



Everyone needs a home

HFS Shelters' Safety Standards Policy

GENERAL PRINCIPLES

The purpose of this policy is to outline the measures Homes First will take to protect staff, volunteers, and clients from all safety hazards.

This policy applies to all staff, volunteers, and clients of Homes First.

Policy:

Homes First is committed to ensuring the health and safety of its staff, volunteers, and residents.

Homes First recognizes the importance of training regarding biohazardous and hazardous materials, including their labelling, storage, collection, removal and disposal. The agency will provide any training reasonable for staff and volunteers in the safe handling of biohazardous and hazardous materials that they may encounter during the course of their work.

Homes First will take all reasonable measures to ensure that staff and volunteers understand procedures regarding inspecting client's personal space and/or belongings when necessary to ensure the safety and security of staff, volunteers and clients.

Homes First will provide any personal protective equipment required to ensure the safety of all staff, volunteers, and clients. The agency will provide training on the use of required personal protective equipment.

Homes First will take all reasonable measures to prevent injury or illness caused by unsafe conditions, unsafe handling of materials, client interaction.

Staff must be on shift at any and all times during the shelter's hours of operation.

When on shift, all staff must be alert and attentive to the activities within the shelter.

At least one staff who holds a valid certification in Standard First Aid and CPR must be on duty at all times in the shelter.

Homes First will ensure that an approved first aid kit is available in the shelter and a portable kit is taken on outings, that there is at least one staff with a valid Standard First Aid and CPR certification on any field trip or outing.

Homes First will ensure that all individuals are safe and secure within the facility. Entrances to the shelter must be secured against unwanted entry. Emergency exits must be equipped with an alarm to alert staff of unauthorized entry and exits.

Shelter staff will conduct regularly scheduled and frequent rounds during all hours of a shelter's operations. Rounds include, but are not limited to, bed checks, bathroom checks, and checks for secured and unobstructed entry/exits.

Homes First's procedures regarding hazardous materials and the reporting of unsafe conditions by any individual within the shelter include at a minimum: labelling, storage, disposal, and staff training requirements in safe handling and the use of personal protective equipment.

Homes First procedures are in place for the safe collection, removal, and disposal of solid waste, recyclable materials, organic waste, biohazardous, and hazardous materials.

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- As per Toronto Shelter Standards, 2016: Section 11.2(g), 11.2(h), and 11.2(i).
 - Created on March 29, 2017.
 - Approved by HFS Governance and Nominating Committee on April 12, 2017; to be reviewed in 2022.
 - Approved by HFS Board of Directors on April 26, 2017.
 - This Policy applies to all Homes First Shelters.