

# Kingston Health Sciences Centre

## CORPORATE POLICY MANUAL

**Subject: Health & Safety Training for Workers**

**Number: 02-196**

**Issued by:** President and Chief Executive Officer

Page: 1 of 6

Original Issue: 2024.11

Revised: 2026.03

---

### 1. Introduction

Kingston Health Sciences Centre (KHSC) is committed to ensuring that all workers receive appropriate health and safety training to protect themselves, their colleagues, and their patients. Effective training promotes safe work practices, reduces the risk of workplace injury/illness and supports compliance with the [Occupational Health & Safety Act](#). This policy outlines the requirements for corporate and department specific health and safety training.

### 2. Policy

KHSC requires all workers to complete health and safety training appropriate to their position, work area, and associated hazards, in accordance with [Regulation 67/93 Health Care and Residential Facilities](#). Assigned health and safety training, including training on health and safety related measures and procedures, is considered mandatory training under this Regulation. Records of training will be maintained.

Health and safety training will be delivered through a variety of methods such as corporate and departmental orientation, in-person instruction, eLearning modules, and department or job-specific training programs.

All workers are expected to participate in mandatory health and safety training. Leaders and KHSC contacts (for learners, volunteers, and affiliates) are responsible for ensuring training is completed, documented, and kept up to date. Leaders are provided with training compliance reports for mandatory training on a regular basis and are responsible for following up with workers when training is not completed.

Health and safety training will be reviewed and updated as needed to ensure ongoing compliance with applicable legislation, KHSC policies and procedures, and organizational needs.

### 3. Scope and Accountabilities

#### 3.1 Scope

3.1.1 This policy applies to all “workers” which, for the purpose of this policy, includes employees, volunteers, learners, credentialed and appointed personnel, and affiliates who perform work for or on behalf of KHSC.

3.1.2 This policy applies to training related to worker health and safety. It does not apply to other non-health and safety related training that workers may be required to complete at KHSC.

#### 3.2 Accountabilities

##### 3.2.1 Employer Accountabilities

3.2.1.1 Provide health and safety training in accordance with the [Occupational Health and Safety Act](#), the [Health Care and Residential Facilities Regulation](#) and other applicable legislation.

This is a controlled document.

Photocopied, printed or versions posted to pages other than the KHSC policy page are considered uncontrolled.

Before using an uncontrolled document, please check version against KHSC Policies Intranet site.

# Kingston Health Sciences Centre

## CORPORATE POLICY MANUAL

**Subject: Health & Safety Training for Workers**

**Number: 02-196**

**Issued by:** President and Chief Executive Officer

Page: 2 of 6

Original Issue: 2024.11

Revised: 2026.03

---

- 3.2.1.2 Ensure that health and safety training programs are developed in consultation with the Joint Health and Safety Committee.
- 3.2.1.3 Maintain centralized records of completed corporate training.
- 3.2.1.4 Support the development, implementation, and evaluation of corporate training programs.
- 3.2.1.5 Ensure that mandatory corporate health and safety training is available and accessible to workers.
- 3.2.1.6 Ensure resources are available for leaders to deliver departmental/unit/job-specific training.
- 3.2.2 **Leader Accountabilities**
  - 3.2.2.1 Ensure workers (including affiliates and learners) are trained in safe work practices for the work they will be doing including the proper use of equipment and personal protective equipment (PPE) as required.
  - 3.2.2.2 Review corporate and departmental training compliance reports regularly and follow up with workers who have not completed the required training and/or refresher training.
  - 3.2.2.3 Ensure new employees receive departmental safety training/orientation as soon as possible following their start date.
  - 3.2.2.4 Maintain departmental/unit training records.
  - 3.2.2.5 Assess and identify health and safety training needs for workers based on legislative changes, organizational priorities, changes to policies, procedures or equipment, safety incidents or inspections, hazard reports, and worker feedback.
  - 3.2.2.6 Create and deliver training to workers when departmental/task specific training is needed. Delegate to and/or engage other resources as appropriate.
  - 3.2.2.7 Set expectations and enforce safe practices within the department.
  - 3.2.2.8 Complete required mandatory leader health and safety training.
  - 3.2.2.9 Communicate relevant health and safety information to workers as received through established leadership and corporate communication channels (e.g. Safety Talk Bulletins, Leadership Exchange, committee meetings, HR xChange sessions, KHSC Now, etc.).
- 3.2.3 **Worker Accountabilities**
  - 3.2.3.1 New employees and leaders must attend Corporate Orientation (New Employee Welcome).
  - 3.2.3.2 Contractors must follow orientation requirements as outlined in Policy [02-195 Contractor Health and Safety](#).
  - 3.2.3.3 Affiliates/vendors must review (at a minimum) Appendix B to this policy and sign off on the KHSC Affiliate Sign In/Sign Out Log (Appendix C) upon arriving at KHSC. Those affiliates and vendors who are at KHSC on a longer term basis may have additional training requirements.

