

# ADMINISTRATIVE POLICY

## 1 Overview of the Pro-Active Safety Program

### 1.1 Purpose

This injury and illness prevention plan is designed to provide guidance for all staff in order to maintain a safe and healthy environment.

## 2 Responsibility

2.1 OPTIONS Chief Operating Officer (COO) or his/her designated representative(s) has the authority and the responsibility for implementing and maintaining the safety for all OPTIONS sites. The CEO will act as the designated representative in the event that the COO is absent.

## 3 Compliance

3.1 All staff, including managers and supervisors, are responsible for complying with safe and healthful work practices.

3.2 Compliance will be ensured through the following practices:

3.2.1 Informing staff of the provisions of the safety program

3.2.2 Providing training to workers whose safety performance is deficient.

3.2.3 Disciplining workers for failure to comply with safe and healthful work practices.

## 4 Communication

4.1 All managers and supervisors are responsible for communicating with all staff about occupational safety and health in a form readily understandable by all staff. The communication system will encourage all staff to inform their managers and supervisors about workplace hazards without fear of reprisal.

4.2 OPTIONS communication system includes the following:

4.2.1 New staff orientation provided in the NEO and NEPO

4.2.2 Review of the safety program as part of the policies and procedures

4.2.3 Training programs, such as Workplace Safety and First Aid/CPR

4.2.4 Regularly scheduled staff meetings

4.2.5 Posted or distributed safety information

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### 4.2.6 Safety Committee Meetings where safety issues are raised

## 5 Hazard Assessment

5.1 Periodic inspections, "Spot Checks", to identify and evaluate workplace hazards shall be performed by Program Managers/Supervisors and Administrative Staff, under the supervision of the Chief Operating Officer or his/her designated representative.

5.2 Periodic inspections will be performed according to the following schedule:

5.2.1 When new substances, processes, procedures, or equipment which present potential new hazards are introduced into the workplace

5.2.2 When new, previously unidentified hazards are recognized

5.2.3 When occupational injuries and illnesses occur

5.2.4 Whenever workplace conditions warrant an inspection

5.2.5 Bi-weekly as routine inspection

## 6 Accident/Exposure Investigations

6.1 Procedures for investigating workplace accidents and hazardous substance exposures include:

6.1.1 Interviewing injured workers and witnesses

6.1.2 Examining the workplace for factors associated with the accident/exposure

6.1.3 Determining the cause of the accident/exposure

6.1.4 Taking corrective action to prevent the accident/exposure from reoccurring

6.1.5 Recording the findings and actions taken

## 7 Hazard Correction

7.1 Unsafe or unhealthy work conditions, practices or procedures, shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

7.1.1 When observed or discovered, it is the responsibility of the discovering staff to correct or refer to their immediate supervisor.

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7.1.2 When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, OPTIONS will remove all exposed staff from the area except those necessary to correct the existing condition. Staff who are required to correct the hazardous condition shall be provided with the necessary protection.

### 8 Training and Instruction

8.1 All staff, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

#### 8.1.1 To all new staff

8.1.1.1 Every new OPTIONS employee will be given a complete physical tour of the facility at which he/she will be working (refer to NEPO form for details).

8.1.2 To all staff given a new job assignment for which training has not previously been provided.

8.1.3 Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.

8.1.4 Whenever OPTIONS is made aware of a new or previously unrecognized hazard.

8.1.5 To supervisors to familiarize them with the safety and health hazards to which staff under their immediate direction and control may be exposed.

8.1.6 To all staff with respect to hazards specific to each employee's job assignment.

8.2 General workplace safety and health practices include, but are not limited to, the following:

8.2.1 Implementation and maintenance of the Injury, Illness and Prevention Program (IIPP).

8.2.2 Emergency action and fire prevention plan.

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- 8.2.2.1 The locations of emergency fire exits, smoke detectors, fire alarms, and exit diagrams posted on the walls at each site will be included in site tours for new employees.
- 8.2.2.2 Monthly disaster drills will be conducted at all OPTIONS sites to ensure quick and appropriate reaction to any type of emergency situation and avoidance of injury or panic. The Disaster Drill Checklist will be completed by Community Support Specialists or Job Coaches and reviewed by the Program Supervisor after each disaster drill. The names of persons participating in the drills and their individual responses to the emergency situation will be kept in a specific file for periodic review by the Safety Committee Meeting.
- 8.2.3 Provisions for medical services and first aid including emergency procedures.
  - 8.2.3.1 All OPTIONS staff will be trained in administering basic first aid and cardiopulmonary resuscitation (CPR). Staff will be trained for Standard First Aid and CPR per American Red Cross regulations.
  - 8.2.3.2 First aid supplies will be kept at each site. All personnel will know the exact location of the supplies. The American Red Cross emergency first aid procedure information will be posted on site. The Supervisor or Manager of each site will be responsible for ensuring the supplies are available and up to date.
  - 8.2.3.3 In the event of accident or serious illness, prompt first aid care will be provided by OPTIONS staff. Victims of serious illness or injury will be made as comfortable as possible until professional medical help arrives. The victim will be removed from any physical danger if it is possible to do so without causing further injury.
  - 8.2.3.4 In the event of fire, earthquake, flooding or severe weather, power outage, nuclear accident, bomb threat, or any other occurrence requiring emergency

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measures, the procedure for the specific emergency situation will be followed. These procedures can be found at each OPTIONS facility/site.

- 8.2.4 Prevention of musculoskeletal disorders, including proper lifting techniques and body mechanics, as provided in Workplace Safety training.
- 8.2.5 Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up any spills.
- 8.2.6 Prohibiting horseplay, scuffling, or other acts that tend to adversely affect safety.
- 8.2.7 Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- 8.2.8 Proper reporting of hazards and accidents to supervisors.
- 8.2.9 Hazard communication, including staff awareness of potential chemical hazards, and proper labeling of containers. Each program supervisor will be responsible for maintaining the Safety Data Sheets (SDS) binder for all new chemicals introduced to the site.
- 8.2.10 Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

### 9 Record Keeping

- 9.1 OPTIONS COO will be responsible for maintaining all site inspections, Disaster Drills and accident and injury reports. These records will be reviewed at the monthly Safety/Infection Control Committee meetings. The Worker's Compensation files will be maintained by the HR Director.

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