

PART logo system

Effective February 2011, the PART program offers a logo system to assist employers with meeting Saskatchewan's occupational health and safety legislation. Prior to implementing the logo system, employers will need to develop a policy or amend its current policy to include appropriate use of the logo.

This logo system was developed to assist with the *identification of the worksite or worksites where violent situations have occurred or may reasonably be expected to occur* [Occupational Health & Safety Regulation 37(3)(b)]. It will assist with effective communication between the care team and other staff such as porters, laboratory, dietary, housekeeping, etc., to ensure safety.



The logo is available, from SASWH, as an orderable resource in four formats: poster format (8.5x11" laminated); 4.25x5.5" logos in 50/pad, 4.25x5.5" individual and laminated; 1x1" sticky logos in 80/sheet (refer to the resource order form for pricing and to place an order). The logo is protected by PART program copyright and must not be reproduced.

The logos, with the exception of the sticky logo, have dotted boxes that are intended to be used for additional information as approved by the employer, the employer's privacy officer, the care team and the trustee. Information such as time of day, specific bed number or any other details must first be approved prior to being recorded on the logo.

The logo system is **NOT** intended for documenting confidential client information unless it meets Section 27 of the *Health Information Protection Act (HIPA)* which states: "(4) A trustee may disclose personal health information in the custody or control of the trustee without the consent of the subject individual in the following cases: (a) where the trustee believes, on reasonable grounds, that the disclosure will avoid or minimize a danger to the health or safety of any person;"

When the PART logo system is adopted by an employer, the following are recommended procedures for inclusion in the violence policy:

1. identification of who would complete the assessment to identify a worksite(s) where there may be a risk of violence or where violent situations have occurred
2. reference to how would the assessment be completed and comply with HIPA section 27
3. inclusion of a communication plan so appropriate employees are aware when an area is identified
4. a statement about (regular) re-evaluation of that area so that if it is no longer deemed an area of concern then it is no longer identified as such
5. the process for removing any identifier
6. the extent of information on the area that would be noted on the logo and this may involve the employer's privacy officer, care team, client's trustee, etc.

Rules for using the logo system:

THE PART LOGO IS INTENDED TO IDENTIFY A WORKSITE(S) where violent situations have occurred or may reasonably be expected to occur as per Saskatchewan's *Occupational Health & Safety Regulation 37(3)(b)*.

THE PART LOGO IS NOT INTENDED TO IDENTIFY ANY CLIENT INFORMATION unless Section 27 of the *Health Information Protection Act (HIPA)* is met.

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PART Logo System - Enhancement for PART Instructors and/or PART Trainers

If the employer has implemented the PART logo system, the following enhancement will assist PART trainers with communicating/teaching the proper use of the logo. Prior to teaching this section, the trainer obtains a copy of specific information that pertains to the worksite(s), such as the policy/process on the use of the logo, and is fully familiar with the employer's approved use of the logo system. This policy/process must be communicated to the workers and is the responsibility of the employer to ensure all staff are aware of the proper use of the PART logo system.



When teaching Section 3 - Preparation, include reference to the PART logo system under section C. Observation. Under the first point, the following information can be given to the participants:

- 1 A. Determine baseline behaviour for each individual for whom you are responsible.
- B. Observe for the PART Logo "Check at Desk". When you see this logo you will need to obtain additional information from the desk prior to entering the area. This logo system is in place to ensure your safety and the safety of others, including co-workers, clients, visitors, etc. When you report to the desk you will receive the information you need, such as:
 - you may need to enter the area with another worker
 - you may not be allowed in the area at that time
 - any other information you need in order to keep you safe.

This logo was developed to assist with the *identification of the worksite or worksites where violent situations have occurred or may reasonably be expected to occur* [Occupational Health & Safety Regulation 37(3)(b)]. It will assist with effective communication between the care team and other staff such as porters, laboratory, dietary, housekeeping, etc., to ensure safety. The logo would be used to help support the treatment plan.

The dotted box is a space that can be used for additional information as approved by the employer, the employer's privacy officer, the care team and the trustee.

The logo system is **NOT** intended for documenting confidential client information unless it meets Section 27 of the *Health Information Protection Act (HIPA)* which states: "(4) A trustee may disclose personal health information in the custody or control of the trustee without the consent of the subject individual in the following cases: (a) where the trustee believes, on reasonable grounds, that the disclosure will avoid or minimize a danger to the health or safety of any person;"

You should have a copy of the logo to show participants. Review the rules printed on the reverse side of the logos. Review the policy and the process established for the worksite.

You may see the logo in a few different sizes - 8.5x11" poster format, or 4.25x5.5" logo format or small 1"x1" stickers on a client chart. Regardless of the size, the color of the logo will not change. It will be bright, red text and posted in a visible area. In the dashed area on the bottom of the logos (not the stickers), there is a spot where you may see more information. The information put in this dashed box is approved by a process to ensure that legislation is followed. We cannot write any personal client information on this logo unless it is approved through a specific process.