This is a controlled document.

Photocopied, printed or versions posted to pages other than the KHSC policy page are considered uncontrolled.  
Before using an uncontrolled document, please check version against KHSC Policies Intranet site.

# Kingston Health Sciences Centre

## CORPORATE POLICY MANUAL

**Subject: Health & Safety Training for Workers**

**Number: 02-196**

**Issued by:** President and Chief Executive Officer

Page: 3 of 6

Original Issue: 2024.11

Revised: 2026.03

---

- 3.2.3.4 Volunteers must complete a Volunteer Orientation module prior to starting.
- 3.2.3.5 Learners must complete eLearning modules as per 4.4 below. Schools provide documentation to KHSC prior to initiation of learning placements.
- 3.2.3.6 Attend department/unit/job-specific orientation and training.
- 3.2.3.7 Comply with all health and safety training requirements.
- 3.2.3.8 Follow all safe work practices, procedures, and protocols and use personal protective equipment as required.
- 3.2.3.9 Ask questions or request clarification when unsure about safe work practices.
- 3.2.3.10 Maintain any personal certification or qualifications where required for their role.
- 3.2.3.11 Employees must complete mandatory health and safety eLearning modules upon hire and on an ongoing basis.
- 3.2.3.12 Employees participate in refresher training when identified or required.
- 3.2.4 Occupational Health, Safety and Wellness
  - 3.2.4.1 Identify organizational training priorities based on legislative changes, organizational requirements, and safety incident trends.
  - 3.2.4.2 Evaluate the effectiveness of training programs and make revisions when required.
  - 3.2.4.3 Create, maintain and update corporate health and safety training materials.
  - 3.2.4.4 Coordinate JHSC consultation for training content when courses include content related to worker health and safety as part of the development process.
  - 3.2.4.5 Provide training to workplace parties (e.g. frontline workers, leaders, affiliates, volunteers, students etc.) as required.
- 3.2.5 Leadership and Talent Development
  - 3.2.5.1 Provide leaders with monthly compliance reports for mandatory health and safety training.
  - 3.2.5.2 Provide leaders with compliance reports identifying new workers who have attended New Employee Welcome and who require follow up to complete mandatory eLearning.
  - 3.2.5.3 Liaise with Occupational Health, Safety and Wellness when eLearning courses have health and safety content and require consultation with the JHSC.

#### 4. Definitions

**Affiliates:** An individual who is not employed by KHSC but performs specific tasks at KHSC, including contractors or employees of contractors who may be members of a third-party

This is a controlled document.

Photocopied, printed or versions posted to pages other than the KHSC policy page are considered uncontrolled.  
Before using an uncontrolled document, please check version against KHSC Policies Intranet site.

# Kingston Health Sciences Centre

## CORPORATE POLICY MANUAL

**Subject: Health & Safety Training for Workers**

**Number: 02-196**

**Issued by:** President and Chief Executive Officer

Page: 4 of 6

Original Issue: 2024.11

Revised: 2026.03

---

contract or under direct contract to KHSC, departmental assistants, research appointments, and individuals working on KHSC premises, but funded/employed through an external source (e.g. research and university staff on site).

Credentialed and Appointed Personnel: Medical (Physicians), dental, midwifery and extended class nursing individuals who perform specific tasks at KHSC.

Employee: A person directly hired by KHSC, on an ongoing or temporary basis and on a full-time, part-time or casual basis who are on the payroll of KHSC; includes medical residents (unless expressly excluded from the applicable policy).

JHSC: Joint Health and Safety Committee

Leader: Any KHSC or non-KHSC supervisory personnel who supervise one or more workers.

Learners: An individual associated with an Academic Institution performing a placement or training towards achieving credit or certification.

Long-term Affiliate: An affiliate that will be working on a routine basis on KHSC premises will be considered a long term affiliate (e.g. workers from Paladin, Compass, Queen's, etc.). Training requirements will vary by role for long-term affiliates.

Volunteer: An approved individual who donates their time and expertise to perform in a designated uncompensated position on KHSC's Board of Directors or through KHSC's Volunteer Services or Auxiliary organization.

