

Agency Wide Policy and Procedure

SECTION: Health & Safety

SUBJECT: Safety Policy

POLICY NUMBER: 6.09

ATTACHMENT: None

APPROVAL DATE: 11/1/2019

REVISION: 1/22, 5/23, 6/23, 12/24, 7/25

It is the policy of First Resources Corp. to provide a safe and healthy environment for all clients, employees, and visitors who are associated with the Agency.

PURPOSE:

- To ensure that all facilities provide a safe and healthy environment for people served.
- To ensure all employees are informed of safety practices.
- To reduce the risk of injury to employees, clients, and visitors.

PROCEDURE:

SAFETY IS “FREEDOM FROM DANGER”

- A. Actions that will keep anyone from “freedom from danger”
1. Poor planning
 2. Horseplay
 3. Always in a rush
 4. Using faulty equipment and not reporting faulty equipment
 5. Using the wrong equipment for a job
 6. Not wearing protective devices when appropriate
 7. Not being observant
 8. Not repairing or replacing faulty equipment
 9. Not caring (apathy)
 10. Living/working in messy, cluttered conditions
 11. Using improper body mechanics
- B. Consequences for not caring for “freedom from danger.”
1. Injury to self, client, visitor, or co-worker
 2. Individual pain and suffering
 3. Lost time from work
 4. High medical bills.
 5. Possible loss of life

- C. Employee responsibilities for participating in a “freedom from danger” work environment:
1. Be familiar with all emergency policies and procedures.
 2. No alcohol, illicit drugs, or licit drugs used illegally will be used on the job at any time.
 3. All accidents, however minor, must be immediately reported to a supervisor. The supervisor is required to make a thorough investigation and complete an Incident Report. The incident report will be forwarded in accordance with the Incident Reporting policy.
 4. No employee is to stand on any object other than an approved step stool or ladder designed for that purpose. If the equipment is not in good condition, it is not to be used and is to be reported to a supervisor.
 5. Cabinet drawers, doors, et cetera are not to be left in a position where they might present a hazard to others.
 6. Electrical cords will not be left lying across hallways or doorways.
 7. All electrical cords will be maintained in good condition. If a cord is frayed, a plug loose, or the grounding pin on a plug broken, it is not to be used. It is to be reported immediately to a supervisor.
 8. The use of any extension cords is not permitted unless it is of a design approved by the Consumer Product Safety Commission Extension Cords Fact Sheet.
 9. Employee is to report immediately to a supervisor of any condition or practice that might cause injury or damage to equipment.
 10. Lift with your legs, not with your back. Push do not pull, any office equipment of any kind from the end or back. Avoid having hands where they can strike door frames or other objects.
 11. Care for the safety of self, co-workers, family members, clients, visitors, etc.
 12. No open flames are permitted in any Agency building.
 13. Space heaters may be used only if they meet all the following criteria:
 - UL Approved and labeled accordingly
 - Have a tip-over shut off switch
 - Are rated for no more than 1500 watts
 - Have a thermostat to regular heat output as well as clearly marked on/off switches
 - Are directly plugged into an outlet and kept at least 3 ft from combustibles such as files, curtains and clothing.
 - Must be turned off and unplugged when the room is not in use.
- D. Always think safety, regardless of job or activity, and be sure to observe and correct the unsafe actions of others. Deliberately taking a risk takes the “freedom from danger” away from self, co-workers, clients, and visitors.
- E. To ensure the safety of all the First Resources Corp. offices and locations the

maintenance department performs regular inspections. Any unsafe issues or practices are documented in the inspection checklist form and addressed by the maintenance department.

F. Supporting Client Medical Emergencies:

1. Employees will be trained in relation to each client and their routine support needs.
2. Employees who identify a client needing medical emergency support (due to an accident or illness) will ensure prompt medical support will assist the client in getting to the emergency room/urgent care clinic. This may be by personal transport or via ambulance service depending on the severity.
3. The Employee will assist with relaying health information and provide emotional support to the client.
4. The Employee will notify the supervisor/on call staff as soon as feasible.
5. The Employee or supervisor/on call staff will ensure that following parties are updated: guardian, emergency contact, case manager/IHH Care Coordinator (if applicable- see Incident Reporting Policy # 6.06)

G. Supporting Client's Mobility:

1. Upon initial intake, all clients' mobility will be assessed to determine appropriateness for programming. Additional assessments will be completed as changes occur in each client's mobility.
2. Within 10 days of identified needs/admission, a Care Mentor team will provide training as needed to meet the needs of each client's mobility needs. This may include the repositioning, pivot transfers and lifting the support needs of the client.
3. The Care Mentors will request any needed adaptive/mobility equipment needs from the Safety Coordinator. Members of the Safety Committee will review the request. If the request is not approved, the Safety Committee will assist with additional resources/training ideas.
4. If a client falls while in programming, an employee will assess for physical injury before attempting to assist.
5. If physical injury is detected or unknown, employee will call 911, if deemed appropriate, and notify their immediate supervisor.
6. If no physical injury is reported or detected and assistance is needed, employees will utilize proper lifting techniques:
 - If feasible, employees will provide a chair or surface and encourage the client to roll to all fours. Employees will then encourage the client to use the chair for leverage to help stand.
 - Portable Hoyer lift
 - "Camel" inflatable lift.

7. Employees will complete applicable paperwork related to the fall (i.e.: critical incident reports, doctor paperwork, etc.)
- H. Use of adaptive equipment:
1. Supervisors will ensure that employees are trained to use all applicable adaptive equipment (ie: van lifts, Hoyer lifts, etc.). Training can be requested through a Care Mentor.
 2. Employees will inspect equipment to ensure its safety before using it. Any malfunctions identified will be immediately reported to the supervisor and/or Maintenance Director. If a piece of equipment is deemed inoperable, First Resources Employee will post a “DO NOT USE: Needs Repaired” sign on the equipment.
 3. For infection control purposes, any assistive device will be cleaned and sanitized at least after each use, using disinfectant wipes. All fabric equipment will be laundered after each use.
- I. Essential vs Non-Essential Services
1. Inclement weather, natural disasters, and/or staffing availability may impact First Resources’ availability to provide all services.
 2. First Resources may have to prioritize between essential and non-essential services in these situations.
 - Essential Services are defined as programs or services that are necessary to maintain client’s health and safety.
 - Non-Essential Services are defined as programs or services that although they are beneficial, are not necessary to maintain a client's health and safety. They may be suspended until resources are available and the situations are safe to resume.
 3. First Resources may prioritize agency wide or by specific geographical area.
 4. First Resources prioritizes services as follows:

Service	Level of Service	Notes
Daily Site Homes	Essential Level 1	These services must be fully staffed to meet individual support needs with meds, meal preparation and safety oversight.
Intensive Residential Service Homes (IRSH)	Essential Level 1	
Residential Care Facility (RCF)	Essential Level 1	
Residential Treatment Facilities (Res Tx)	Essential Level 1	
Hourly SCL	Essential Level 2	These services may be reduced from the regular schedule but are available to ensure clients basic needs are satisfied such as meds and food.
Home Based Hab UA or UB	Essential Level 2	
Consumer Directed Attendant Care (CDAC)	Essential Level 2	
CHOICES	Essential Level 2	
Respite	Non-Essential	These services are suspended until staffing support and/or service locations are safe to
Adult Day Habilitation	Non-Essential	
Hab Day Habilitation	Non-Essential	

Outpatient Behavioral Health	Non-Essential	resume services.
Behavioral Health Intervention Services (BHIS)	Non-Essential	
Supported Employment	Non-Essential	