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**Health and Safety Policy**

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**Policy # 002 Health and Safety Policy**

**Purpose**: The MRMS Research Foundation takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by our business activities and attending premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety and safety matters and what those responsibilities are.

**Statement**: This is a statement of policy only and does not form part of your employment contract with the MRMS Research Foundation. This policy may be amended at any time by the employer in its absolute discretion. The Employer will review this policy at regular intervals to ensure that it is achieving its aim effectively.

**Persons Covered:** Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy and the rules contained in it apply to all staff of the MRMS Research Foundation, irrespective of seniority, tenure and working hours, including all employees, directors, board members, consultants, contractors, volunteers, trainees and all fixed-term staff.

**Employer Responsibilities:**

**The Employer is responsible for:**

1. Taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer’s business activities, and of people visiting its premises;
2. Identifying health and safety risks and finding ways to manage or overcome them;
3. Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation.
4. Providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing and gear.
5. Providing safe arrangements for the use, handling, storage and transport of articles and substances, equipment, or other items;
6. Providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who best to contact in respect of those questions, if you are unsure about how to safely carry out your work;
7. Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively,
8. Providing a health and safety induction and appropriate safety training to each role
9. Promoting effective communication and consultation between the Employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety;
10. If an epidemic or pandemic alter is issued, providing instructions, arrangements and advice to staff as to the organization of business operations and steps to be taken to minimize the risk of infection; and
11. Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.

The MRMS Research Foundation Board of Directors has overall responsibility for health and safety and has appointed the Vice President of Operations as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.

**Persons Covered:**

This Policy applies directly to all MRMS Research Foundation employees, volunteers, clients, and family members. It also applies to all third-party individuals working, volunteering, or providing services on or for the MRMS Research Foundation-owned or leased properties.

All Staff has a personal responsibility to ensure compliance with this health and safety policy.

Any questions related to this policy, or if you have questions regarding the health and safety policies of the MRMS Research Foundation, please contact:

Dr. Tracy Diefenbach, MRMS Founder, Clinician
President of Operations, Research, and Program Development
MRMS Research Foundation

MRMSResearchFoundation@gmail.com

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I, the undersigned, do hereby certify that I have received, read, understood, and agree to abide by this Healthcare Facilities HIPAA Policies and Operating Procedures provided by the MRMS Research Foundation.

**Employee’s Signature** [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MM. DD. YR

**This review and signing of this form must be conducted in person with the HIPAA and PHI Privacy Compliance Officer.**

Compliance Officer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_
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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_