Worker: For the purpose of this policy, includes employees, volunteers, learners, credentialed and appointed personnel, and affiliates who perform work for or on behalf of KHSC.

### 5. Procedures

#### 5.1 Corporate Health and Safety Training Documentation for Employees and Long Term Affiliates.

5.1.1 Mandatory health and safety training is completed and/or tracked in the KHSC learning management system (i.e. Knowledge Now). eLearning courses are automatically tracked. Training records for key in-person health and safety training (e.g. corporate and departmental orientation, Non-Violent Crisis Intervention (NVCI), etc.) are also maintained in the system. Records are submitted to Knowledge Now via the course provider.

5.1.2 Compliance reports detailing mandatory training are sent to leaders on a monthly basis for leaders to review and action with their teams.

#### 5.2 Corporate Orientation Practices

This is a controlled document.

Photocopied, printed or versions posted to pages other than the KHSC policy page are considered uncontrolled.

Before using an uncontrolled document, please check version against KHSC Policies Intranet site.

# Kingston Health Sciences Centre

## CORPORATE POLICY MANUAL

**Subject: Health & Safety Training for Workers**

**Number: 02-196**

**Issued by:** President and Chief Executive Officer

Page: 5 of 6  
Original Issue: 2024.11  
Revised: 2026.03

---

- 5.2.1 Employee start dates are set to allow them to attend corporate orientation at the start of their employment. As part of New Employee Welcome, employees are also required to complete specific eLearning modules related to Health and Safety on the same day. In occasional circumstances, an employee may need to start in advance of a scheduled orientation session. In those circumstances it is the responsibility of the hiring leader to ensure that the employee has the appropriate safety training/awareness to work safely until they attend orientation.
- 5.2.2 Specific compliance reports are sent to leaders when they have new employees to provide confirmation that eLearning has been completed and to prompt follow up from the leader with the new employee if not yet completed.
- 5.2.3 Corporate orientation and initial onboarding will include, but is not limited to, the following content:
  - 5.2.3.1 KHSC's Health and Safety Policy
  - 5.2.3.2 Rights and responsibilities of workers, leaders and KHSC
  - 5.2.3.3 Joint Health & Safety Committee (JHSC) and Health & Safety Representative roles and responsibilities
  - 5.2.3.4 Recognition and control of key hazards in health care and hazard reporting procedures
  - 5.2.3.5 Injury/illness reporting procedures
  - 5.2.3.6 First aid procedures
  - 5.2.3.7 Emergency response protocols
  - 5.2.3.8 Infection prevention and control procedures and hand hygiene
  - 5.2.3.9 Early and safe return to work program
  - 5.2.3.10 Employee health, safety and wellness supports and resources at KHSC
- 5.3 Department/ Job-Specific Training
  - 5.3.1 Leaders will provide, or delegate to others to provide, department-level and job-specific training to new employees and long-term affiliates.
  - 5.3.2 Department/ job-specific training must be documented on the Department/Unit Training Checklist ([Appendix A](#)) or other approved documentation and the document will be maintained by the leader.
  - 5.3.3 After completing departmental orientation, new employees will attest to completion via an eLearning module used to track completion.
- 5.4 Learner Requirements
  - 5.4.1 Learners completing placements at KHSC must complete health and safety eLearning modules as well as a departmental orientation. Records of these are maintained by Medical and Academic Affairs.
  - 5.4.2 These processes are outlined on the [Student Learning and Placement](#) page of the KHSC website. Requirements are also included in the student placement package.
  - 5.4.3 Schools must confirm the student have completed the training and submit the signed training declaration form to KHSC.

This is a controlled document.

Photocopied, printed or versions posted to pages other than the KHSC policy page are considered uncontrolled.  
Before using an uncontrolled document, please check version against KHSC Policies Intranet site.

# Kingston Health Sciences Centre

## CORPORATE POLICY MANUAL

**Subject: Health & Safety Training for Workers**

**Number: 02-196**

**Issued by:** President and Chief Executive Officer

Page: 6 of 6

Original Issue: 2024.11

Revised: 2026.03

---

5.4.4 In addition to the eLearning modules, learners completing placements are required to complete the departmental safety orientation checklist and submit their [record](#) of this to Medical and Academic Affairs at KHSC.

