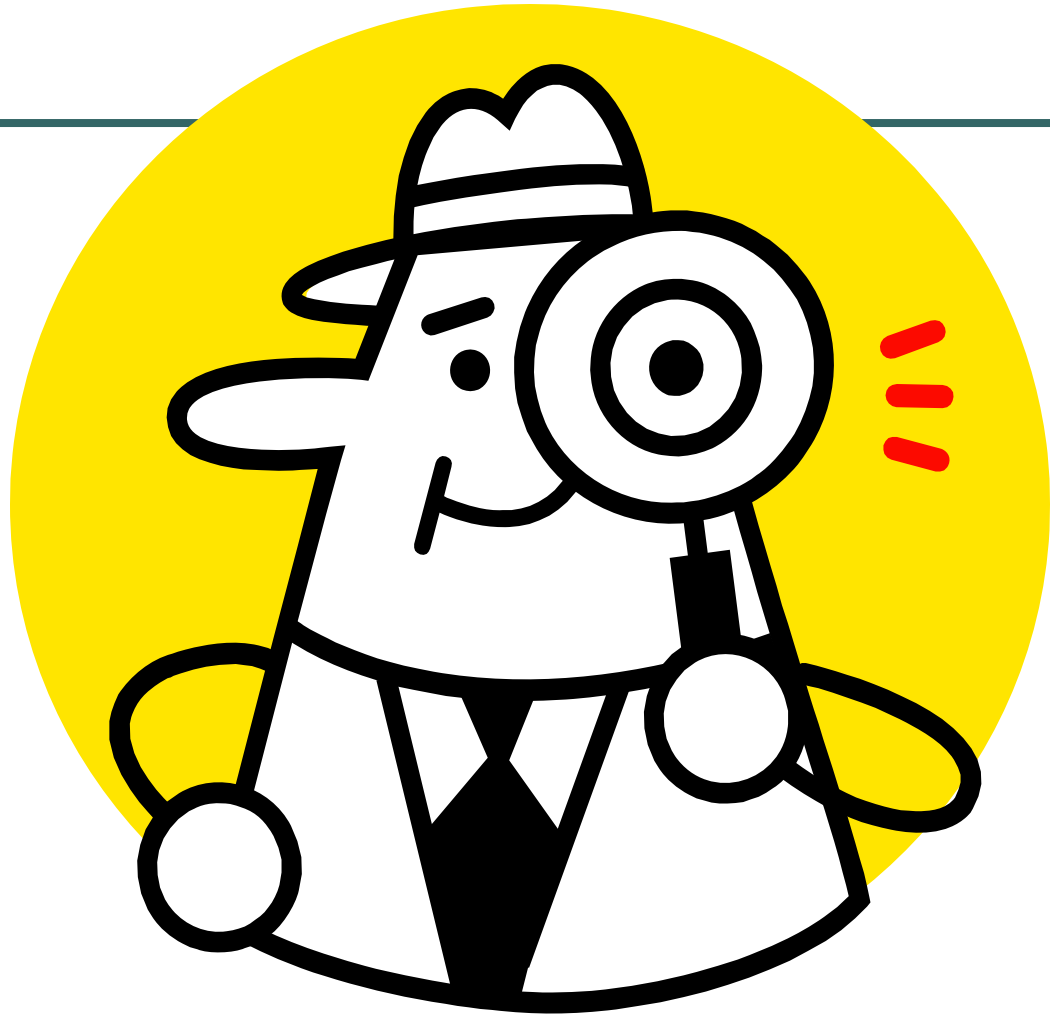


ANNUAL SAFETY UPDATE

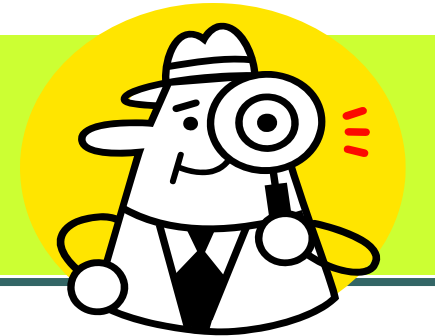
**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**



AGENCY SAFETY

- **Who is responsible for the safety of the agency?**
- **EVERYONE!!!!!!!!!!**

*BE A KEY PLAYER &
LOOK FOR UNSAFE SITUATIONS*



Purpose of training:

- **To ensure the safety of employees, clients, and visitors**
- **Provide procedures to be followed in the event of an emergency**
- **Identification of potential risk and ways to prevent risks**
- **Refresh life safety skills and other features used to promote safety**
- **Update any changes that have been made in safety policies and procedures**

