

There may be times when a Licensee will be requested to submit a Health and Safety Plan to a Licensing Officer or Licensing Nutritionist. The purpose of a Health and Safety Plan is to reduce the potential for harm and ensure the health and safety of persons in care. It is a written plan of action developed by a Licensee, when a concern has been identified by Licensing, or an allegation of abuse, neglect or inappropriate conduct is received at the Community Care Facilities Licensing office. The plan must demonstrate the Licensee's efforts to minimize risk and prevent serious incidents from occurring, and in some instances from re-occurring. The ultimate goal is to ensure the health, safety and well being of the persons in care.

The following examples are occasions when Licensing staff may request that you submit a Health and Safety Plan:

- Your facility and/or staff are under investigation for abuse/neglect or other complaint.
- There has been non-compliance to the legislation identified during the course of an inspection that requires immediate attention.
- A structural alteration is planned within the licensed facility.
- A large piece of permanently installed equipment has been deemed unsafe or unsuitable.
- There is a potentially hazardous situation.
- The facility has experienced an unforeseen disaster which affects/limits it's operation. (i.e. a power outage or hot water tank failure).

When developing a Health and Safety Plan, it is important for the Licensee to ask themselves the following questions:

- **Who** is the plan being developed for? Identify those 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 carrying out the plan? For example, will suspending an employee alleged to have been abusive safeguard the persons in care?
- **Why** does the plan need to be developed? Was it an issue of non-compliance identified by Licensing staff, or as a result of an investigative process?
- **Where** does the plan apply? For example, is it related to an area of the facility under renovation, is it indoors, or outdoors? Be specific.
- **When** is the plan being implemented and for how long? Provide the anticipated start and completion dates for which the Health and Safety Plan is required. Is the plan short term or long term? Perhaps the plan will be maintained throughout the operation of the facility at that location, due to the presence of a permanent fixture or situation, for example, access to a resident bedroom can only be via a set of stairs, or a potentially hazardous in-ground swimming pool is located in the backyard of a family child care facility.
- **How** is the plan going to be carried out? Do you need assistance to implement your Health and Safety Plan? Do staff members, parents, 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, if an allegation of abuse has been made regarding the conduct of a facility staff member, what will be a reasonable course of action undertaken by the Licensee to prevent further allegations being made against that staff member, and/or to prevent further harm being experienced by the person in care.

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The Licensee will be asked to submit the written Health and Safety Plan to Licensing within a specific time frame. Licensing staff will review the Health and Safety Plan for its appropriateness in response to the perceived risk to the persons in care, and for assurance that health and safety will be maintained regardless of the presence of a potentially hazardous item or event. Licensing staff will provide a written response to the Licensee indicating Licensing's approval or non-approval, and whether the Health and Safety Plan meets requirements of the Child Care Licensing Regulation or Residential Care Regulation, and the *Community Care and Assisted Living Act*.

In summary, the Health and Safety Plan represents the Licensee's intent to provide the safest possible care to vulnerable children and adults in the event of unusual or unforeseen circumstances.