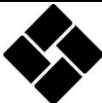


North Bay Regional Health Centre  Centre régional de santé de North Bay		<b>Policy/Procedure</b>	
<b>Title</b> Lockers and Locker Rooms		<b>Policy Number</b> HR 6-001	
<b>Developer</b>  Chief Human Resources Officer		<b>Category</b>	Administration
		<b>Issue Date</b>	August 2017
		<b>Revision Date</b>	May 18, 2021
		<b>Next Review Date</b>	May 2024

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### 1.0 Scope of Policy/Procedure

This policy/procedure applies to employees and placement students within the hospital including, but not limited to, full-time, part-time, students, volunteers, temporary and interns, who are assigned or have access to lockers in the hospital's facilities.

### 2.0 Policy Statement

The Hospital provides lockers and locker rooms to its employees and placement students to help promote infection prevention and control, by providing a place to change for staff who work in areas with greater infection control precautions. Lockers are distributed in accordance with the process and regulations set out below.

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### 3.0 Supporting Documents

Document Title	Document Type	Number
Locker Use Agreement	Form	RHC 3117
Respectful Workplace	Policy	HR 4-101

### 4.0 Definitions

Term	Definition
<b>Personal Items</b>	Privately owned items (such as clothing and jewelry) normally worn or carried on the person
<b>Locker</b>	A small lockable closet or compartment, typically as one of a number placed together for general use
<b>Flammable material</b>	A hazardous material as defined in Regulation 860 : Workplace Hazardous Materials Information System (WHMIS)
<b>Dangerous chemicals</b>	A hazardous material as defined in Regulation 860 : Workplace Hazardous Materials Information System (WHMIS)
<b>Explosives</b>	A hazardous material as defined in Regulation 860 : Workplace Hazardous Materials Information System (WHMIS)
<b>Weapon</b>	anything used, designed to be used or intended for use (a) in causing death or injury to any person, or. (b) for the purpose of threatening or intimidating any person.
<b>Illegal substance</b>	A controlled substance as identified in the Controlled Drugs and Substances Act but does not include a substance that is legally possessed or used under the supervision of a licensed healthcare professional

### 5.0 Procedure/Process

#### 5.1 Employees:

- Hospital resources must be used in compliance with applicable laws or regulations
- Male and Female lockers located on level 100 are assigned to employees by the Human Resources Department, with preference given to clinical staff and staff requiring uniforms. Employees working in areas/departments where lockers are available will not be assigned additional locker space on the 100 Level.
- Lockers/change rooms located in departments, will be allocated according to policy set by the manager of that area. Failing the existence of such a unit-specific policy, the principles in the current policy will take effect accordingly.
- Employees are prohibited from occupying a locker on Level 100 that has not been assigned to them by the Human Resources Department, unless it is a designated locker reserved for day use as part of specific infection control measures.
- Employees requesting a locker will need to complete a Locker Use Agreement and submit this form to Human Resources Department. They will be advised if there is a locker available for use.
- Employees are not to enter a locker that is not their own. If a locker requires the removal of contents it will be at the direction and / or delegation of the manager. Locker contents to be removed are to be brought to the manager, and not discarded by any individual.
- If the locker they have been assigned is in use, they are to notify Human Resources who will put a notice on the locker advising the occupant that they have two weeks to vacate the locker. If there is no response, the locker

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will be opened and emptied and assigned as per policy. The hospital is not responsible for items discarded from an unassigned locker.

- Employees who have been approved to use a locker on the 100 level will be required to use the combination lock assigned to them. If they choose to use their own lock, they will need to provide the combination to Human Resources. Management reserves the right to determine if lockers will be secured with hospital-owned locks or allow the use of personal locks.
- Lockers are for single use only.
- Employees are expected to adhere to this Locker Policy
- Casual employees will not be provided a locker.

## 5.2 Placement Students:

Designated lockers are identified in the 100 Level Locker Room for student use

Use of locks will be permitted only under the following strict guidelines:

- Each locker is to be shared amongst 2-3 students
- Locks are to be provided by the student
- Locks may be applied at the beginning of each shift and removed at the end of each shift
- Lockers must be emptied at the end of each shift
- Lockers are to be left in a clean and sanitary condition
- In the interest of security, students must keep lockers locked while the locker is in use for the student's shift

## 5.3 General rules

- Eating is not permitted in the locker rooms.
- Individuals are not permitted to modify lockers or affix anything to the interior or exterior of their lockers.
- In the event that Individuals do not comply with this policy or subsequent directives, privileges to the locker room and lockers will be revoked.
- Individuals are responsible for notifying Human Resources if they are no longer using a locker. Similarly, individuals must vacate the locker and return any lock provided by the Hospital to Human Resources at the beginning of a long term leave and/or at the end of their term of employment.
- Individuals are not to enter a locker that is not their own. If a locker requires the removal of contents it will be at the direction and / or delegation of the manager. Locker contents to be removed are to be brought to the manager, and not discarded by any individual.
- For tracking purposes, Human Resources may audit the Locker Rooms at any time.

