

Health and Safety Plans

The purpose of a Health and Safety Plan is to reduce the potential for harm and assure the health and safety of persons in care. The plan demonstrates the strategies used by licensee's to minimize risk and prevent harm from occurring.

Examples of when a Licensee may be required to submit a Health and Safety Plan:

- A serious reportable incident has occurred, or a complaint is received.
- A structural alteration is planned within the facility.
- Part of the facility or a piece of equipment is deemed unsafe or unsuitable.
- A major event has occurred which affects facility operations, such as a flood, or impact the care of persons in care.
- The facility is requesting an exemption.

Section 12(2) of the Child Care Licensing Regulation and Section 12(2) of the Residential Care Regulation state that during the course of an investigation, a Medical Health Officer (MHO) may request a plan to ensure the health and safety of persons in care.

Consider the following questions when preparing a health and safety plan:

- **Who** is the plan being developed for? Who will be protected by the plan?
- **What** needs to happen to ensure the health and safety of the persons in care, and what are you expecting to accomplish by implementing the plan?
- **Why** does the plan need to be developed? Why is there a concern for the health and safety of persons in care?
- **Where** does the plan apply? Does it apply to one part of the facility, or all of it (i.e.: does it apply to outdoor areas)? Be specific.
- **When** is the plan being implemented and for how long? Provide the anticipated start and end dates.
- **How** is the plan going to be carried out?
Do you need assistance to implement the Health and Safety Plan?
Do staff members, family members, advocates, physicians, or the funding agency have a role to play?
- Identify specific tasks that need to be completed in order to execute the Health and Safety Plan. For example, can the Licensee change schedules, supervision or work duties to implement the plan?
- **Who** will monitor the plan for effectiveness and how will the plan be monitored?
- **How will the Licensee maintain documented evidence for the monitoring of the Health and Safety plan?**

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tšilhqot'in Nations where we live, learn, collaborate and work together.

It is up to the facility to determine who will take on the responsibility for creating the Health and Safety Plan. Typically the facility Licensee, Manager, or other leader such as a Director, or Supervisor within the organization will write the plan. Where appropriate, employee involvement may help to reinforce that safety is a shared responsibility. Licensing staff will not direct or dictate a health and safety plan. However, the Medical Health Officer may attach terms and conditions to a licence as part of a health and safety plan. This is only considered where a Licensee is unwilling or unable to develop a satisfactory health and safety plan.

A Licensing Officer will review the Health and Safety Plan to determine if it is adequate to assure the health and safety of persons in care, and appropriate to the specific circumstances. The outcome of this review will be provided to the Licensee in writing.

Once accepted, Licensees must not make changes to the plan without written approval from Licensing. Furthermore, the plan is not to be discontinued without permission from Licensing.

The Licensee will be advised in writing when an event has resolved and the health and safety plan is no longer required.

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