



<p>Team Name: Environmental Services</p> <p>Team Lead: Regional Manager Environmental Services</p> <p>Approved by: VP - Corporate Services</p>	<p>Reference Number: ORG.1911.PR.016</p> <p>Program Area: Support Services</p> <p>Section: Laundry</p>
<p>Issue Date: September 3, 2019</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Person in Charge</p>

*Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.*

**PROCEDURE SUBJECT:**

Person in Charge

**PURPOSE:**

To provide direction for the person in charge of the Laundry Department in the absence of the Department Management.

**PROCEDURE:**

1. In the absence of the Environmental Services department management, a staff member will be designated, 'In-Charge'.
2. Staffing - Should a Laundry Aide be absent from work, it is the responsibility of the person 'In - Charge' to call in a replacement. If a replacement is not available, the person 'In - Charge' will co-ordinate the work of staff on duty to ensure essential services are provided. Patient care areas are given priority.
3. Major problems requiring urgent attention should be referred to the Director of Health Services or an on-site Manager.
4. Any occurrences will be discussed with the Environmental Services manager upon his/her return.