PHONE INFORMATION

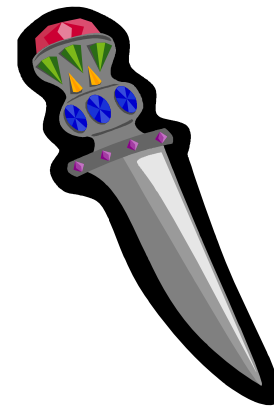
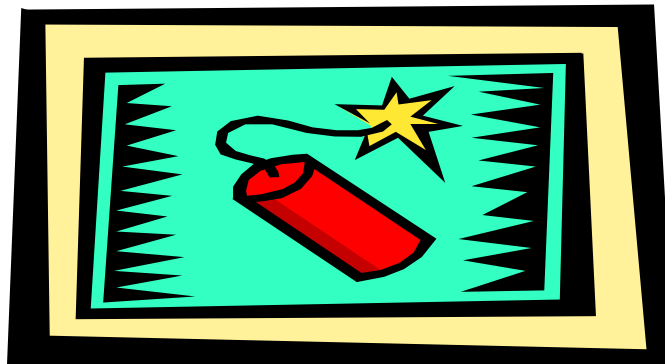
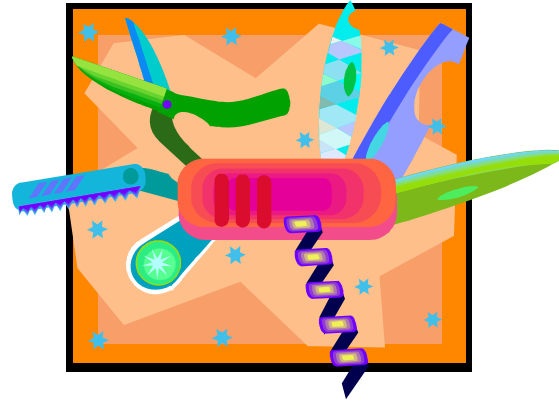
- **There is a phone disaster form that should be placed at each phone in the agency.**
- **It's a condensed HELP form that gives quick information on weather, placement of PPE and first aid containers, location of site, where emergency equipment is kept and lots more CHECK IT OUT!!**

SECURITY – CODE YELLOW

- **Wear name badges when on duty**
- **Sign in and out when entering and leaving an agency site**
- **Lock personal and agency vehicles**
- **Lock computers when not in attendance**
- **Avoid isolation**
- **Do not allow visitors to move around the building unescorted**
- **Honor personal space**
- **Know CPI techniques**



Weapons and firearms are not permitted on the premises of any site



BODY MECHANICS

Lifting

- **Bend from the knee and keep back straight**
- **Get a firm grip of the load then lift with your legs**
- **Carry the load close to the body to reduce strain**
- **Slowly lower the load while bending the knees**



REACHING



- **Do not stretch for a object – use a stool or a ladder**

ERGONOMICS

- **Do not slouch – sit firmly against the back of the chair**
- **Avoid leaning forward and arching the back**
- **Arrange the desk area in way to reduce reaching and twisting**
- **Adjust the chair height so the feet are flat on the floor, knees are level with hips and lower back is supported**
- **Check the posture**





IDENTIFICATION OF UNSAFE ENVIRONMENTAL FACTORS

Yearly	Agency sites are inspected annually in the month of September
Yearly	Agency sites update an vulnerability scale of the site in the month of May
Yearly	A Fire Marshall inspects each site yearly and issues a final report
Yearly	Fire extinguishers are inspected and tagged
Yearly	Agency vehicles are inspected not less than yearly
Yearly	Annual Employee EOC Training
Yearly	Risk Assessment and Accessibility
	There is a safety officer at each site

H.E.L.P.

