

RISK MANAGEMENT FOR STAFF

To: All Staff
From: Kristin Shields, Director, Quality & Risk Management
Date: Monday, March 8, 2021
Re: Changing Clocks/Watches to Daylight Saving Time

On **Sunday, March 14, 2021 at 2:00 a.m.**, clocks and watches spring ahead one hour to change to Daylight Saving Time.

The accuracy of time is very important to ensuring safety at Thunder Bay Regional Health Sciences Centre. It is of importance not only for scheduling procedures and staffing, but also for charting accuracy and medication dispensing.

At 2:00 a.m. all electronic clocks that are controlled by the system (NICU, ICU, etc.) will be moved ahead to Daylight Saving Time automatically. Any final adjustments will be completed by 5:00 a.m. If any of these system clocks are not updated by 8:00 a.m., please contact the Maintenance Department. All departments will be responsible for changing the time on any battery operated clocks in their area. Desktop computers will automatically change to Standard Time.

Please ensure that your personal watches/devices are updated and that any clocks in your area are adjusted in a timely manner.

Maintenance Contact Number: Ext. 6340