

**COMMUNITY LIVING BRANT
POLICY AND PROCEDURE MANUAL
SECTION INDEX**

Original – as of December 15, 2023

Cristin Ladner, Executive Director

Date

SECTION 1: INTRODUCTION TO THE AGENCY

Policy #	Effective Date	Revision Date	Review/Approval Date –
1.1 Mission Statement	February 2010		
1.2 History		November 2018	
1.3 Organization Chart		March 2020	
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1.5 Accessibility Standards for Customer Service	August 2, 2011		October 2011
1.5 (A) CLBrant Accessibility Plan 2020-2024	December 2019		
1.6 Integrated Accessibility Standards	December 2013		November 2019

SECTION 2: HEALTH AND SAFETY

Policy #	Effective Date	Revision Date	Review/Approval Date
2.1 H&S - Workplace	September 19, 1991	June 2022	May 28, 2019
2.1 Appendix A - Networking Policy			
Form: Worker's Report of injury/disease/violence			
2.2 H&S - Orientation	February 2014	May 13, 2019	May 13, 2019
Appendix A – In Service Training			
Appendix B – Site Orientation – First Day			
Appendix C – Site Specific Procedures			
Appendix D – Health and Safety Audit			
2.3 Psychological Health and Safety – Workplace	August 2018		
2.4 Smoking	January 1991	October, 2018	May 13, 2019
2.5 Fire	September 1993	August 2017	May 13, 2019
Section 1: Fire prevention: Orientation and Training			
FORM 1 - FIRE ORIENTATION			
FORM 2 - FIRE PHONE NUMBERS			
FORM 3 - FIRE DISASTER PLAN/ FIRE SAFETY PLAN			
FORM 4 - FIRE SAFETY PLAN			
FORM 5 - FLOOR PLAN			
FORM 6 - FIRE DRILL ASSIGNMENT LIST			
FORM 7 - MONTHLY FIRE AND SAFETY REPORT			
FORM 8 - FIRE AND SAFETY DAILY INSPECTION REPORT			
FORM 9 - FIRE EXTINGUISHER LOCATIONS			
FORM 10 - INDIVIDUAL TRAINING			
AED Maintenance Checklist – Monthly			
2.6 First Aid	September 1992	October 2021	
FORM NO. 3.1 - FA - R – First Aid Kit Checklist – October 2021			
FORM NO. 3.2 - FA - C – First Aid Kit Checklist - October 2021			
FORM NO. 3.3 - FA - V – First Aid Kit Checklist – October 2021			
FORM 4- FA – First Aid Treatment Log – October 2021			
In Case of Injury or Illness At Work Poster – October 2021			
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2.9 Violence in the Workplace	May 2004	June 2022	May 28, 2019
1 – Environmental Assessment Tool			
2 – Survey Cover Letter			
3 – Workplace Violence Employee Survey			
4 –Pre-Visit Community Assessment Tool			
5 – Violence Investigation Report			
6 – Workers Report of Injury/Disease/Violence			
2.10 Early & Safe Work Prog.	November 1998	May 2019	May 28, 2019
HSW-1 - Worker's Report of Injury / Disease / Violence			
APPENDIX I - Letter to Health Care Professional (work related injuries/illnesses)			
APPENDIX II - Letter to Health Care Professional (non-work related injuries/illnesses)			
APPENDIX III - Non Work Related: Absence and Functional Abilities Form			
APPENDIX IV - Early and Safe Work Agreement			
APPENDIX V - Early and Safe Work Dispute Resolution Form			
APPENDIX VI - RTW Dispute resolution flow chart			
APPENDIX VII - Early and Safe Work Employee Survey			
APPENDIX VIII - Early and Safe Work Closure / Evaluation Report			
APPENDIX IX - Annual Early and Safe Work Program Evaluation			
Early and Safe brochure			
2.11 Lifts, Transfers, Carries and Response to Falls	November 1999	May 2019	May 13, 2019
Appendix A – Daily Mechanical Lift Inspection Checklist			
Appendix B – Transfer Poles/Chair Lifts Daily Mechanical Lift Inspection Checklist			
2.12 WHMIS 2015	June 1, 2016	June 2020	July 22, 2019
Appendix A - WHMIS 2015 Symbols			
Appendix B – WHMIS 1988 vs WHMIS 2015 (GHS) Comparison Chart			
Appendix C – Consumer Products			
Appendix D – Hazardous Materials Inventory List			
2.13 Health, Safety and Wellness Promotion	September 2006	May 2019	May 28, 2019
2.14 Slips, Trips, and Fall Prevention	October 2006	May 2014	May 13, 2019
2.15 Musculoskeletal Disorders (MSD) Prevention	October 2007	January 2013	May 13, 2019
2.16 Pandemic Preparedness	September 2008	June 2020	May 13, 2019
2.17 Motor Vehicle/Electric Bicycle	October 2009	October 2023	October 2023
2.18 RACE Hazard Recognition, Risk Assessment and control Activities	August 2010	February 2014	May 28, 2019
Appendix 1 – RACE Tool Hazard Risk Registry			
Appendix 2 – HSAG Safety Group Risk Assessment Scale			
2.19 Health and Safety Management System Review	August 2010	March 2019	Mar 2019
Appendix A – 2018 Health and Safety Management System Review Form			
2.20 Sharps Safety Program Policy	June 30, 2010	February 2019	February 2019
2.21 Equipment Maintenance	November 2010	March 2015	May 13, 2019
2.22 Pets and Service Animals	March 4, 2011	September 2015	May 13, 2019
Appendix 1 – Pets and Service Animals – Group Living Guidelines			