### 6. References

[Occupational Health & Safety Act](#) (R.S.O. 1990),  
[Health Care and Residential Facilities Regulation](#) (O. Reg 67/93),  
[Student Learning and Placement](#) - KHSC website

### 7. Related Documents

02-196 Appendix A Departmental Orientation Safety Training Checklist  
02-196 Appendix B KHSC Health and Safety Requirements for Affiliates  
02-196 Appendix C Affiliate Sign In/Sign Out Log  
Corporate Policy 02-195 Contractor Health and Safety Policy

Authorizing Signature



---

Dr. David Pichora  
President and Chief Executive Officer

This is a controlled document.

Photocopied, printed or versions posted to pages other than the KHSC policy page are considered uncontrolled.  
Before using an uncontrolled document, please check version against KHSC Policies Intranet site.

## Departmental Orientation - Safety Training Checklist

Worker Name: \_\_\_\_\_ Employee # (if applicable): \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_ Manager/Delegate: \_\_\_\_\_

Worker: Upon completion of your departmental orientation and this checklist, access your eLearning module entitled “ Departmental Orientation” and indicate that this has been completed. Keep a copy of this completed checklist for your records.

Leaders: Ensure the employee completes their departmental orientation and this record, and keep a copy of it as evidence of completed Departmental Health and Safety Training.

Safety Training	Date Completed
<p><b>Fire Safety</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Procedures for Code Red including:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Nearest emergency egress</li> <li><input type="checkbox"/> Location of fire extinguishers</li> <li><input type="checkbox"/> Evacuation location</li> </ul> </li> </ul>	
<p><b>Emergency Response &amp; Workplace Violence</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Strategies and safe practices related to working safely including procedures related to working alone, and getting assistance.</li> <li><input type="checkbox"/> Departmental / Site procedures for responding to Emergency Codes or getting Emergency Assistance</li> <li><input type="checkbox"/> Potential violence hazards associated with the role or location</li> <li><input type="checkbox"/> Practices for violence prevention (AOB alerts, Violence Prevention Plans (IPOCs), Communication Tools, Departmental specific practices)</li> <li><input type="checkbox"/> Review of any safety related equipment (e.g. vocera, duress button, points of egress, access control, pinels)</li> </ul>	
<p><b>Workplace Injury</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reporting Workplace injury/illness/exposures and hazards</li> <li><input type="checkbox"/> First aid station location/procedures</li> </ul>	
<p><b>Chemical hazards</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review of hazardous products used in the department</li> <li><input type="checkbox"/> Review of safe work practices, special handling and/or disposal instructions</li> <li><input type="checkbox"/> Use of PPE and where it is accessed</li> <li><input type="checkbox"/> Location/access to safety data sheets</li> <li><input type="checkbox"/> Location and contents of Spill Kit(s)</li> <li><input type="checkbox"/> Code Brown procedure reviewed</li> </ul>	

## Departmental Orientation - Safety Training Checklist

<p><b>Hazards Specific to this Department</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review of unique hazards in the department</li> <li><input type="checkbox"/> Review of safe work practices/procedures for the above-noted hazards</li> <li><input type="checkbox"/> Review of unique safety features for the department (e.g. access control, communication tools)</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>	
<p><b>Musculoskeletal Injury (MSI) Prevention</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Safe patient handling (clinical staff) <ul style="list-style-type: none"> <li><input type="checkbox"/> Mobility Assessments and Checks</li> <li><input type="checkbox"/> Use of assistive devices (transfer boards, lifts, etc)</li> <li><input type="checkbox"/> Pre-use equipment checks</li> </ul> </li> <li><input type="checkbox"/> Material Handling (non-clinical staff) <ul style="list-style-type: none"> <li><input type="checkbox"/> Assistive devices and how to use them</li> <li><input type="checkbox"/> Pre-use equipment checks</li> </ul> </li> <li><input type="checkbox"/> Seated &amp; Standing workstation equipment &amp; adjustment, WOWs</li> <li><input type="checkbox"/> Safe push/pull procedures and limits</li> <li><input type="checkbox"/> Workplace ergonomics relevant to the role/tasks</li> </ul>	
<p><b>Personal Protective Equipment (PPE)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review of PPE use <ul style="list-style-type: none"> <li><input type="checkbox"/> Eye protection (safety glasses, goggles, face shield)</li> <li><input type="checkbox"/> Hand protection (types and limitations of gloves)</li> <li><input type="checkbox"/> Procedure masks</li> <li><input type="checkbox"/> Respirators (N95, P100, chemical)</li> <li><input type="checkbox"/> Gowns, lab coats, aprons</li> <li><input type="checkbox"/> Other _____</li> </ul> </li> <li><input type="checkbox"/> Where PPE is stored/accessed</li> <li><input type="checkbox"/> What procedures/job tasks require PPE</li> <li><input type="checkbox"/> Point of Care Risk Assessment (PCRA)</li> </ul>	
<p><b>Needles/Sharps</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review of safe practices for needles/sharps including use, activation of safety device and disposal.</li> </ul>	

