

SUBJECT: **CULTURE OF SAFETY**  
APPROVED BY: Chief Executive Officer \_\_\_\_\_  
EFFECTIVE DATE: 2008 07  
REVISED/REVIEW DATE:

### **Purpose**

To define the responsibilities of employees in promoting and maintaining a culture of safety within Labrador-Grenfell Health.

### **Policy/Standard**

Labrador-Grenfell Health is committed to providing a safe environment for all individuals. Promotion of safety and prevention of injury is the responsibility of all employees and associates.

A culture of safety is achieved through the capable, coordinated and efficient efforts of each individual's contribution. Prompt reporting of incidents and "near misses" enables the identification and correction of system problems.

### **Materials Required**

- Incident Report: Form # PSQ-5-20-1 (Blue)
- Medication Incident Report: Form # PSQ-5-20-2 (Yellow)
- Employee Incident/Accident Report: Form # EDTH-7-10-1 (Orange)
- Safety Concern Form: Form # OHS-1-10-1 (Green)
- Client Record

### **Related Policies**

- PSQ-5-10 Continuous Quality Improvement
- PSQ-5-20 Incident Reporting
- PSQ-5-30 Adverse/Sentinel Events

## **Procedure**

### **A. Individual employee responsibilities:**

1. Know and follow policies and procedures applicable to assigned duties.
2. Use sound judgment and awareness of potential hazards before taking action.
3. Promptly report incidents or near misses.

### **B. Team Leader and Management responsibilities:**

1. Promote a culture that encourages incident reporting.
2. Implement proven safety strategies throughout all areas of the organization.
3. Educate employees regarding incident reporting and continuous safety improvement.
4. Encourage employees to identify system problems and potential solutions.
5. Focus on “how” an incident occurred rather than “who” may have contributed to it.
6. Ensure that appropriate evaluation processes are implemented.
7. Maintain compliance with all licensing/regulatory bodies and legislation.
8. Implement improvements and educate all employees accordingly.

### **D. Board of Directors responsibilities:**

1. Receive, monitor and provide feedback from regular safety reports.
2. Support comprehensive safety strategies.

## **References**

NLAHRM Patient/Resident/Client Safety Manual