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2.23 Employee Use of Personal Protective Equipment	May 24, 2011	June 2019	June 2019
2.24 Visitor Policy	May 24, 2011	February 2014	July 22, 2019
2.25 Contractor Accountabilities and Responsibilities	September 2011	November 2014	July 22, 2019
2.26 Lock-Out/Tag Out	September 2011	April 2014	July 22, 2019
Appendix A – Lock out Tag (included in policy)			
2.27 Accident/Injury/ Incident Investigation	November 2011	July 2019	July 22, 2019
Investigation Report Summary Page			
Worker Report of Injury/Disease/Violence			
Investigation Report – Root Causes and Corrective Actions			
2.28 Ladder Safety	January 2013	July 2019	July 22, 2019
2.29 Workplace Inspection	March 2013	June 2016	July 22, 2019
Appendix A – Workplace Inspections (included in policy)		June 2020	
2.30 Safe Purchasing	November 2013	November 2013	January 14, 2019
Appendix A – Safe Purchasing/Modification Checklist			
2.31 Infection Prevention and Control	December 2013	December 2013	July 22, 2019
(appendices all in one electronic file)			
Appendix A – What are the Reportable Diseases for 2011			
Appendix B – Employee Physical Form			
Appendix C – Employee Self-Declaration of Medical			
Appendix D – Hepatitis B Acknowledgement and Release Form			
2.32 COVID-19 IMMUNIZATION POLICY	September 23, 2021		

SECTION 3: ADMINISTRATION

Policy #	Effective Date	Revision Date	Review/ Approval Date
3.1 Process for Policy Recommendation	October 1992	October 2004	October 1992
FORM NO 1-POLREC – To Committee from Originator			
FORM NO 2-POLREC- To Preparation Secretary from last Committee			
FORM NO 3-POLREC – To Originator from Preparation Secretary			
FORM NO 4-POLREC – To Program Locations from Preparation Secretary			
FORM NO 5-POLREC – Recommendation Follow up			
3.2 Computer, Communication and Information Technology and Systems	January 2010		January 2010
3.3 Speaking Engagements	November 18, 1991	October 2004	November 18, 1991
3.4 Mail – General	September 21, 1994	October 2004	September 21, 1994
3.5 Policy Exemption	November 7, 2004		November 7, 2004
3.6 Process for Recommendation Approval	April 14, 1992	October 2004	April 14, 1992
FORM 1 – RECOMMENDATION - To Committee from Originator			
FORM 2 – RECOMMENDATION - To Board from Committee			
FORM 3 – RECOMMENDATION – To More than One Committee from Originator			
FORM 4 – RECOMMENDATION – To Board to Committees			