- **HANDBOOK FOR EMERGENCIES
LIFE SKILLS, AND PREVENTION**

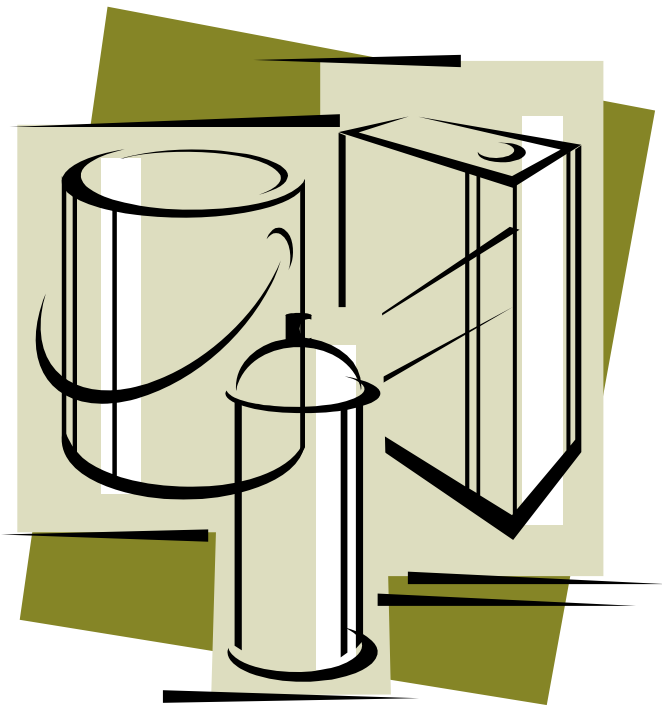


H.E.L.P.

- This manual is at each agency site.
- It a a collection of USEFUL information surrounding all the Codes of the Agency

BLUE	-	EMERGENCY
YELLOW	-	SECURITY
GREEN	-	MAN ASSIST
WHITE	-	MISSING PERSON
GREY	-	DISASTERS

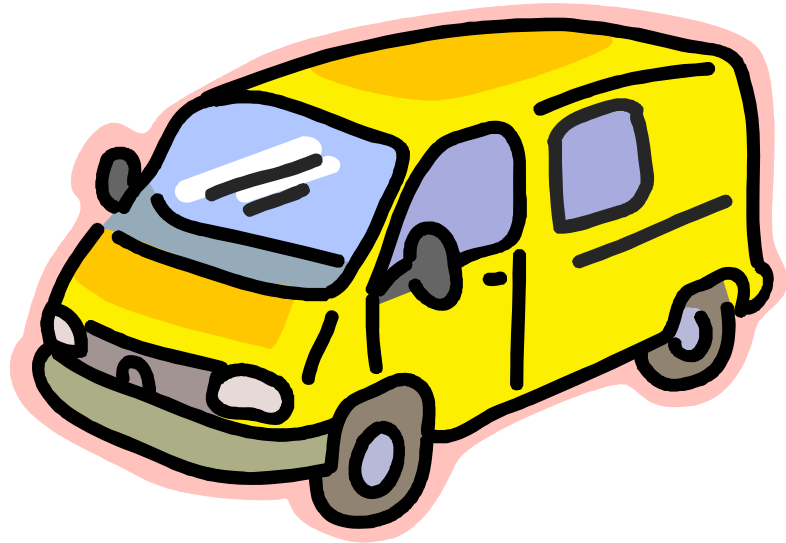
MATERIAL SAFETY DATA SHEETS



- **All agency sites have material safety data sheets for each approved chemical/ cleaning product used in the agency**
- **MSDS give instructions how to handle a crisis involving the product**

TRANSPORTING clients

- **Know the consumer you are transporting**
- **Take a charged cell phone with you**
- **Check the vehicle for safety (tires, roadside emergency equipment) before leaving**
- **Know the route to the destination**

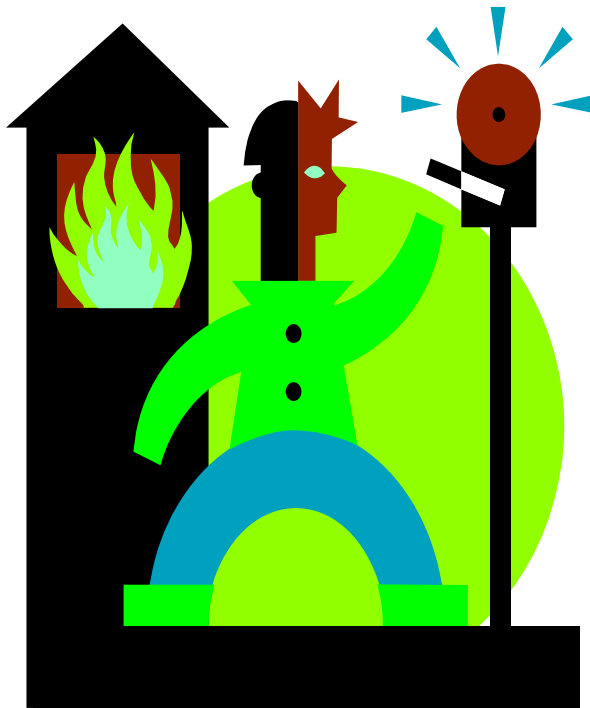


TRANSPORTING CONTINUED



- **Never try to deal with a crisis while driving. Pull over and out of traffic**
- **Call for assistance or backup immediately**
- **Assist all clients entering and exiting the vans and state vehicles.**

