



TITLE: EMPLOYEE SAFETY

POLICY 3.4
Rev. September 2017

PURPOSE AND SCOPE

The policy provides direction for employees on their responsibility to help Kokua maintain a safe workplace. The policy also explains the process for injured workers to file a Labor and Industries claim.

A. EMPLOYEE SAFETY

Kokua is committed to assuring the health and safety of all employees. To support this commitment, Kokua has a comprehensive Employee Safety Program which includes accident prevention, knowledge of potentially hazardous chemicals used in the workplace, practice of universal health precautions and the proper use of personal protective equipment. A copy of Kokua's Employee Safety Program is included as Appendix A of this policy.

B. EMPLOYEE SAFETY TRAINING

Kokua provides all new employees with training in workplace safety that complies with all applicable state health and safety rules. Employees are expected to adhere to the safety guidelines. Employees who willfully disregard safety guidelines will face disciplinary action.

C. SAFETY COMMITTEE

All Employee Injury Reports are to be reviewed by the Safety Committee. Recommendations for improvement in employee safety practices will be made in writing to the Executive Director.

D. EMPLOYEE INJURY OR ILLNESS

Any employee injured on the job may be entitled to benefits from Labor and Industries (L&I) which may include medical treatment and Wage Replacement (time loss). If medical treatment is sought, employees may choose any doctor who is qualified to treat the injury or disease. Employees may get a second opinion or change doctors at any time but must first get approval from the L&I case manager.

If any employee is injured or becomes ill as a result of the performance of their job, the employee should make a verbal report to their immediate supervisor as soon as possible and no later than 24 hours after the injury or illness occurs.

Additionally, an Injury Report must be submitted to the Human Resources Coordinator as soon as possible and not later than 48 hours of the injury. Upon receiving treatment, it is the employee's responsibility to report to the medical provider that it is a worker's compensation claim. **Employees who have filed an L&I claim may not return to work until cleared to do so by the Human Resources Coordinator.**

It is the employee's responsibility to provide the Human Resources Coordinator with a letter from the treating physician outlining the physician's recommendations (e.g. unable to work, light duty work only, full return to work, etc.). The employee should keep all copies of correspondence related to their claim.

If an employee must miss work due to an on the job injury, the employee may:

1. Utilize their accrued leave for sick leave until eligible for Wage Replacement.
2. Utilize Wage Replacement from L&I which pays a percentage of the employee's hourly salary.

To receive Wage Replacement, a physician must authorize the extent of the injury and indicate the length of time the employee will be unable to work.

If an employee believes the employer has discriminated against him/her because of filing a claim, or an expressed intent to file, the employee may submit a discrimination complaint within 90 days to L&I Investigations.

E. RETURN TO WORK

Kokua values the safety, health and well-being of all employees and wants to ensure compliance with the laws and regulations about the safety and health of employees and our work sites. Should an employee become injured or ill, it is important that the employee return to employment with our company as early as is medically safe to do so. Kokua will stay in contact with the employee and the employee's medical provider to keep up to date on the employee's recovery. When possible, Kokua will develop transitional (light) duty assignments for employees who are unable to return to their normal duties while recovering from their injuries. Employees assigned to transitional duty are expected to follow the advice of the medical provider. If employee has trouble performing these duties, he/she should inform the Human Resources Coordinator immediately.

ACCIDENT PREVENTION PROGRAM
(APP)

Kokua

Accident Prevention Program

Kokua

Management Commitment to Safety

Kokua places a high value on the safety of its employees. *Kokua* is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards.

It is the basic safety policy of this company that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all company safety rules and are encouraged to actively participate in identifying ways to make our company a safer place to work.

All employees in leadership positions are responsible for the safety of *Kokua* employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Management will do its part by devoting the resources necessary to form a safety committee composed of management and elected employees. We will develop a system for identifying and correcting hazards and plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will establish a disciplinary policy to insure that company safety policies are followed.

Safety is a team effort - Let us all work together to keep this a safe and healthy workplace!

EMPLOYEE SAFETY

Safety and Health Responsibilities

Administrator Responsibilities:

1. Ensure that an agency wide safety committee is formed and is carrying out its responsibilities as described in this program.
2. Ensure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
3. Evaluate Teams each year as a part of the Performance Evaluation process to make sure teams are carrying out their responsibilities as described in this program.
4. Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Set a good example by following established safety rules and attending required training.