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3.7 Transportation/Travel	January 1993	May 2012	January 1993
Appendix I – Vehicle Circle Check 2012			
Appendix II – In Case of Accident			
Form 1 – Van Log Record			
Form 2 – Vehicle Accident Report			
Form 3 – Confirmation of Valid Drivers License and/or Valid Auto Insurance			
Transportation Orientation			
3.8 Maintenance of Basic Assurances	October 2015		
Appendix 1 – Basic Assurances Monitoring Plan			
3.9 Partnerships	November 7, 1994	October 2004	November 7, 1994
3.10 Administrative/ Accounting/Health and Safety Record Keeping	March 22, 1995	November 2013	
Appendix A – Administrative/ Accounting/ Health and Safety Record Retention Schedule			
3.11 Electronic Monitoring	October 11, 2022		October 11, 2022
3.12 BLANK			
3.13 Best Practices/ Networking	October 2007		September 26, 2007

SECTION 4: FINANCIAL – ADMINISTRATIVE

Policy #	Effective Date	Revision Date	Review/ Approval Date
4.1 Cash Advance	February 20, 1992	December 2022	
1-CA Cheque Requisition Form			
2-CA Reconciliation Form			
4.2 Cheque Runs	October 21, 1992	October 2004	October 21, 1992
4.3 Signing Authority	October 21, 1992	July 2009	October 21, 1992
4.4 Purchase Orders	January 20, 1993	October 2004	January 20, 1993
4.4 FORM NO 1-PO – Purchase Order Distribution Log			
4.5 Petty Cash	February 20, 1992	December 2022	
FORM NO 1 – PC - Cheque Requisition			
FORM NO 2 - CA – Petty Cash/Cash Advance Reconciliation in Excel			
FORM NO 3 - PC - Petty Cash Voucher disbursements			
FORM NO 4 - PC – Petty Cash Acknowledgement			
4.6 Donation Receipts	January 18, 1994	October 2004	January 19, 1994
FORM NO. 1 – DON Donations Accounts Receivable Receipts' Summary (policy)			
4.7 Agency Property	January 16, 1992	October 2004	January 16, 1992
4.8 Expense Reimbursement	April 1, 2011	October 16, 2023	August 6, 2016
4.9 Overdue Account Collections	February 6, 1995	October 2004	February 6, 1995
4.10 Disaster Recovery and Business	January 2010		January 2010
4.11 Perquisites	August 2, 2011	October 16, 2023	August 2016

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4.12 Procurement	January 2012	October 16, 2023	August 2016

SECTION 5: FINANCIAL – PROGRAM

Policy #	Effective Date	Revision Date	Review/ Approval Date
5.1 Wills	April 1994	August 18, 2004	April 1994
5.2 People receiving Services Financial and Physical Assets	June 3, 1996	January 2011	June 3, 1996
5.2 FORM NO. 1 FA - Authorization for Financial Assistance			
5.2 FORM NO. 2 FA - Physical Asset Inventory			
5.2 FORM NO. 3 FA - Transfer of Financial and Physical Assets			
5.2 FORM NO. 4 FA - Transfer of Financial Records			
5.2 FORM NO. 5 FA - Bank Account Record			
5.2 FORM NO. 6 A – Daily Fund Records (Cash on Hand)			
5.2 FORM NO. 6 B – Daily Review of funds (Cash on Hand)			
5.2 FORM NO. 7 FA – Weekly Budgeting			
5.2 FORM NO. 8 FA – Yearly Financial Summary			
5.2 FORM NO. 9 FA – Supervisors’ financial Audit of Monthly			
5.3 BLANK			

SECTION 6: RECORDS

Policy #	Effective Date	Revision Date	Review/ Approval Date
6.1 Privacy of Information and Confidentiality	October 19, 1993	December 2010	February 1, 2011
FORM NO. 1 - CONSENT TO RELEASE INFO (FORM 1-CRK)			
PLEDGE OF CONFIDENTIALITY - March 11			
Your personal information - flyer			

SECTION 7: ADMISSION AND DISCHARGE

Policy #	Effective Date	Revision Date	Review/ Approval Date
7.1 Intake/ Admissions/ Transfers/ Discharge	March 19, 1991	September 2004	April 2, 1990
FORM No 5-A MEDICAL REPORT (2-MR form 5-A)			

