

GUIDELINE		SUPERVISORY ENFORCEMENT: SCHIPP AUDITING	
Team Name / Team Lead: SCHIPP Team, Regional Director Staff Development, Infection Prevention and Control	Approved By: Vice President – Human Resources	Issue Date: June 29 2016	Review Date: December 20 2017 Revised date: January 2 2018
<p>Personal protective equipment / devices required / other safety considerations:</p> <ul style="list-style-type: none"> ➤ Employee should be wearing appropriate Footwear and Clothing that allows movement ➤ Employee should be using all equipment that is required to complete the handling task safely. ➤ Equipment needs to be available as per handling task required. 			
<p>Training:</p> <ul style="list-style-type: none"> ➤ Video SCHIPP.RES.886 SCHIPP Audit Checks (11.2012), if required <p>Supporting Documents:</p> <ul style="list-style-type: none"> ➤ SCHIPP.M1.001 Module 1 ➤ SCHIPP.RES.003 Participation Record ➤ SCHIPP.RES.006 Outcome Measurement ➤ SCHIPP.RES.007 SCHIPP Performance Spot Check ➤ SCHIPP.RES.009 SCHIPP Facility/Program Audit Summary ➤ SCHIPP.RES.010 SCHIPP Regional Audit Summary ➤ Manitoba Workplace Safety and Health Act and Regulation 			
<p>Supportive Information:</p> <ul style="list-style-type: none"> ➤ Workers need to be aware that compliance with safe handling procedures is mandatory and enforced. ➤ Managers/Supervisors directly monitor Worker compliance and monthly audits completed. 			
<ol style="list-style-type: none"> 1. Program Managers will ensure the completion of the SCHIPP Performance Spot Check tool on an ongoing regular basis. Standard completion of this form is daily per unit. For smaller units; those that have less handling tasks involved or the same handling task consistently, completion is reduced to one check per week. These regular checks will be recorded and forwarded to the Peer Leader Coordinator who will forward to the MSIP team. A summarized report will be completed and forwarded to Senior Administration and each Facility/Program who will ensure it is reported to in-house Workplace Safety and Health Committees. 2. Auditing of all employees should occur with equal focus on all positions and disciplines. Whenever possible, the Supervisor/Nurse in Charge should provide on the spot reinforcement and correction. Where compliance is observed it is recognized through positive feedback and praise. Where there is need for correction, this should also be communicated constructively by the Supervisor to the Worker allowing for correction to occur. Feedback should be recorded on the reverse side of the SCHIPP Performance Spot Check tool. 3. Any and all non-compliance of Client handling safe work procedures will be reported to the Manager. The Manager will meet with the Worker who has been identified as non-compliant, with respect to handling tasks and complete the Outcome Measurement form. 4. Workers that require extra training and education are identified and additional training is arranged with the Peer Leader Coordinator/Peer Leader. Following training, the trainer will complete the Participation Record form of tasks observed and comments on Worker performance and if follow-up is required by the Manager. The Manager reports as necessary to the Director where the facility's progressive disciplinary process may be required 5. Audit forms need to be reviewed by Workplace Safety and Health Committees to identify any issues, prior to submission to Peer Leader Coordinator and Regional Audit Review will follow. 			
<p>Employers must ensure that workers are aware that they need to follow the safe work procedure and use appropriate equipment. Employees need to be aware that they will be monitored completing their daily procedures to ensure compliance and safety for them as employees, their co-worker and for the Client if applicable.</p>			