

Safe & Well Waypoint

TO: All Waypoint Staff
FROM: Emergency and Security Services Office
RE: Staff Personal Possessions and Office Security
DATE: **March 1, 2023**

Waypoint is committed to providing a healthy and safe living and working environment through the classification and identification of items allowed on in-patient programs, patient accessible areas and at the Hospital, outside of controlled spaces.

All staff at Waypoint must contribute to a safe and therapeutic environment consistent with the rehabilitation objectives of the Hospital.

Collectively it is everyone's responsibility to ensure a commitment in providing a healthy and safe living and working environment, ensuring that Policies and Procedures are followed.

Examples of prohibited and restricted items, or items that have the potential to cause harm or increase the risk of workplace violence include, but are not limited to the following;

- Items that may be used to cause or be adapted to cause injury e.g. metal items, sharp items, glass.
- Items that may increase the risk of workplace violence if entering the hospital. e.g. lighters, matches, ligatures,

Actions that may increase the risk of workplace violence include, but are not limited to;

- Not checking in with the care desk when entering a program.
- Not testing your personal alarms daily.
- Not locking doors or rooms and offices that are accessible to patients when not in use.
- Leaving your vehicle unlocked.
- Leaving items in the box of your truck accessible.

For a full list of items and examples, please review the Staff Personal Possessions and Office Security – Prohibited & Restricted Items Policy/ Procedure <https://powerdms.com/home> and check with your Managers for the most updated in-patient allowable items lists.

Please remember to always reflect on the items you bring to the hospital and make sure they do not create an unsafe environment.

Thank you for doing your part to keep our hospital safe and secure.

Ryan Cole

Manager of Emergency and Security Services