Team Leader Responsibilities:

1. Ensure that each new employee has received an initial orientation *before* beginning work.
2. Ensure that each new employee receives training on safe operation of equipment or tasks *before* starting work on that equipment or project.

3. Ensure that each employee receives required personal protective equipment (PPE) *before* starting work on a task that carries a risk of contact with potentially infectious materials.
4. Do a daily walk-around safety-check of the work area. Promptly correct any hazards found.
5. Observe team members working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee retraining.
6. Set a good example for employees by following safety rules and attending required training.
7. Investigate all incidents in the area and report findings to the Administrator.
8. Notify the Administrator when aware of changes to work practices or equipment that would improve employee safety.

Employee Responsibilities:

1. Follow safety rules described in this program and WISHA safety standards in the training received.
2. Report unsafe conditions or actions to the Team Leader, Client Services Coordinator or Safety Committee representative within 24 hours.
3. Report all injuries to the Team Leader promptly *and* fill out an Employee Injury Report.
4. Report all near-miss incidents to your Team Leader promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and example to use safe work practices on the job.
8. Make suggestions to the Team Leader, Safety Committee representative or Training Coordinator about changes you believe will improve employee safety.
9. All employees will follow the guidelines of the Universal Health Procedures.

Universal Health Procedures

All Kokua employees will follow the Universal Health Procedures to avoid the contamination and/or spread of communicable diseases and viruses from either the client or the employee. These procedures include the following:

1. Employees will wear Latex or nitrile gloves when:
 - a. Bathing clients
 - b. Toileting clients
 - c. Applying topical medications
 - d. Brushing client's teeth
 - e. Situations where contacts with other potential problems are possible.
2. Employees will wash hands thoroughly
 - a. After toileting
 - b. Prior to handling any food
 - c. After contact with any questionable situation
 - d. After removal of latex gloves.
3. All employees will receive Blood Borne Pathogens training and will sign a Universal Health Procedures form at hire.

Employee Participation in Maintaining Safety

Safety Committee

Kokua has formed a safety committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety program. The committee is made up of at least one management representative and the employee-selected representatives from all levels of our company. Employees in both the Independent Living Program and the 24-Hour Support homes will be represented.

Safety Committee Member Duties:

The duties of safety committee members include:

- A monthly self-inspection of the area they represent,
- Bringing all critical health or safety concerns to the attention of the Administrator as soon as they are noted,
- Communicating with the employees they represent on safety issues and
- Encouraging safe work practices among co-workers.

Safety Committee Meetings

The Safety Committee meets regularly on the announced date in the Kokua conference room. The meeting date may be changed by vote of the committee.

This meeting is to help identify safety hazards, develop solutions, review the Employee Injury Reports, provide training and evaluate the effectiveness of our safety program.

A committee member will be designated each month to keep minutes on a Meeting Minutes form. A copy of the minutes will be posted after each meeting on the employee bulletin board. After being posted for one month, the minutes will be filed for at least one year.

Management Response to Safety Meeting Findings

The Administrator and the Safety Committee management representative will meet monthly after the Safety Committee meeting to develop appropriate measures to be taken in response to the findings. A written response will be drafted to address all recommendations forwarded from the Safety Committee. The written responses will be filed with the meeting minutes and a copy will be forwarded to the Administrator

Hazard Recognition

Record Keeping and Review

Employees are required to report all work-related injury or illness immediately to their Team Leader or Client Services Coordinator, regardless of whether that injury or illness is deemed by the employee to be of insignificant consequence. The employee must use an "Employee Injury Report Form" to report all injuries.

Employees seeking medical attention for any work-related injury or illness should use one of the Injured Employee Packets available in each workplace. These packets contain instructions on the Labor and Industries claim process and on Kokua's procedures for injured workers.

