

## WRHA Community Health Services Sign-In and Sign-Out Procedures

Each community health and/or social services site, will develop a sign in / sign out process. The purpose of the log is to provide a standard procedure for staff to advise the employer of their whereabouts during work time. A standard log has been created and will be maintained at the reception area of each site. This log will require that you provide the details of where you are going each day and how you may be reached.

Sign In/Out Sheet can be found on the website at  
[http://www.wrha.mb.ca/professionals/safety/policies\\_section13.php](http://www.wrha.mb.ca/professionals/safety/policies_section13.php)

The Manager of Administration shall designate a person to monitor the log at each site.

The following general procedures will be implemented:

1. All staff members will utilize the log to report their whereabouts during work hours.
2. Should staff be away for extended period (i.e. Vacation) it should be noted in the log as leave with start and end dates.
3. Logs will be removed weekly on Monday AM by the Log Monitor.
4. Staff who are planning to start their day off site are required to record this in the log prior to leaving on the day prior or by calling the log monitor that morning.

## Responsibilities

All staff will :

- Record on log sheet: when/where they are going and when they expect to return.
- Record pager number/cellular phone number.
- Inform Site Log Monitor on return.
- Phone Site Log Monitor by 4:15 P.M. when they are delayed, plans have changed or they are not returning to office.

## Training

All WRHA Community Health Services and FSH staff shall receive training in:

- SAFT (Safety Assessment Form Tool and Safe Visit Plan)
- Employee Hazard Assessment Guideline.
- Procedure for Responding to Notification of Unknown Whereabouts of a Worker
- Personal Safety Awareness And Tips.
- Procedure for Sign-in/out Log