## 5.4 Health and Safety

- In the interest of security, users must keep lockers locked at all times. The Hospital is not responsible for lost or stolen items. The Hospital is not responsible for any valuables or belongings left inside the lockers. This includes cell phones, jewelry, cash, etc.

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- Flammable material, dangerous chemicals, explosives or weapons of any kind are strictly prohibited inside the lockers. Food and perishables may not be stored inside lockers.

### 5.5 Personal Use

- Switching of lockers is not permitted. Use of locker by a person other than to whom it is assigned is prohibited.
- Items stored or displayed in lockers shall be in accordance with the Respectful Workplace Policy, and as such must be free from discrimination, harassment, sexual harassment, workplace conflict or any other material that could be deemed as inappropriate or offensive.
- It is the sole responsibility of each individual to ensure that lockers are clean and kept free of accumulation of paper, soiled clothing and any other potential hazards.
- Individuals are responsible to empty their locker and ensure it is left in a clean and sanitary condition. The Hospital is not responsible for items that are left in the locker after the individual has left the organization. If an individual is on a Leave of Absence (MLOA, Sick Leave, etc.), it is the expectation that their locker be vacated during this time.

### 5.6 Access to Lockers or Inspection

- Lockers are Hospital property. The Hospital reserves the right to access a locker at any time. Individuals may be requested to empty lockers periodically in order to allow the Hospital to clean, repair, paint or audit lockers.
- The Hospital respects the personal privacy of all individuals. The Hospital endeavours to uphold such privacy but retains the right to inspect lockers in circumstances affecting business interests, including, but not limited to, loss prevention, safety, security, discrimination, harassment, and sexual harassment.
- Should such circumstances arise, individuals will be given notice, where possible, of the reason for the inspection or investigation, and the inspection process to be implemented, noted in the next section.
- Employees are expected to cooperate with these procedures and may be subject to discipline, up to and including termination, where a reasonable request has been made under this policy.
- Inspections of lockers may be conducted where the Hospital reasonably believes that such an inspection is necessary to prevent, impede or reduce the risk of, but not limited to, the following:
  - Physical injury or illness to any person;
  - Damage to personal or Hospital property;
  - Violation with applicable laws or regulations, professional standards and/or Hospital policies and procedures;
  - Chemicals or fluids that have a noticeable odour or can be visibly seen coming out of the locker;
  - A locker containing items that may be rotting, spoiling or mildewing (i.e. food items, etc.)

### 5.7 Inspection Process

- Inspection of lockers will be carried out as follows:
  - Inspection will be carried out in the least intrusive manner possible under the circumstances;
  - Employees, or their designate, are entitled to be present during an inspection, where possible;
  - Inspection will be carried out in the presence of a management / designate and/or security witness ;

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- Photographs of contents may be taken at the discretion of management;
  - Any illegal substances found in the locker will be turned over to appropriate authorities;
  - Any results of the inspection will be kept confidential and not disclosed except to the employer's agents, appropriate authorities or as may be required by law.
- Every reasonable effort will be made to follow the steps of the inspection process, however, in the event of an emergency, the Hospital reserves the right to inspect the locker without notice.

#### 5.8 **Removal of Items from Lockers**

In the event the employee terminates employment without notice, management or their designate shall empty the locker and take an inventory of the contents. Alternatively, employee may be allowed to empty contents of the locker in the presence of management or designate. Should an individual clean out another's locker, it is the expectation that the locker contents be brought to the manager if departmental lockers or human resources if general lockers.

#### 5.9 **Consequences of Non-Compliance**

Misuse of locker may lead to termination of locker privileges. Users who fail to comply with this policy may be subject to disciplinary action up to and including dismissal, early termination of contract or other sanctions as applicable.

### 6.0 **Documentation**

#### **Locker Use Agreement**

This document allows the Hospital to ensure that the individual has read all conditions and will comply with this policy. The document will be kept in a file in Human Resources.

### 7.0 **References**

O. Reg. 67/93, s. 28. Health Care and Residential Facilities. Retrieved from <https://www.ontario.ca/laws/regulation/930067>  
 O. Reg. c. F.31, s.1 Freedom of Information and Protection of Privacy Act. Retrieved from <https://www.ontario.ca/laws/statute/90f31>

### 8.0 **Stakeholder Review**

<b>Primary Stakeholders</b>		<b>Month/Year Reviewed</b>
Human Resources Leads		January 2021
Privacy Officer		May 2021
Senior Team		May 2021
<b>Committee Stakeholders</b>		<b>Month/Year Reviewed</b>
Managers Review Group		May 2021

### 9.0 **Approval**

<b>Signing Authority Signature</b>	<b>Date Signed</b>
VP, Corporate	May 18, 2021

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