

Safety and Work Areas:

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EMPLOYEE SAFETY

POLICY:

The agency provides a work environment as free as possible from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by management or by federal, state, or local law.

PRACTICE:

1. The Executive Director shall appoint a Safety Officer who is the team leader of the Risk Management Team. This team is assigned the task of developing a comprehensive safety program suited for the agency's particular needs. The Risk Management Team's responsibilities include:
 - a) Monitoring compliance with the agency's safety rules and regulations and the applicable safety and health standards established by the Occupational Safety and Health Administration (OSHA);
 - b) Investigating, correcting and eliminating recognized unsafe working conditions or potential hazards;
 - c) Representing the agency during investigations conducted by the OSHA;
 - d) Establishing fire prevention programs and monitoring fire drills; and
 - e) Investigating all fires and serious accidents involving agency employees or which occur on the agency's premises, and preparing all reports.
2. All employees are to:
 - a) Inspect their work areas periodically,
 - b) Familiarize themselves with all safety and health procedures relevant to their work,
 - c) Receive safety training,
 - d) Identify conditions that are recognized as being unsafe, and
 - e) Report accidents to a team administrator.

MAINTENANCE OF WORK AREAS

POLICY:

For reasons of health, safety, public image, and security, all employees are expected to keep the areas in which they work and provide supports safe, clean, sanitary and orderly at all times.

PRACTICE:

1. Employees are responsible for the safety, orderliness and cleanliness of the area in which they work. This includes:
 - a) Office areas
 - b) Program sites
 - c) Homes of people supported (unless contraindicated by the support plan)
 - d) Vehicles utilized to transport people supported.
2. Specific employee responsibilities include:
 - a) Cleaning the work site, including sweeping, vacuuming, mopping, or dusting;
 - b) Storage of all work materials in designated areas;
 - c) Emptying waste cans which contain materials that will create odors;
 - d) Identifying and removing safety hazards in the workplace;
 - e) Other household duties as required to maintain the work site.
3. Machines and equipment should be properly used, stored, covered and turned off when not in use.
4. Food and beverages should be consumed only in designated areas.
5. In office areas, all cabinets and files should be continuously closed or closed at the end of the workday, as appropriate. Designated equipment and lights should be turned off. Materials of a sensitive or confidential nature should be stored properly in a locked cabinet. All outside doors should be properly secured.

PERSONAL PROPERTY SECURITY

POLICY:

For the benefit and convenience of employees, reasonable efforts are made to provide security for the agency's employees and their personal property, the agency's property, and authorized visitors to the premises.

PRACTICE:

1. Employees are responsible for safeguarding personal property while at work.
2. The agency does not assume responsibility for the loss or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work.
3. Employees use the parking lots at their own risk and should keep their cars locked while on the lots. The agency assumes no responsibility for any damage to, or theft of, any vehicle or personal property left in the vehicle.

EMERGENCY PROCEDURES

POLICY:

It is the employee's responsibility to familiarize him or herself with emergency procedures.

PRACTICE:

1. Structure Fires.

- a) Periodic emergency drills are conducted to insure that employees know evacuation procedures.
- b) If an employee becomes aware of a fire or another emergency, he/she should activate the emergency system and all occupants should be immediately evacuated from the building utilizing the nearest evacuation routes. Upon evacuation of the building, all persons supported and employees should be grouped a safe distance from the structure at the designated area and a count of persons made to determine if all are present.
- c) Personnel shall call the fire department (911) as soon as possible.
- d) The Executive Director or designee shall be notified as soon as possible but at least within one hour of the occurrence.

2. Inclement Weather.

- a) During periods of thunder and lightning, all people supported and employees should go indoors.
- b) In the event of tornado or severe thunderstorm warnings, all persons supported and employees shall go immediately to a designated inside room of the building and wait, until the warning is lifted.
- c) Employees should remain alert for changing weather conditions and schedule activities accordingly.

3. When a person supported is discovered missing, the following procedures should be followed:
 - a) All available personnel should begin an immediate search of the building, grounds, and neighborhood.
 - b) If the person is not located within 10 minutes, the team manager should be notified.
 - c) If the person has not been located within thirty minutes, the police having local authority should be called and provided a description of the individual. A picture may be provided from the person's file.
 - d) The Executive Director or his/her designee shall be notified as soon as possible but at least within one hour.

INFECTION CONTROL

POLICY:

Agency employees routinely follow procedures to minimize the risk of transmission of communicable or infectious diseases. This policy provides simple and effective precautions for all employees who may be exposed to the body fluids of any individual in the work setting.

DEFINITIONS:

“Body fluids” means - urine, feces, vomit, drainage from scrapes and cuts, mucous or drainage from nose, ears, eyes, vagina, penis, rectum, etc.

“Blood borne exposure” applies to blood, or visible blood mixed in any of the above examples.

PRACTICE:

1. Hand washing is the single most important method to prevent the spread of infection and decrease the risk of transmitting or acquiring infection or disease. The Center of Disease Control (CDC) endorses the use of alcohol based hand sanitizers when soap and water are unavailable. Package directions should be followed to ensure correct use of product.
2. Hand washing for employees and persons supported should be performed when the hands are visibly soiled and at the following times:
 - a) Upon arrival at work
 - b) Before eating or drinking
 - c) After eating
 - d) After going to the toilet or assisting with toileting
 - e) After outdoor recreational activities
 - f) Before food preparation
 - g) After removing gloves
 - h) After blowing nose
 - i) After handling animals
 - j) Before leaving work at the end of the day

3. Avoid direct skin contact with body fluids of others when possible utilizing gloves and hand washing (see Infection Control Guidelines).
4. When direct skin contact or contamination of materials occurs from contact with body fluids, proper cleaning techniques should be followed (see Infection Control Guidelines).
5. Spilled body fluids such as blood or body fluids with visible blood should be removed from the environment by proper cleaning techniques (see Infection Control Guidelines).
6. All agency employees have been identified as having potential for exposure to blood or other potentially infectious materials.
 - a) All employees will be offered the Hepatitis B vaccine, at no cost to the employee.
 - b) The vaccine will be offered within 10 working days of the employee's initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or unless the employee wishes to submit to antibody testing which shows the employee to have sufficient immunity.
 - c) Employees who decline the Hepatitis B vaccine will sign a waiver, which uses wording in compliance with OSHA standards.
 - d) Employees who initially decline the vaccine but who later wish to have it may then have the vaccine provided at no cost.
7. If exposure occurs, for example a needle stick, then the employee should immediately contact a team manager. The team manager will contact the Coordinator of Human Resources on how to proceed with immediate care according to OSHA guidelines.

INFECTIOUS OR COMMUNICABLE DISEASE

POLICY:

The Agency shall actively implement procedures to reduce, control or eliminate infectious or communicable diseases among employees and persons supported.

PRACTICE:

1. Any employee contacting an infectious or communicable disease must inform the team manager immediately.
2. Upon request of the team manager, the employee shall present a physician's statement concerning the status of the disease.
3. Employees with an infectious or communicable disease will not be allowed to perform work that brings them in direct contact with persons supported.
4. The Executive Director in consultation with the team manager will determine the work assignment or work status of the employee.
5. The agency recognizes that an employee's health condition generally is a private and personal matter and consequently will protect the confidentiality of the situation and any information or documentation relating to it.
6. In order to reduce the risk of infectious or communicable diseases the agency will make vaccines and inoculations against certain infections available to employees at no cost to the employee (e.g., influenza).