

Important Information for Visitors About Health and Safety

Everyone's health and safety is important

For your safety and the safety of all our staff and visitors, please read this pamphlet carefully and observe all safety signs and directions



Our Offices are Scent-Free

Some people who work and visit us have serious allergies or sensitivities to scents and fragrances. PLEASE do not wear perfumes and scented products when you are at any of our offices.



No Smoking

Smoking is not allowed in any of our offices.



Knowing Your Support Needs

When you come to our office, please make sure to let our staff know of any health and support needs you have so that we can help you in the event of an emergency situation.

Things to think about:

Do you have a serious allergy or medical condition?

Do you use an assistive device like a cane, walker, wheelchair etc?

Do you need any kind of physical assistance and if so, for what?



Fire

We have a fire safety plan posted at every exit.

If you see a fire or hear a fire alarm:

Leave the area where the danger is

Let staff know or sound the alarm if you can – use the nearest pull station

Calmly go to the nearest exit

Follow staff instructions

Remain outside until the alarm stops and you are told it is safe to return



Safety Concerns

Safety concerns like spills on floors, broken glass and blocked exits put your safety at risk. If you see a safety concern, please tell one of our staff members right away.



Injury

Injuries can be caused in many ways such as by falling down, walking into something or being hurt by another person. Some examples of injuries are cuts, scrapes or broken bones.

If you need First Aid, tell a staff member right away. We have staff that are trained in First Aid. We have First Aid supplies available.



Feeling Unwell

If you are feeling sick or unwell please tell a staff member and they will reschedule your appointment.



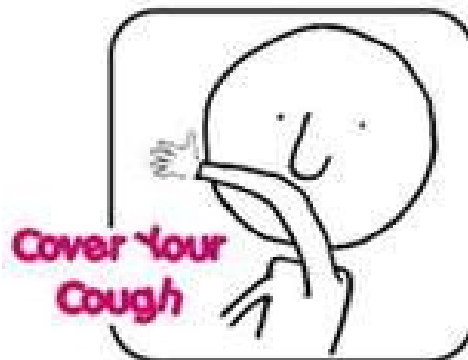
Coughs and Colds

If you are feeling well enough to have your appointment but you have a cough or cold, please:

Cover your cough with a tissue or cough or sneeze into your sleeve

Keep your distance from others

Wash your hands or use hand sanitizer after coughing or sneezing





If you have any questions or comments about our safety booklet, please let us know. You can reach us at:

Contact Hamilton for Children's and Developmental Services

Main Office: 140 King Street East,
Suite 4 Hamilton, ON L8N 1B2

Phone: 905-570-8888 or
Toll Free at 1-877-376-4674

Fax: 905-522-6957 or
Toll Free Fax: 1-844-777-6663

Email: info@contacthamilton.ca