



Ministry Guidelines Education for Sherbrooke and Central Haven Staff

Module 9:

Physical Environment (Section 18)

Health and Safety (Section 19)



Physical Environment

Section 18

Ministry Guideline – Section 18

Physical Environment

- Section 18 of the Program Guidelines for Special-care Homes describes the minimum standard that must be met in the physical environment of a SCH including: design and look; housekeeping; laundry; maintenance and repair; and water temperature.
- A SCH should be a cheerful, home-like environment and it must also meet building codes, fire safety codes, health and safety codes and comply with the requirement of the Ministry of Health Capital Asset Planning process. (Further detail about design requirements can be found in Design Guidelines and Standard for Long-term Care Facilities in Saskatchewan).

Ministry Guideline – Section 18

Physical Environment (cont'd)

- Section 18 provides Administrators, managers and care staff with the detailed requirements of housekeeping and laundry services required to provide a clean, safe and comfortable home. Housekeeping and laundry services have an important role in: preventing and controlling infectious diseases; preventing injury to residents, staff and visitors.
- It is important for all staff of SCHs to prevent hot water burns to residents, staff and others. SCHs are required to set up procedures to ensure water that is used day-to-day for hand washing, bathing, etc. does not cause burns.

What does Ministry Guideline Section 18 (Physical Environment) look like at Sherbrooke and Central Haven?

- **Design and look:** At Sherbrooke and Central Haven our design focus is on that of creating a human habitat where people grow and thrive. We want to ensure that elders who live here feel at home. We use materials and bright colors that you would see in people's homes in the community and that create interest in peoples' spaces. We intentionally make design choices that will support the success of those elders who are living with dementia. Within elders bedrooms, we encourage them and/or their families to bring in personal belongings and décor that will help to enhance their feelings of being home here.

What does Ministry Guideline Section 18 (Physical Environment) look like at Sherbrooke and Central Haven? (cont'd)

- **Housekeeping and Laundry**: We have highly engaged and committed teams of staff whose commitment is recognized in resident/family surveys as being 'top notch'! We have a clean and safe home for elders. The due diligence of these teams and quick response when needed helps to keep our entire community safe and healthy. Housekeeping and Laundry team members at Sherbrooke and Central Haven work within the larger picture to support the quality of life of elders. They build meaningful relationships with elders and focus on the elder's needs and what they can do to help at any given moment – whether it's a hug; to help find something that an elder has lost; to have a game of pool; or just spend a few minutes catching up on life!

What does Ministry Guideline Section 18 (Physical Environment) look like at Sherbrooke and Central Haven? (cont'd)

- **Maintenance and Repair**: Our maintenance team responds to our day to day requests/needs as well as facilitates the overall maintenance and repair program/schedules related to equipment and systems within our buildings. This ensures protection and safe use of equipment and of our building. The participation of all staff with regard to maintenance is essential and we all have a responsibility to report concerns and submit maintenance requisitions when something is in need of repair.

What does Ministry Guideline Section 18 (Physical Environment) look like at Sherbrooke and Central Haven? (cont'd)

- **Water Temperature**: In 2005 a tragic incident occurred in a Saskatchewan special-care home in which an elder was scalded and later died because of the injuries as a result of being placed in a tub with scalding water. The Ministry of Health implemented mandatory tub temperature checks after this incident. Water temperatures for our buildings are safely set, controlled and alarmed, as well as each tub has a set safe maximum temperature. Should the tub sensor pick up a higher temperature, the water will turn off and an alarm will sound. In addition to documenting tub temperatures, staff are required to do a 'hand sweep' or 'elbow test' before assisting an elder into the water.



Health and Safety

Section 19

Ministry Guideline – Section 19

Health and Safety

- Section 19 of the Program Guidelines for Special-care Homes provides guidance to safeguard the health and safety of residents and employees with regard to: handling biomedical waste; immunization; infection control; Tuberculosis testing; Occupational Health and Safety.
- Each SCH will work with its local regional medical health officer or public health service to determine the type/types of immunizations employees require.
- Any employee not immunized for influenza by the start of flu season is encouraged to wear a mask at all times when in resident care areas.

Ministry Guideline – Section 19

Health and Safety (cont'd)

- New employees must provide a record of immunization to the Administrator of the SCH.
- SCHs are encouraged to provide immunization to employees either through on-site clinics or by arranging appointments with the regional public health office. Employees may also choose to be immunized by their family doctor.
- Each SCH must establish its own program to prevent, monitor and control the spread of infectious diseases within the home.
- Every SCH is required to establish an OH&S Committee and have a safety program for all employees.

What does Ministry Guideline Section 19 (Health and Safety) look like at Sherbrooke and Central Haven? (cont'd)

- We have policies and procedures in place with regard to all of the guidelines outlined in Section 19.
- We encourage employees to immunize for influenza each year. We hold flu clinics on site for staff to receive their immunization. Masks are available for staff to use as needed during flu season.
- We refer to SHR's Infection Prevention and Control policies and procedures, as well as the Long-term Care Outbreak Manual as needed. We continue to maintain high percentages of compliance with our Hand Hygiene Audits.

What does Ministry Guideline Section 19 (Health and Safety) look like at Sherbrooke and Central Haven? (cont'd)

- At Sherbrooke and Central Haven Safety is one of our Organizational Principles. We have OH&S Committees and a TLR Champions Committee.
- Each neighbourhood/work area holds regular staff safety meetings.
- Sherbrooke and Central Haven staff receive safety related education reviews annually or more frequently if needed.



End Module Nine

Please complete Module Nine quiz.

Once you have completed all 9 Modules/Quizzes, please click on the **CERTIFICATE** so that your completion of this education requirement is documented.