



Sharp Rees-Stealy Medical Group
Appearance Guidelines Acknowledgement

I _____ ,
Print Full 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 Five Must Haves and Everyday Actions

Name: _____

Sharp HealthCare values and endorses "The Sharp Experience," which serves as a foundation for employees striving to demonstrate exemplary behavior. While working at Sharp HealthCare, you are required to adhere to the Everyday Actions and Must Haves outlined below.

Five Must Haves

1. Greet people with a smile and "Hello," using their name when possible.
2. Take people where they are going, rather than pointing or giving directions.
3. Use key words at key times. "Is there anything else I can do for you? I have the time."
4. Foster an attitude of gratitude. Send thank-you notes to deserving employees.
5. Round with reason to better connect with staff, patients, family and other customers.

Everyday Actions



Innovation and Learning
We continuously improve.



Care and Compassion
We extend kindness to all.



Communication
We connect with purpose.



Diversity and Belonging
We embrace our differences.



Appreciation
We say thank you.



Safety and Security
We strive for zero harm.



Mutual Respect
We value each other.



Well-Being
We care for ourselves and others.



Mindset Matters
We are a positive force.



Service Excellence
We create memorable experiences.



Stewardship
We are accountable.



Collaboration
We work together.

I acknowledge that I have received, read and agree to utilize the Five Must haves and Everyday Actions while working at Sharp HealthCare.

Employee E-Signature

Date

Supervisor E-Signature

Date



Preventing Sprains/Strains Agreement

Sharp HealthCare's Role in Preventing Sprains/Strains 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 Sprains/Strains

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

 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 my 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 my 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 and injuries to myself and others.

Employee E-Signature

Date

Supervisor E-Signature

Date

Please email to your direct supervisor.