



Oversees Accident Prevention

- ▶ Loren Finley, M.D. – Medical Director
- ▶ Robert Stuart, M.D. – Medical Director
- ▶ Lola A. Marshbank, R.N. – Nurse Manager with assistance from:
 - Sue Anderson, R.N. – Staff Nurse
 - Therese Bentley, R.N. – Staff Nurse
- ▶ Program and Center Directors of all clinics in Care Net of Puget Sound network.



Responsibilities

Safety Coordinator for your Program Area:

All Program Directors
and/or Assistant Client Services Directors
and/or Office Managers/Assistants



- √ Facilitates the education of volunteer staff of on the job safety requirements
- √ Assures that education includes emphasis in accident exposures inherent to their assignment and procedures designed to avoid accidents
- √ Responsible for conducting accident investigations on all injury and non-injury accidents and assuring that follow-up corrective action is taken
- √ Responsible for facility inspections and correction of unsafe conditions



Responsibilities

All Ministry Staff (paid and volunteer) agree to:

- √ Comply with all accident prevention rules, regulations, and procedures
- √ Reports unsafe conditions and unsafe work practices to immediate supervisors.
- √ Accept responsibility for your own safety and for the safety of others working around you
- √ Report all injury and non-injury accidents immediately to supervisor who will complete the "Accident/Incident Report Form"



Responsibilities



Director of Personnel:

- √ Coordinates annual training associated with accident prevention with Safety Coordinators
- √ Facilitates the education of paid staff of on the job safety requirements
- √ Coordinates the Workers Compensation claim process
- √ Coordinates the annual review of the safety program
- √ Coordinate the distribution of paperwork for orientation, training, inspections, accident investigations and other required safety documentation.



Safety and Health Orientation



- An introduction of ministry, policies and rules as well as a thorough safety briefing.
- Acquainted with all practices and routines of the office.
- An explanation about the specifics of his/her individual role and how it relates to the overall operation of the office.
- The location of hazardous chemicals in the work area.
- The location of the safety data sheets.



Safety and Health Orientation

- The location of the office's Occupational Safety and Health Policies and Procedures (OSHA) manual.
- Equipment involved in the performance of his/her job and the safe use of that equipment.
- The personal protective equipment provided, as well as its care and proper use.
- The health and safety hazards associated with his/her job



You are Responsible to Report!



Investigation



Reports made available to:

- Your Immediate Supervisor
- The Executive Director

Master copy of the report is maintained in the Personnel Office.



In the Event of an Accident

1. Remain calm and call for help
2. Those assisting should determine the need for first aid solutions or if paramedics are needed.
3. An Accident Report is completed. Witnesses to the accident are interviewed.
4. If the injured requires a visit to the hospital, a representative from Care Net might escort.
5. Forward all paperwork to the Admin Office



What about Illness?



- ▶ Fever
- ▶ Chills and aches
- ▶ Cough
- ▶ Sore Throat
- ▶ Diarrhea
- ▶ Vomiting
- ▶ Headache



Preventing the Spread of Disease

- ▶ Wash hands frequently with soap and water for 20 seconds or use a hand sanitizer
- ▶ Cover cough and sneezes with a tissue, or cough and sneeze into his/her upper sleeves.
- ▶ Clean his/her desk, and telephone hand piece at least weekly with disinfectant cleaners.



In the Event of Quarantines



General Safety Rules



Do not use chairs, desks, or stools in place of ladders or step stools.



General Safety Rules



Wearing of shoes with non-slip soles is highly recommended.

Be very wise when wearing platform or high heeled shoes!



General Safety Rules



Always watch where you are walking. Be aware of any spills and/or hazards and report them to the supervisor immediately.



General Safety Rules

Be careful going up and down stairs.
Always watch where you are stepping and use the handrail.



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General Safety Rules



Do not leave desk drawers,
file cabinets or cabinet doors
open.



General Safety Rules

When working while
seated at a desk,
employees should stand
and walk around at least
hourly if not more.



General Safety Rules



Seek assistance when lifting more than 30 lbs. or bulky objects.



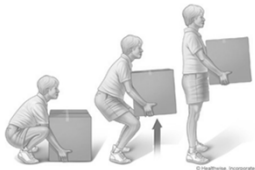
General Safety Rules



Store heavy items between chest and knee level with lighter items above and below to avoid having to bend the back while lifting.



General Safety Rules



▶ When lifting - lift properly. Lift with your legs, not your back.



General Safety Rules



Calmly and verbally diffuse potential disputes/fights inside the Center between individuals authoritatively, as soon as possible.



General Safety Rules



Do not involve yourself with any acts of violence outside of the Center. Contact the police for assistance.



General Safety Rules

Report any unsafe or hazardous conditions in your Center or workplace to your supervisor immediately.



General Safety Rules



Don't be a cause of unsafe or hazardous conditions!



General Safety Rules



Report all accidents to your supervisor immediately, whether or not an injury is involved.



General Safety Rules



Seat belts must be worn whether driver or passenger, whenever driving or riding in a vehicle while on the job.



General Safety Rules



Employees and volunteers driving a vehicle for Care Net related activities are discouraged from using their cell phones for voice calls without using a hands free device



General Safety Rules



Employees and volunteers driving a vehicle for Care Net related activities are discouraged from texting messages using their cell phones or any other electronic device



Car Accidents are Reportable!