

[NAME] CHIROPRACTIC OFFICE

SAFETY PLAN

1. Introduction

1.1 It is the commitment of the [Name] Chiropractic Office that it will provide a safe and healthy environment for its staff and patients.

1.2 The purpose of the safety plan is to demonstrate this commitment and provide a framework for its fulfillment.

1.3 The following safety plan of the [Name] Chiropractic Office is hereby enacted. Amendments may be made from time to time and shall come into force upon posting at the front desk and inclusion in the Safety Binder.

2. Chief Safety Officer

2.1 The position of Chief Safety Officer (CSO) shall be established. The CSO shall be responsible for administration of the safety plan, including, but not restricted to, implementation, posting, amending and enforcing all provisions of the plan.

2.2 The duties of the CSO may be delegated.

2.3 The CSO shall be [name]. During any absence of the CSO, brief or extended, responsibility for the safety plan shall pass to [name] or the Deputy Safety Officer.

3. Deputy Safety Officer

3.1 The position of Deputy Safety Officer (DSO) shall be established. The DSO shall be responsible for the Safety Plan in the absence of the CSO. The DSO shall not be responsible for amendments to the Safety Plan.

3.2 The DSO, at any time, shall be the chiropractic office assistant on duty at the time.

4. Health & Safety Certification

4.1 Appropriate certification and renewals will be maintained, including copies of licensing and qualifying documentation for Cardio-Pulmonary Resuscitation (CPR), First Aid, emergency medical technology and Workplace Hazardous Materials Information System (WHMIS), with provision made for license and certification upgrades and renewals.

4.2 Staff will be advised of all qualified personnel and names of same will be posted with qualifications.

5. Emergency Evacuation Procedure

5.1 Records will be maintained of all patient visitations and absences such that appropriate attendance is available for patient and staff accountability.