Human Resources Coordinator Investigations of Work-Related Injury or Illness

The Human Resources Coordinator will investigate a serious injury or illness using the procedures listed below:

- Determine from the Employee's Report, Incident Investigation Report, and any L&I claim form associated with the incident, whether it must be recorded on the OSHA Injury and Illness Log and Summary according to the instructions for that form.
- Enter a recordable incident within six days after the company becomes aware of it.
- If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
- Each month before the scheduled Safety Committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.
- The safety committee will review the log for trends and may decide to conduct a separate investigation of any incident.
- The Human Resources Coordinator will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

Serious or Fatal Accident Investigation

If an employee dies while working or is not expected to survive, or when an employee is admitted to a hospital as a result of a work-related incident, the Human Resources Coordinator will contact the Department of Labor and Industries within 8 hours after becoming aware of the incident. During weekends and evenings, or any time that the Human Resources Coordinator is unavailable, the Administrator will notify Labor and Industries by calling the toll-free notification number: 1-800-321-6742. The Human Resources Coordinator or Administrator must talk with a representative of Labor and Industries. Fax and answering machine notifications are not acceptable. The report must include: the employer name, location and time of the incident, the number of employees who were injured, the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the Administrator or designee, an employee representative of the safety committee, and any other persons whose expertise would help the investigation.

The investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment and any anything else in the work area that may be relevant. The team will make a written "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be reviewed by the safety committee at its next regularly scheduled meeting.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to the Human Resources Coordinator.

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a *near-miss*), the incident will be investigated by the Human Resources Coordinator or a team depending on the seriousness of the injury that would have occurred. The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred.

An "Incident Investigation Checklist" form can be found in the Accident Prevention Program Guide to help the supervisor carry out his/her responsibilities as described above.

Safety Inspection Procedures

Kokua is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below:

Monthly Safety Inspection -- Each month, Client Service Coordinators and the Independent Living Program Coordinator will do in-person health and safety checks. They will talk to co-workers about their safety concerns. Coordinators will report any hazards or concerns to the Service Coordinator Team for consideration.

Bi-Annual Inspection – Safety Teams will perform a bi-annual inspection for hazards of each work-site, outdoor premises and Kokua vehicle. Safety Teams will also inspect the documentation in the Emergency Book and will ensure that the Safety AOR is performing their monthly safety inspections. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, and assist in revising the checklists used during regular monthly safety inspections.

Job Hazard Analysis- As part of our on-going safety program, a "Job Hazard Analysis" will be used to look at each type of job task our employees do. This analysis will be done by the supervisor of that job task or a member of the safety committee. Change will be made in how the job is done, as needed, to eliminate or control any hazards and to check that employee use personal protective equipment (PPE) while doing the job. Employees will be trained in the revised operation and to use any required PPE. The results will be reported to the safety committee. Each job task will be analyzed at least once every two years, whenever there is a change in how the task is done, or if there is a serious injury while doing the task.

Hazard Prevention and Control

Elimination of Work Place Hazards

Kokua is committed to eliminating or controlling workplace hazards that can cause injury or illness to employees. Kokua meets the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where engineering controls are not possible, work rules will be written that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective employees will be required to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

General Safety Rules

The following basic safety rules have been established to help make Kokua a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. It is the employees' responsibility to practice the following safety rules. Failure to comply with these rules will result in disciplinary action.

1. Never do anything that is unsafe in order to get the job done. Observe all safety and health rules and apply the principles of accident prevention in your day – to – day duties.
2. Report any job related injury, accidents, or property damage to the Team Leader and seek treatment promptly. The employee must use an "Employee Injury Report Form" to report all injuries.
3. Report hazardous conditions e.g. broken or worn equipment and unsafe incidents to your supervisor or safety committee representative within 24 hours.
4. Observe safety warnings and house specific safety rules.
5. Keep aisles, walkways, and working areas clear of slipping/tripping hazards. Clean up spills immediately, using the required safety protocols. Replace all equipment and cleaning supplies after use.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles. Do not allow objects to accumulate where they will become a hazard.
8. Do not report to work under the influence of alcoholic beverages or illegal drugs, or consume them while on the job.
9. Use personal protective equipment whenever it is required.
10. Focus on providing support to the individuals. Horseplay or joking around is distracting to co-workers and is unprofessional workplace behavior.
11. Observe safe operating procedures for all equipment and home appliances. Ensure that all guards and other protective devices are in their proper places prior to operating equipment. If unable to operate equipment or home appliances, request training from your Team Leader. Never operate a piece of equipment unless there has been training and are authorized to do so.
12. Follow proper lifting procedures at all times. Use Hoyer lifts and other adaptive equipment consistently. Do not attempt to lift or transfer a client in a manner inconsistent with trained protocol. If assistance is needed, use the Emergency On-Call System to summon help.
13. Do not bring firearms or explosives to work.
14. Smoking is only permitted outside the building and at least 25 feet away from any entry or ventilation intake.
15. All occupants must wear seatbelts while riding in a vehicle
16. Actively participate in the agency's efforts to create safe and healthy environment for the individuals you support.

