

Important Information for Visitors About Health and Safety



Let's keep safe.

Please read and follow this pamphlet carefully.

	<p>Our Offices Are Scent Free</p>
	<p>No Smoking</p>

Our Offices Are Scent Free

Some people who work and visit us have allergies to scents and fragrances. PLEASE do not wear perfumes and scented products when you are visiting us.

No Smoking

Smoking is not allowed in our office space or the building.



Knowing Your Support Needs

When you come to our office, please make sure to let our staff know if you have any health and support needs 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?
- Do you need any kind of physical assistance?



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

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 like cuts, scrapes and broken bones can be caused in many ways such as by falling down, walking into something or being hurt by another person.

If you are injured, tell a staff member right away.



We have staff that are trained in First Aid. We have First Aid supplies available.



Feeling Unwell

Please do not come to our office if you are sick.

If you are already at our office and you start to feel sick or unwell, please tell a staff member and they will reschedule your appointment.

If you have any questions or comments about our safety booklet, please let us know.

Contact Hamilton for Children's and Developmental Services

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