

Professional Services Health & Safety Requirements while Working at St. Boniface Hospital

“Professional Services” is defined as any type of service, product delivery, or work provided by a Contracted Employer, Vendor or Self-employed Person including but not limited to food delivery, vendor machine refilling, vendor machine maintenance, landscaping; diagnostic equipment repairs, specialized services such as on site/equipment repairs, and consulting, instruction and training. “Professional Services” does not include construction related projects.

Outline

Below is a list of Health and Safety requirements for all “Professional Services” providing services at St. Boniface Hospital. For any questions, please contact Occupational Health & Safety (OH&S) @ 204-237-2439.

1. Safety Orientation

“Professional Services” providers are required to attend the St. Boniface Hospital “Professional Service” safety orientation provided by OH&S. This safety orientation is comprised of three parts:

- Safety;
 - The Personal Health Information Act (PHIA); and
 - Infection Prevention & Control (IPC)
- **All Workers** must attend the safety orientation prior to providing services at St. Boniface Hospital.
 - The safety orientation duration is 1 hour and is valid for 2 years.
 - The SBH Purchasing Department will make arrangements with OH&S to coordinate the training.
 - Standard time slots for the safety orientations are scheduled on the 1st and 3rd Tuesday of every month at 8:00 AM, except for the months July and August. Orientation arrangements can be made for July and August if required.
 - Contact OH&S Department @ 204-237-2439 to register.

2. Start-up Handout Information Package for “Professional Services”

- A copy of the St. Boniface Hospital **“Start-up Handout Information Package for Professional Services”** can be found at <https://stbonifacehospital.ca/wp-content/uploads/contractor-professional-services-info-package.pdf>
 - Please review the package prior to commencing services at St. Boniface Hospital in order to be familiar with all safety policies/programs associated with the hospital.

3. Health and Safety “Professional Services” Verification Form & “Obligations Clause”

- The **“Health and Safety “Professional Services” Verification Form”** and the **“H&S Professional Services Obligations Clause”** must be completed and submitted to the St. Boniface Hospital OH&S Department by e-mailing the Safety Advisor or by fax (204-237-2041) ***prior*** to commencing services.
- This Verification Form and the Obligations Clause are located within the St. Boniface Hospital **“Start-up Handout Information Package for Professional Services”**.
- WCB coverage must be verified before the services start.