Policy and Procedures

Policy Title: Safety Procedures

Program or Department: All Programs and Departments

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Title of Staff Member(s) Responsible for Implementation: Safety Committee Chair, All Staff Members with Supervisory Responsibilities, Director of Facilities Services, Site Coordinators

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Procedures Written/Revised by: Kelly Wishart, Vice President Professional Development and Quality

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Policy:
In order to provide a safe environment for employees, clients, and guests as well as to offer guidelines in how to respond in case of an emergency, safety procedures and guidance have been developed. All safety procedures and guidance will be regularly reviewed to ensure proper implementation and to make changes as necessary that reflect current conditions.

Procedures:
1. The Safety Committee serves as a primary vehicle to address safety concerns across all Agency sites.
2. Site Coordinators, as well as staff from across departments, sit on the Safety Committee and bring safety concerns forward to the Committee to be addressed.
3. Any employee, volunteer or visitor may bring a safety concern to the attention of the Agency by addressing it to the Safety Committee.
4. The Safety Committee will review safety concerns on a monthly basis and make plans to address and monitor them accordingly with Facilities Services.
5. The Safety, Crisis and Emergency Response Manual will be reviewed and updated annually. Changes and updates to any procedures will be based on best practice, federal, state or local regulations. The most current Manual will be stored in the Agency's shared drive for access by all staff.

6. The code system in the Manual (A, E, I, O, U) will be drilled regularly at all Agency sites. When appropriate drills will be conducted and supported by safety experts from the community.

7. Annually, each staff member will receive an updated Manual at the Agency Retreat. A brief training for all staff will highlight changes and reiterate procedures most often used by the Agency. Each staff member will sign a statement that he/she has received a copy of the updated Manual.

8. At the time of initial employment, the Human Resources Associate will provide a copy of the Safety, Crisis and Emergency Response Manual (the Manual) to all new employees.

9. The employee’s Supervisor must ask the employee if they have any questions, or need further clarification of the policies. The Supervisor must clarify and policies that are unclear. All staff members must review the Manual and sign a form indicating that it has been reviewed.

10. The Supervisor must sign the form indicating that the employee has read the Safety Manual, and forward the form to the Human Resource/Payroll Coordinator. The form must be filed in the employee file.

11. At each New Employee Orientation session the Manual is reviewed by the Director of Health and Nutrition or his/her designee with new staff. Particular focus is placed on safety at agency sites as well as home visitor safety.

12. The annual Employee Satisfaction Survey includes an item related to employee safety; the results of the question and any associated feedback be shared with the Safety Committee for inclusion into annual plans or/and updates.