Job Related Safety Rules

After conducting a hazard assessment of job related tasks, safety rules and personal protective equipment (PPE) requirements have been established. These tasks include lifting the use of proper body mechanics and disinfecting. (This paragraph doesn't seem to make sense)

Principles of Proper Body Mechanics

Required PPE: None required at this time, unless performing a specific task that involves blood borne pathogens or other potentially infectious materials.

Note: Body mechanics is the utilization of correct muscles to complete a task safely and efficiently, without undue strain on any muscle or joint. The following principles apply for both lifting and transferring.

1. **Maintain a Stable Center of Gravity.** Keep the center of gravity low, back straight and bend at the knees and hips.
2. **Maintain a Wide Base of Support.** Provide maximum stability while lifting. Keep feet apart. Place one foot slightly ahead of the other. Flex the knees to absorb jolts. Turn with the feet.
3. **Maintain the Line of Gravity.** The line should pass vertically through the base of

Support. Keep the back straight. Keep the person or object being lifted close to the body.

4. **Maintain Proper Body Alignment.** Keep the head up, chin tucked, back flat, abdomen in and buttocks tucked. Keep the weight forward and supported on the outside of the feet.
5. **When Lifting.** Use the stronger leg muscles, bend at the knees and hips, keep the back straight and lift straight upward in one smooth motion.
6. **When Reaching.** Stand directly in front of and close to the person or object. Avoid twisting or stretching. Use a stool or ladder for high objects. Maintain a good balance and a firm base of support.
7. **When Pivoting.** Place one foot slightly ahead of the other. Turn both feet at the same time. Pivot on the heel of one foot and the toe of the other. Maintain a good center of gravity.
8. **Avoid Stooping**
 - Squat (bending at the hips and knees).
 - Avoid stooping (bending at the waist).
 - Use leg muscles to return to an upright position.

Use proper body mechanics in order to avoid excessive fatigue, muscle strains or tears, skeletal injuries and injury to the individual or yourself.

The signatures below document that the employee received training on proper body mechanics for lifting and transferring.

Employee: _____ **Training Date:** _____

Trainer: _____

Disinfection Tasks: All locations

Required PPE: When cleaning up a BBP spill or performing routine disinfection, staff are required to wear all necessary PPE, including latex or nitrile gloves, goggles, masks, gowns, face masks or shields. Staff will be trained on proper use of PPE upon hire, and periodically through trainings and safety committee activities. All PPE is provided by Kokua and must be used per trained protocol.

1. Do not make contact with potential blood borne pathogen or other potentially infectious material without wearing the proper personal protective equipment.
2. Always wash the hands after removing gloves.
3. Always wear the safety PPE specified on the container label of all disinfectants and other hazardous materials
4. Always handle hazardous waste per trained protocol.
5. Refer to the Exposure Control Plan for further rules and information.

Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. This Employee Safety Policy has been established to outline Kokua’s expectations regarding safety practices and to provide appropriate consequences for failure to follow safety rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections.

Employees who violate a safety rule will receive retraining. Repeated disregard for safety rules will result in disciplinary action up to or including termination.

Exception to procedure: An employee may be subject to immediate termination when a safety violation places the employee, a client or co-workers at risk of serious injury or death.

Equipment Maintenance

Equipment Owned by Clients

The clients’ homes have machinery and equipment that must be inspected or serviced on a routine basis. Each employee should check the soundness of equipment at the time of use. All equipment will be inspected for safety and maintenance purposes at the time of each Health and Safety Check. If any equipment needs routine repairs or maintenance, this information will be given in writing to the Resource Team within 3 working days. If any equipment is deemed to present an immediate hazard to the employee or the client, that equipment should not be used. The On-Call Emergency system should be used to report the hazard to management.