## Departmental Orientation - Safety Training Checklist

<p><b>Equipment</b></p> <p><input type="checkbox"/> Review of safe operating procedures on the following pieces of equipment/tools/machinery:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul> <p><input type="checkbox"/> Procedures for pre-use equipment inspections</p> <p><input type="checkbox"/> Reporting defects and tagging out equipment, maintenance reqs.</p>	
<p><b>Policies/Procedures</b></p> <p><input type="checkbox"/> Review of departmental policies, procedures and safe work practices including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>	
<p><b>Training - Department Specific</b></p> <p><input type="checkbox"/> The employee has completed training on the following (if applicable):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clinical Orientation</li> <li><input type="checkbox"/> Workplace Violence Prevention <ul style="list-style-type: none"> <li><input type="checkbox"/> Non-violent Crisis Intervention</li> <li><input type="checkbox"/> Workplace Violence Prevention (WVP) Training</li> <li><input type="checkbox"/> Gentle Persuasive Approach (GPA) Training</li> <li><input type="checkbox"/> Pinels/Restraints</li> </ul> </li> <li><input type="checkbox"/> Working at Heights/Fall Protection</li> <li><input type="checkbox"/> Respirator Fit Testing</li> <li><input type="checkbox"/> CBRN (Chemical, Biological, Radiological, Nuclear)</li> <li><input type="checkbox"/> Chemotherapy – Safe Practices</li> <li><input type="checkbox"/> Radiation Safety</li> </ul> <p><b>Other: Please specify below</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>	

# **KHSC Health & Safety Requirements for Affiliates**

To be reviewed by all Vendors, Consultants, Working visitors, and  
Non-Construction/Non-Maintenance Contractors prior to receiving ID Badge

---

## **Welcome to Kingston Health Sciences Centre.**

KHSC is committed to making your time at KHSC and safe and healthy one for you, our staff, and our patients. We require all those on the premises to engage in safe behaviour and adhere to safe practices and policies. The health and safety requirements listed below are for your protection and guidance when on KHSC premises. They are to be followed at all times and misconduct or contravention may lead to you being asked to leave the property or may result in termination of your contract.

1. As part of your work/visit to KHSC, you are required to sign in and out, obtain and return an ID badge, and review and sign off on KHSC's health and safety requirements (this document).
2. ID Badges must be worn and be visible at all times when on KHSC property. ID Badges are not transferable and must be used only by the person to whom it was issued. Any lost or misplaced ID Badges MUST be reported immediately to Security at extension x64142. Return your badge at the end of your work/visit.
3. Your KHSC contact will escort you to the location you will be working. Your access shall be limited to your assigned work area(s) and KHSC public areas.
4. All work performed within/on behalf of KHSC must be in accordance with all Legislation (e.g. Occupational Health and Safety Act and its Regulations, Building Code, Fire Code, etc.) and KHSC policy.
5. All accidents, incidents and injuries must be reported immediately to your KHSC contact.
6. KHSC is committed to providing a work environment that is safe, secure, and respectful for all persons. KHSC will not tolerate harassment or any form of violence including abuse, aggression, or threatening behaviour. Behaviour shall be professional and appropriate at all times and any case of inappropriate behaviour should be reported to your KHSC contact.
7. Dress code - Tank tops and cut off shorts are not acceptable. Footwear must have an enclosed toe and heel, be of a low height and be slip resistant when working or visiting a patient care area, clinic, laboratory, food handling area, and any area where wheeled equipment is in use. Running or walking shoes are examples of appropriate footwear. Crocs are only permitted in cases where they provide for a fully enclosed toe and heel/heel strap. Safety shoes are required in designated areas or as per the work being completed.
8. Appropriate personal protective equipment (PPE) must be used where indicated. This may include but is not limited to: hearing protection, safety glasses, gowns, masks, respirators, safety footwear, etc. If you are unsure about what PPE is required for your work, please speak to your KHSC contact.

