

## **Professional Services H&S Requirements Prior to Working at St. Boniface Hospital (SBH)**

### **Outline**

Below is a list of Health and Safety requirements for all Contractors/Vendors providing non-construction related services at SBH. For any questions, please contact Occupational Health & Safety (OH&S) @ 204-237-2439.

### **1. Safety Orientation**

Contractors/Vendors are required to attend the SBH Professional Services Safety Orientation provided by OH&S. This safety orientation is comprised of four parts:

- Safety;
  - The Personal Health Information Act (PHIA);
  - Security Requirements; and
  - Infection Prevention & Control (IPC)
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- **Contractors/Vendors**, its officers and employees, consultants, or any other organization, group or person entering into a contract or agreement with SBH to perform work, or provide a service or deliver a product at SBH, must attend a Professional Services Safety Orientation prior to commencing work.
  - The safety orientation duration is 1.5 hours and is valid for 2 years.
  - The purchasing manager/administrator, the department manager or designate arranging the services will make arrangements with OH&S to coordinate the training.
    - Standard time slots for the safety orientations are scheduled on the 3<sup>rd</sup> Tuesday of every month at 8:00 AM, except for the month of December.
    - Contact OH&S Department @ 204-237-2439 to register.

### **2. Professional Services Information Package**

The Professional Services Information Package includes the requirements of the SBH Health and Safety Program, Infection Prevention & Control requirements and general requirements for working onsite.

- This package can be found at: <http://www.sbgh.mb.ca/contactUs/contractors.html>
  - Please review the package prior to commencing work at SBH.

### **3. Professional Services Verification Form and Obligations Clause**

- The **Professional Services Verification Form** and the **Workplace Safety & Health Obligations Clause** must be completed and submitted to the St. Boniface Hospital OH&S Department by e-mailing to [greis@sbgh.mb.ca](mailto:greis@sbgh.mb.ca) or by fax (204-237-2041) **prior** to commencing work.
- Both documents are located within the SBH Professional Services Information Package.