<u>Equipment</u>	<u>Interval</u>	<u>Location of record</u>
Shower Chairs	Inspected during Health & Safety Checks	Client’s IISP
Non-Slip Mats	Inspected during Health & Safety Checks	Client’s IISP
Portable Ramp	Inspected during Health & Safety Checks	Client’s IISP
Hoyer Lifts*	Inspected during Health & Safety Checks	Client’s IISP
Transfer Boards	Inspected during Health & Safety Checks	Client’s IISP
Adjustable beds	Inspected during Health & Safety Checks	Client’s IISP
Wheelchairs	Inspected during Health & Safety Checks	Client’s IISP

*Hoyer lifts are required to be examined daily prior to being placed into service or after each shift if used on a round-the-clock basis.

Kokua Vehicles

The Administrator is responsible for the regular maintenance and servicing of all agency vehicles.

Vehicles

<u>Equipment</u>	<u>Location of records</u>
2003 Dodge Van w/ hydraulic ramp (Green)	Business Office
2003 Dodge Van (Silver)*	Business Office
1999 Plymouth Van*	Business Office
2012 Toyota Van*	Business Office
2006 Scion XB*	Business Office
2008 Dodge Van w/ hydraulic ramp*	Business Office
2005 Matrix*	Business Office
2008 Matrix*	Business Office

*Vehicles are inspected prior to each use.

Emergency Planning

Emergency Planning in Individual Client Homes

All client homes have a written Emergency Plan kept in a red binder. This Emergency Plan contains location-specific directions for responding in case of extreme weather, natural disasters, fire or civil unrest. All employees working at that client's home will read the Emergency Plan as a part of their worksite-specific orientation.

Emergency Planning in the Main Office

In case of fire

All outside doors should remain unlocked during regular work hours to serve as emergency exits. These doors are the front and back doors of suites B-1, B-2 and C-1. Fire extinguishers are located in the main hall of each suite. First aid kits are located in the bathrooms. In case of a fire, office staff will assemble outside in the grassy area beyond the parking lots. The parking lot should be kept clear for emergency fire vehicles.

All employees will receive training on the use of fire extinguishers as part of their initial orientation. A fire evacuation drill will be conducted once a month during the safety inspection.

If you discover a fire:

1. Tell another person immediately. Call 911 or have a coworker do so. Once you are clear of the building, activate the Emergency On-call System if management staff are not present.
2. If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
3. If the fire grows or there is thick smoke, do not continue to fight the fire.
4. Tell other employees in the area to evacuate. Be sure to try to locate employees with sensory disabilities who might not be aware of the danger.
5. Go to the designated assembly point outside the building.
6. If an employee is missing, *do not* re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

In case of earthquake

The west coast of the United States is subject to earthquakes. There will be no advance warning. The shock will be your only warning. Because there are power lines over the south parking lot, the north parking lot is the designated assembly location for earthquake evacuation. A wrench is available inside the rear entrance of suite B-2 which should be used to turn off the gas shut-off outside the building. All

employees will be trained in the gas shut off procedure. An earthquake drill will be conducted each month during the safety inspection.

Earthquake Response at the Kokua Office:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers. When the shaking stops, all able employees should check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location. Evacuation should proceed as quickly as possible since there may be aftershocks.
- As soon as the shaking stops, supervisors should account for each employee in their work group as quickly as possible.
- First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If there is a gas odor in the building, turn off the gas at the main. Open the doors.
- Supervisors and first aid employees must not re-enter the building once evacuation is complete.
- Do not approach or touch downed power lines or objects touched by downed power lines.
- Do not use the phone except for emergency use. Turn on a radio and listen for public safety instructions.

If you are outside: Stand away from buildings, trees, telephone lines or electric lines.