SECTION 8: PROGRAM

Policy #	Effective Date	Revision Date	Review/ Approval Date
8.1 Social-Sexuality	December 2, 1991	October 2004	December 2, 1991
8.2 Bathing/Swimming	September 20, 1994	January 16, 2023	
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Appendix B – Water Temperature Recording Sheet			
8.3 Serious Occurrence	September 22, 1992	July 8, 2019	
Appendix I – MCCSS Serious Occurrence Reporting Guidelines 2019			
Appendix II – Protocol for Missing Persons			
8.4 Behavioural Support	December 1993	April 2014	

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8.5 Person Directed Planning	October 3, 2005	May 2014	
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Appendix 2 – Person Directed Planning Key Steps and Checklist			
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8.6 Associate Family Eligibility	May 6, 1996	May 2014	
8.7 Respite	April 6, 1998	May 2004	April 6, 1998
8.8 Emergency Preparedness	November 15, 2004	July 2020	August 2016
Emergency Evacuation Tote			
Be prepared, not scared			
8.9 Medication	November 1, 1993	March 3, 2021	
Appendix 1 - As needed prescription medication PRN Protocol			
Appendix 1a - Psychotropic Medication PRN Protocol Form			
Appendix 2- Standing Order Sheet			
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8.10 Authorization for Publicity	November 20, 1996	June 2004	November 20, 1996
FORM 1-AP Authorization for Publicity			
8.11 Natural Supports	October 2015	January 23, 2023	
FORM – List of Important People in Person’s Natural Supports Network			
8.12 Complaints Procedure	January 21, 1992	May 2012	January 21, 1992
8.13 Individual Rights	April 2010		
Canadian Charter of Rights and Freedoms and United Nation’s Universal Declaration of Human Rights			
8.14 Rights Committee	April 7, 2010	May 7, 2012	April 7, 2010
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Appendix II - Individual Profile			
8.15 Safety and Security	January 31, 2011		January 31, 2011
8.16 Health and Well-Being	March 4, 2011	April 29, 2014	
Form 1 Annual Physical/Medical			
Form 2 Controlled Acts and Acts of Daily Living Procedure			
Form 3 Letter to the Doctor			
Form 4 Doctor Appointment Form			
Form 5 Controlled Acts Protocol Form			
Form 6 Record of Training			
8.17 Duty to Report Child in Need of Protection	September 2004		
8.18 Associate Family	November 7, 2016	March 2, 2017	November 2016
8.19 Abuse	February 3, 1997	April 2023	
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9.2 Code of Professional Conduct	February 20, 1992	November 2015	February 1992
9.3 Background Reference Checks	September 1991	November 2019	September 1991
9.4 Leaves of Absence	February 21, 1994	January 8, 2004	February 21, 1994
9.5 Paid Holidays	November 21, 1991	January 8, 2004	November 21, 1991
9.6 Personnel Records	January 17 1991	October 2004	January 17,1991
9.7 Staff Training and Development	January 17,1991	October 2004	January 17, 1991
9.8 Work Placements	March 20,1992	October 2004	March 26, 1992
9.9 Standards of Conduct	June 6, 1994	October 2018	
9.10 Corrective Discipline	October 19, 1994	October 2004	October 19, 1994
9.11 Harassment	May 17,1995	June 2022	
9.12 Orientation	October 2006	October 2013	
9.13 Dress Code Policy	September 2008		September 2008
9.14 Recruitment	January 2010	November 2019	
9.15 Delegation of Authority	January 2010		January 2010
9.16 Staff Compensation and Benefits	January 19, 2010		January 19, 2010
9.17 Supervisory Competency	August 2010		August 2010
9.18 Exit Interview	August 2016		August 2016
Appendix A – Exit Interview (included in 9.18 policy document)			
9.19 Employment Related Medicals	April 21,1993	April 2004	April 21, 1993
Form: Employee Self-Declaration of Medical			
9.20 Fitness for Duty	October 2018		
9.21 Right to Disconnect	May 2022		