedures / Offer of Employment- External Competitions	HR070
Hiring Procedures / Offer of Employment-Internal Competitions	HR071
Home Support Workers' Scheduled Days Off	HR075
Hours of Work for Regular Part-Time Employees	HR076
How to Put on and Take off Personal Protective Equipment (PPE)	SR005
How to Properly Wear Your Mask	SR001
How to Use Lerkonn Infrared Thermometers	SR004
Illness / Injury Accommodation	HS015
Incident / Injury Investigation	HS012
Incident Reporting System	AD082
Individual Support Plans and Planning Process	SS004
Individuals under the Influence of Alcohol in 24-Hour Support Locations	SS127
Injections	MD080
Injury / Illness Reporting	HS010
Intake Process for Prospective and New Clients	SS212
Internal Competitions, Hiring Procedures / Offer of Employment	HR071
Internal Competition Process/ Appointment Process	HR078

Non-Prescription Medications	MD132
Non-Routine Work Procedure	HS130
Notifications – Accident, Explosion, or Fire Causing Injury/Occupational Illness	HS009
On-going Conditions of Employment	HR140
Operational Requirements of Organization / Guidelines for Vacation Approval	HR144
Out-of-Town Travel Requirements	SS155
Paperwork While Supporting	AD148
Personal Cellular Phone and Electronic Devices for Communication (Use of)	SS156
Personal Development Plan	HR150
Personal Relationships	HR151
Pets in the Workplace	SS157
Planned Physical Restraint	SS008
Point of Care Risk Assessment/	PPP009
Personal Protective Equipment during the Pandemic	
Policy Reading	HR050
Prevention of Slips, Trips, and Falls	HS152
Prevention of Slips, Trips, and Falls – Proper Footwear	HS151
PRN Protocol	MD010
Procedure for Support	MD180
Process for Holiday coverage under article 28.01 and Holiday day off in Lieu	HR010
Professional Boundaries	SS209
Profile, Medication / Treatment	MD125
Prohibited Products	HS154
Promotion / Transfer Orientation	HS156
Protocol for a Missing Person	AD156
Protocol for a Serious Occurrence	AD155
Protocol for Cleaning and Disinfection of Residential Work Locations	PPP006
Protocol for Deliveries and Staff Shopping	PPP001
Psycho-tropic or Behavior Altering PRN Medication	MD135
Rapid Antigen Testing (RAT) Frequency Law- Staff	PPP013
Rapid Antigen Testing (RAT) on Clients by Staff	PPP012
Receiving Blister Pac(s) or Treatment and Expired Medication Check	MD170
Reporting a Health and Safety Hazard	HS020
Request for Leave (Forms)	AD170

Working Alone	HS295
Workplace Observations	HS222
Workplace Inspections	HS080
Working Late at the Office, 122 South Cumberland Street	HS302
Workplace Violence and Harassment Policy Statement	HS300