

**SAHTU HEALTH & SOCIAL SERVICES AUTHORITY**  
**Policy**

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ADMINISTRATION POLICY

**Office Temperature Policy**

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**POLICY**

The Sahtu Health & Social Services Authority (SHSSA) wishes to ensure the safety and wellbeing of their staff and clients. To achieve this result SHSSA employees are not to work in or allow clients in SHSSA facilities when the temperature reaches +28 degrees Celsius or drops below +10 degrees Celsius, except in an emergency.

**GUIDING PRINCIPLES**

If the temperature reaches either +28 degrees Celsius or drops below +10 degrees Celsius in the individual office the employee must re-locate to another part of the facility where it is acceptable to work in.

If the employee is unable to find a suitable location, the employee must notify their supervisor and their supervisor will either find another location or look into the possibility for the employee to work from home.

If the employee is unable to work from the office or their home then the employee is off on paid leave from work for the rest of the day.

The employee must report to work each day there after to check if the temperature has returned to an acceptable level in the workplace.

**DEFINITIONS**

**Emergency** – Medical or Social Service Program concern or incident that requires immediate attention that can not wait for the next day.

**Acceptable temperature level in a workplace** +10 to +28 degrees Celsius.

Approved by: \_\_\_\_\_

  
Chad Fehr, CEO