

<b>TITLE: REPORTING FOR DUTY</b>	<b>SECTION: LAND AMBULANCE</b>
<b>DATE: May 16, 2011</b>	<b>POLICY NO.: KDSB-LAS-IV-07</b>
<b>APPROVED BY: Draft</b>	<b>REVISED:</b>

**1. POLICY STATEMENT**

Paramedics will report to duty with appropriate uniform, safety equipment and ID cards at the beginning of each shift.

**2. PROCEDURE**

**2.1 Duty requirements**

To ensure a standard professional image for the land ambulance service operated by the Kenora District Services Board, provide for the safety of all employees, and meet the requirements of the Ambulance Act the following equipment will be carried/worn at every shift:

Uniform:

- One of: shirt and pants, or jumpsuit as described in KDSB LAS IV-01
- Boots: black, high cut, CSA approved
- Outerwear appropriate for conditions as described in KDSB LAS IV-01

ID Card:

- Ministry of Health issued ID card with visible Photo will be carried at all times while on shift.

**2.2 Requirement to Report**

- a) To maintain the safety and security of KDSB employees and the public, paramedics will report the loss of the Ministry of Health ID card to their Manager or the Manager on Duty immediately upon the discovery of it's loss. Paramedics found working without Ministry approved ID cards will be issued a warning, and required to produce the card at their next shift.
- b) To maintain the safety of the paramedic, any paramedic who reports to duty without CSA approved footwear and seasonally appropriate outerwear will be out of service until appropriate footwear can be acquired