If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

If an injury occurs

- The first aid kits are kept in the bathrooms of Ste. B1 and B2.
- Each company vehicle is equipped with a first aid kit located under the driver's seat or in the trunk. These kits are checked on regular basis by the Vehicle AOR. An inventory of each kit is taped to the inside cover of the box.
- If you are injured promptly report it to any supervisor.
- All employees doing direct care for clients are required to have first aid cards. Status of the cards is maintained by the Training Coordinator.
- In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training. Call for help. If there is no response, call 911.
- *Remember when performing First Aid, that all blood should be assumed to be infectious! Aids/HIV, Hepatitis B and Hepatitis C are the primary infectious diseases of concern in blood. These diseases can be deadly. Employees are *not* required to perform first aid as part of their job duties. In the event of a bleeding injury where first aid is needed, use gloves if possible to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits.*
- *If you are exposed to blood while giving first aid, wash the affected area immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated, including medical evaluation, counseling, Hepatitis B vaccine and blood testing of the source person if possible. For further information, refer to WAC 296-823*

Safety and Health Training and Education

Safety Training

Training is an essential part in providing a safe work place. All new employees must read the Accident Prevention Program and complete the initial safety training before they provide care to the clients. The outline for the Safety Training is listed below. Employees will also receive a house and client specific orientation performed by his or her Team Leader. This orientation will cover the locations and proper use of all safety and mechanical equipment. As the employee is introduced to new work sites they will receive orientation of that work site's safety and mechanical equipment.

Course

Safety Training: Conducted by the Training Coordinator

- Accident Prevention Program
- Hazardous Chemical Communication Program
- MSDS's on Hazardous Chemicals
- Actions to take in the Event of an Emergency
- Disaster Preparedness Instructions for Staff
- Infection Control and Blood Borne Pathogens Information
- Hand Washing Steps
- Proper use of Personal Protective Equipment
- Video: *"Positioning, Lifting and Transferring in Healthcare Settings"*

Other trainings may be held if special needs arise: results of incident investigations, new equipment or processes, safety inspections show a need for training.

Kokua Hazardous Chemical Communication Program

Company Policy

Kokua is committed to the prevention of exposures that result in injury and/or illness to employees and to be in compliance with all applicable state and federal health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by Kokua, the following hazardous information program has been established.

All work units of Kokua will participate in the hazard communication program. This written program will be available in each work site for review by any interested employee.

Container Labeling

Kokua's Employee Training Coordinator is responsible for container labeling procedures, reviewing, and updating. The labeling system used is as follows:

The purchase and distribution of hazardous chemicals is the sole responsibility of Kokua's Employee Training Coordinator. Labels will be obtained from distributor of hazardous chemicals when possible. Labels will be fixed to each container of undiluted and diluted solutions of hazardous chemicals. When labels are not provided by distributor (e.g. bleach), labels will be generated from MSDS information and affixed to all containers holding undiluted and diluted bleach solutions. This procedure will be followed with all hazardous chemicals in the workplace. The appropriate Personal Protective Equipment for each chemical will be written in bold type on each container label.

The procedures for proper labeling of all containers, and reviewing and updating label warnings are as follows:

All labels will be reviewed when purchasing hazardous materials. If label is insufficient, one will be generated from MSDS and applied to container. All labels will be reviewed prior to

release of secondary containers. Labels will be provided by manufacturer or generated from MSDS. Containers will be reviewed monthly during safety checks. Containers with missing or insufficient labels will be immediately returned to the Employee Training Coordinator. The Employee Training Coordinator is responsible for reviewing and updating label warnings.

It is the policy of Kokua that no container will be released for use until the above procedures are followed.

Material Safety Data Sheets (MSDS)

The Employee Training Coordinator is responsible to establish and monitor the employer's Material Safety Data Sheets Program. This Coordinator will develop procedures to assure the necessary MSDS's and will review all MSDS's for new or significant health and safety information. This Coordinator will see that any new information is passed on to affected employees.

The procedures for obtaining and reviewing MSDS's for new or significant health and safety information are as follows:

1. All hazardous chemicals being used at Kokua will be purchased and supplied by the Employee Training Coordinator.
2. MSDS and safety folders will be reviewed monthly in the worksite safety check. Should new precautions or hazards be introduced to worksite, employees will be trained prior to using the new materials.
3. Copies of MSDSs for all hazardous chemicals in use will be kept in: Master Safety Folder kept by Employee Training Coordinator and Safety Folders at each worksite.
4. MSDSs will be available to all employees during each work shift. If an MSDS is not available or a new chemical in use does not have an MSDS, immediately contact your Employee Training Coordinator.

