

SUBJECT: SAFETY EDUCATION

EFFECTIVE  
DATE: 04-15-11 (replaces 05-28-10)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
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Executive Director

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POLICY

It is the policy of McIntosh Trail Community Service Board to have a new employee orientation and education component that provides specific information to individuals on the proper processes for interacting with the environment of care.

PROCEDURE

1. Through education and training, staff are prepared to have a working knowledge of all applicable processes/functions with emphasis on Life Safety.
2. New and existing staff are safety oriented/educated annually for continuing education purposes.
3. Safety is encouraged in all departmental meetings, as well as in-service trainings.
4. All new staff successfully complete orientation which include:
  - a. fire extinguisher locations;
  - b. pull stations;
  - c. PASS;
  - d. emergency management which includes fires, bomb threats, utility failures, natural disasters, safety during violent or other threatening situations and medical emergencies;
  - e. RACE;
  - f. HAZMAT;
  - g. general safety;
  - h. service/program safety;
  - i. specific job related hazards;
  - j. processes for reporting worker compensation and critical incidents
5. Staff who manage and/or come in contact with hazardous materials and waste are oriented/educated to proper precautions in selecting, handling, storing, using, and disposing of such. They are oriented/educated in the proper procedures to follow if there should be a spill and/or contact. Staff are also oriented/educated in regard to infection control procedures.
6. Staff are oriented/educated in the proper use of equipment with which they might come in contact in the operation of their specific job responsibilities.
7. Staff are oriented/educated to proper procedures to follow when utility systems fail, the location and use of emergency shutoff controls for utilities and the reporting of problems, failures, errors should they occur.
8. Provision of safety-related information is provided through new employee orientation and continuing education.