



Sharp Rees-Stealy Appearance Guidelines Acknowledgement

I, _____,
Print Name

Have received and read the Sharp Rees-Stealy Appearance Guidelines (P&P 04314). I agree to follow the Sharp Rees-Stealy Appearance Guidelines. I understand that if I am not appropriately attired I will be asked to go home and change and will not be compensated for the time away. This will count as an occurrence.

Employee E-Signature

Date

Employee Number

COMMITMENT TO AIDET AND BEHAVIOR STANDARDS

Name: _____

Sharp HealthCare values and endorses "The Sharp Experience" which is used to provide a foundation for employees to use as they strive to demonstrate very good behavior. While working at Sharp HealthCare, you are required to follow the standards as outlined below.

AIDET

ACKNOWLEDGE

INTRODUCE

DURATION

EXPLANATION

THANK YOU

BEHAVIOR STANDARDS

- Std #1: Attitude is Everything**
- Std #2: Reward and Recognition**
- Std #3: Courteous Communication**
- Std #4: Teamwork**
- Std #5: Service Recovery**
- Std #6: Zero Harm**
- Std #7: Appearance Matters**
- Std #8: Service Excellence**
- Std #9: Privacy and Confidentiality**
- Std #10: Electronic Communication Manners**
- Std #11: Mutual Respect**
- Std #12: Diversity**



I acknowledge that I have received, read and agree to utilize AIDET and the Sharp Behavior Standards while working at Sharp HealthCare.

Employee E-Signature: _____ Date: _____

Manager /Specialist: _____ Date: _____

Preventing Strains/Sprains Agreement

Sharp HealthCare's Role in Preventing Strains/Sprains Related to Patient and Material Handling

Sharp Healthcare is committed to maintaining a safe and healthful work environment and has minimized the risk of strains/sprains through ongoing:

- Evaluation of new technology/equipment
- Employee training
- Investigation of incidents involving strains/sprains

Sharp Healthcare evaluates and provides employees with equipment and technologies designed to reduce the risk of these injuries. Examples include:

- Patient transfer/repositioning equipment such as Maxi slides, Arjo and Sara Lifts equipment
- Material moving/lifting equipment including carts, dollies, pallet jacks
- Lift Teams

Sharp Healthcare also provides training to allow employees to perform their job functions safely. Topics covered in New Employee Orientation, Annual Safety Education and department specific training include:

- Body mechanics
- Patient transfer/repositioning methods
- Lifting techniques
- Office ergonomics
- Recognizing tasks and other activities that require use of lift equipment
- What to do if you are injured on the job
- Appropriate engineering controls, work practices, and personal protective equipment that can prevent injuries

Sharp Healthcare investigates strains/sprains to reduce the likelihood of future injuries. Investigation of an injury may include interviews with the employee, their manager and other staff.

Your Role in Preventing Strains/Sprains

You are responsible for maintaining a safe work environment and are expected to exercise safe work practices. You are expected to:

Employee
Initials Possess the knowledge and skills to routinely demonstrate compliance with safe work practices (Injury & Illness Plan #18603.00).

Employee
Initials Use lift and/or material handling equipment and wear the appropriate personal protective equipment when required (Safe Patient Mobilization Guidelines).

Employee
Initials Report unsafe or unhealthful work situations.

Employee
Initials Report any injury or near miss to your supervisor immediately.

Employee
Initials Use personal protective equipment (PPE). It's the law.

Employee
Initials Understand that deliberate failure to follow safe work practices may result in coaching/corrective action.

Employee
Initials Discuss with your supervisor any safety problems that I encounter in the course of my work which are not covered by safety policies/procedures.

I have read and understand this agreement. I accept responsibility to ask questions to clarify my role in preventing strains/sprains & injuries to myself and others.

Employee E-Signature

Date

Supervisor Signature

Date

Please Email to your Direct Supervisor