Employee Information and Training on Hazardous Chemicals

The Employee Training Coordinator is responsible for the Employee Safety Training Program. The procedures for informing and training all employees are as follows:

1. Employees will be given general agency safety training prior to working in an assigned location.
2. Training will include personal protective equipment plan, chemical hazard plan, accident prevention plan and exposure control plan.
3. All employees will be trained by Employee Training Coordinator prior to performing client-related tasks.
4. The Employee Training Coordinator will ensure that each new employee of Kokua will attend a health and safety orientation that includes information and training before beginning work. The training will contain the following components:
 - An overview of the requirements contained in the Hazard Communication Standard.
 - Hazardous chemicals present at his or her work places.
 - Physical and health risks of the hazardous chemical.
 - The symptoms of overexposure.
 - How to determine the presence or release of hazardous chemicals in his or her work area.
 - How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.

- Steps the employer has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review MSDS's to obtain hazard information.
- Location of the MSDS file and written hazard communication program.

Hazardous non-routine tasks

Periodically, employees are required to perform hazardous non-routine tasks. (Some examples of non-routine tasks are confined space entry, tank cleaning, and painting reactor vessels.) Non-routine tasks that are performed at Kokua include: None identified at this time.

Prior to starting work on such projects, each affected employee will be given information by the Employee Training Coordinator about the hazardous chemicals he or she may encounter during these activities.

Routine Tasks

- General Housekeeping Disinfection- Employees will use either 10 to 1 bleach dilution or diluted Lemon DC to routinely disinfect common areas of work sites to meet WAC 296-823. When handling materials, appropriate Personal Protective Equipment will be used, as indicated by the MSDS for the chemical being used.
- Disinfection of Blood Borne Pathogen Hazards- Employees will use a 10 to 1 bleach solution or Lemon DC to clean all blood borne pathogen spills or other potentially infectious materials **immediately**, per WAC 296-823. Employees will follow all safety precautions for use of disinfectants, as indicated by MSDS.
- Laundry Disinfection- Employees performing laundry tasks will use undiluted bleach to disinfect contaminated laundry, per WAC 296-823. Employees will be instructed in chemical hazard safety precautions with undiluted bleach. Appropriate Personal Protective Equipment will be used when coming into contact with bleach, as indicated by MSDS.
- Diluting Disinfectants- The purchase and dilution of Lemon DC will be handled by the Employee Training Coordinator. This product will be supplied to the individual worksites. No other disinfection materials will be purchased or used by employees. The Employee Training Coordinator will handle all materials using appropriate P.P.E. and precautions, as indicated by MSDS.

Kokua has chosen to use bleach as a disinfectant for its low cost and ease of use. Kokua has also determined that Coastwide Laboratories' Lemon DC has the fewest safety hazards. These products will be used exclusively for disinfection purposes.

When using large quantities of disinfectant, employee will maximize ventilation in workspace, take breaks as needed, and work in tandem with another employee to ensure safety.

Multi-employer work places

It is the responsibility of Kokua to provide employees of any other employers at the work site with the following information:

- Copies of MSDS.s (or make them available at a central location) for any hazardous chemicals that the other employer(s)' employee may be exposed to while working.

- Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.
- Provide other employers with an explanation of the labeling system that is used at the work site.

It is also the responsibility of the Employee Training Coordinator to identify and obtain MSDS's for the chemicals the contractor is bringing into the work place.

List of hazardous chemicals

The following is a list of all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing MSDS's located in the safety folder of each worksite.

MSDS identity:

The criteria (e.g., label warnings, MSDS information, etc.) used to evaluate the chemicals are: label warnings and MSDS information.

Chemical Name	Manufacturer	Location Used
<u>Bleach, Sodium Hypochlorite</u>	<u>Clorox, various generics</u>	<u>Office, Individual Client Homes</u>
<u>Lemon DC</u>	<u>Coastwide Laboratories</u>	<u>Office, Individual Client Homes</u>
_____	_____	_____
_____	_____	_____