## **KHSC Health & Safety Requirements for Affiliates**

To be reviewed by all Vendors, Consultants, Working visitors, and  
Non-Construction/Non-Maintenance Contractors prior to receiving ID Badge

---

9. Hand Hygiene is important to the wellbeing of patients and staff; use the hand sanitizers upon entering KHSC and regularly thereafter depending on the nature of your work.
10. Equipment - Do not operate any equipment without being given proper instructions and do not use KHSC's equipment unless authorized to do so.
11. All equipment used must be in safe operating condition and pre-use inspections must be completed as required. Tools and dangerous objects must not be left unattended.
12. Safety data sheets (SDS's) are required for any chemicals brought into the facility. The chemical must be pre-approved via your KHSC contact prior to their arrival on site.
13. Good housekeeping practices must be maintained when on site; dispose of materials in a manner that will not endanger others.
14. Take care to avoid creating slip/trip hazards. Ensure cords and equipment are used in a manner that does not create risk to others.
15. Fire doors must not be wedged open. If repeated access is required, speak to Security or your KHSC contact. Maintain clear and safe emergency exit paths at all times.
16. Adhere to all Emergency Procedures and utilize the Emergency Phone x4444 for emergency assistance. For off-site KHSC locations, call 911 where emergency response by police, ambulance and/or fire is required.
17. Be aware of other Emergency Response Codes that may be called via the overhead paging system and follow the directions provided by your KHSC contact or other designated person. Those marked with asterisks are the most likely to have an impact on your work and you should be aware of necessary steps.

<b>Code Red</b>	<b>=</b>	<b>Fire</b>
<b>Code Green</b>	<b>=</b>	<b>Evacuation Alert</b>
<b>Code Brown</b>	<b>=</b>	<b>Unknown Spill or Chemical/Biological/ Radioactive Spill</b>
<b>Code Aqua</b>	<b>=</b>	<b>Flood, Leak</b>
<b>Code Yellow</b>	<b>=</b>	<b>Missing Patient</b>
<b>Code White</b>	<b>=</b>	<b>Violent Episode</b>
<b>Code Blue</b>	<b>=</b>	<b>Adult Cardiac Arrest</b>
<b>Code 99</b>	<b>=</b>	<b>Medical Emergency</b>
<b>Code Pink</b>	<b>=</b>	<b>Pediatric Cardiac Arrest</b>
<b>Code Orange</b>	<b>=</b>	<b>Disaster External/Mass Casualty</b>
<b>Code Black</b>	<b>=</b>	<b>Bomb Threat</b>
<b>Code Silver</b>	<b>=</b>	<b>Active Shooter</b>
<b>Code Purple</b>	<b>=</b>	<b>Hostage Situation</b>
<b>Code Grey</b>	<b>=</b>	<b>External Air Exclusion</b>

## **KHSC Health & Safety Requirements for Affiliates**

To be reviewed by all Vendors, Consultants, Working visitors, and  
Non-Construction/Non-Maintenance Contractors prior to receiving ID Badge

---

**\*Contingency Plans are in place for Loss of Power, Water, Information Technology,  
and Communications**

### 18. CODE RED

In the event of smoke or fire, remember to R.E.A.C.T.:

- R** – Rescue anyone in immediate danger
- E** – Ensure doors and windows are closed wherever safe to do so
- A** – Activate the nearest pull station; this will activate the fire alarm system.
- C** – Call for Help (x4444 or 911): Provide
  - Name & position
  - Location
  - Nature of the emergency
- T** – Try to extinguish the fire only if it safe to do so, do not attempt to extinguish a fire if by doing so will put yourself or others at risk

19. All food and drink must be confined to designated areas. Food and drink are not permitted in clinical and laboratory areas. Discuss with KHSC contact if needed.

20. Smoking is strictly forbidden on KHSC property.

21. Anyone under the influence of drugs or alcohol or having the same in their possession will be asked to leave and contract will be terminated (if applicable).

22. Unsafe workplace behaviours of any kind will not be tolerated.

23. We depend on everyone to identify and report hazards. Please be aware of hazards and report them promptly to your KHSC contact.

24. All persons on KHSC property are required to comply with KHSC's Scent Sensitive Policy (#02-201). Refrain from wearing scented products (e.g. aftershave, cologne, perfume, scented hand lotion etc.). In addition, all paints, adhesives, glues, and other materials must be low VOC and low/unscented.

25. Should you observe or have access to confidential information while on site, you must maintain and handle such information in a confidential manner in accordance with KHSC policies and applicable privacy legislation.

**Please sign the Affiliate Sign In/Out Log now to indicate you have read, understand, and agree to follow the health and safety requirements contained in this document.**

**Thank you for your efforts in keeping KHSC safe.**

