

Safe & Well Waypoint

TO: All Waypoint Staff
FROM: Emergency and Security Services
RE: **Healthy and Safe Working Environment**
DATE: **May 29th 2023**

As part of the commitment to maintain a professional and secure working environment, we would like to remind all staff of the dress code policy and procedure and the uniform policy where applicable.

Clothing/ Footwear and accessories:

- Clothing must be appropriate for the performance of assigned, be clean, properly fitted, and in good repair.
- Any articles of clothing bearing text, symbols or images pertaining to alcohol or drug use/advertising, or anything that may constitute harassment under the prohibited grounds identified in the Ontario Human Rights Code, may not be worn at any time.
- Staff are required to wear footwear for their health and safety that is appropriate to their work assignment and responsibilities.
- Staff should also be mindful of accessories that have the potential to cause harm or increase the risk of workplace violence and that it does not interfere with your duties as an employee, e.g. long earrings, heavy chains, etc.

Identification badges:

- Approved hospital identification badges must be worn at all times while on hospital property on the front upper torso with the photo facing outward in clear view. Hospital identification cards must not be altered or defaced in any manner.
- This identification is crucial for security and identification purposes. It helps ensure that only authorized personnel are permitted into secure areas, offering an added level of security, and helps patients and visitors identify staff members easily.
- Badges should also be worn with a functional and tested personal alarm(s) (audible pendant, Elpas where applicable).
- Note that it is mandatory to report any lost or stolen cards or keys immediately.

By adhering to these policies and procedures, we can collectively support a safe and secure environment for all staff, patients, and visitors. We thank you for your continued dedication to providing excellent healthcare services with safety and security in mind. (For additional information please visit the Power DMS Site)

Thank you
Emergency and Security Services