FIRE SAFETY AND PREVENTION CODE RED



- **Be aware of all fire and safety hazards**
- **Know the evacuation plan and where to gather outside the building**
- **Know the location of the fire alarm pulls and/or call 911**

FIRE EDUCATION



- **Know the location of fire extinguishers and know how to operate them.**
- **Attend fire extinguisher training**

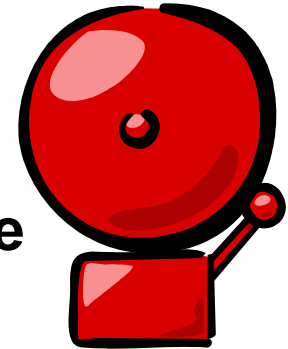
R. A. C. E. METHOD

R = Rescue: remove persons in immediate danger

A = Alarm: pull the nearest alarm station, if there is one, and call 911 to report the location of the fire

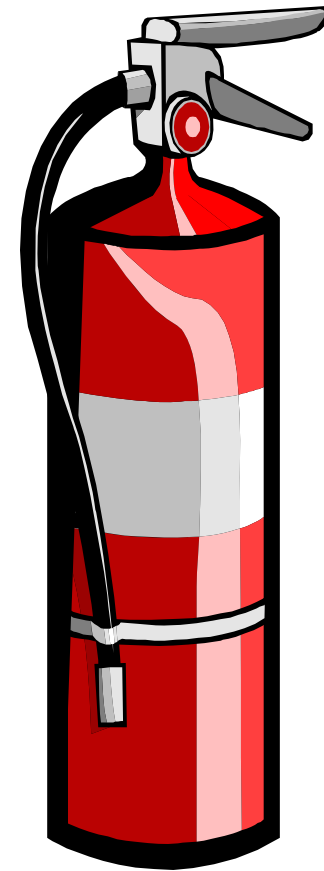
C = Contain: close all doors to contain the fire

E = Extinguish: extinguish fire only if able too and in less than 30 seconds, then leave



P. A. S. S. ABC extinguishers

- **P = Pull: pull the locking pin**
- **A = Aim: aim hose nozzle at the base of the fire**
- **S = Squeeze: squeeze handle on the extinguisher**
- **S = Sweep: sweep stream from nozzle from side to side**



SMOKE DETECTORS

- **Smoke detectors are a vital part of the safety plan in the agency. Smoke detectors alarm when there is evidence of a fire or a potential fire source. It is the smoke that sets the alarm off.**
- **All smoke detectors are checked when the Self Inspection is done.**
- **Batteries are changed in the month of APRIL and OCTOBER. After the battery is changed the detector is marked with tape and dated and initialed.**



SEVERE WEATHER – CODE GRAY

- **Tornado Watch:**
- **A tornado watch is issued when conditions are favorable for the development of tornadoes. Staff and clients are alerted when the region/county is under a tornado watch. The weather radios at all sites are set at all times to monitor the National Weather Service for severe thunderstorm and watches and warnings.**



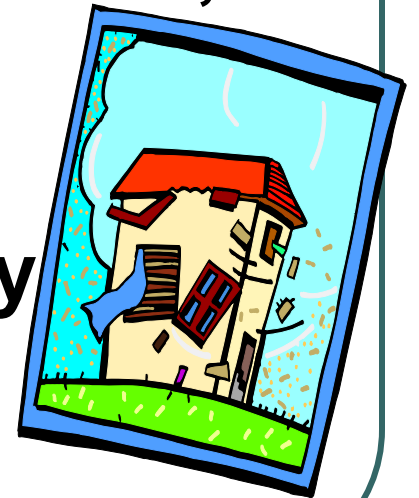
TORNADO WARNING



- **A tornado warning is issued when an actual funnel cloud has been sighted. When a warning is sounded, all staff, clients and visitors in the facility are notified. Everyone should move to the designated area in the facility that is against an interior wall away from windows in the most central part of the building.**

DISASTERS

- **Types: power failure; bombs; chemical spills; explosions; weather conditions such as snow and ice storms; tornados; floods, hurricanes; earthquakes; terrorist threats**
- **Disaster drills are done quarterly and monthly in the 24/7 sites**



DISASTER CONTINUED



- **If evacuating the building is necessary, know the outside evacuation location of your site.**
- **Whatever the disaster be sure a debriefing is done with the individuals involved.**
- **24/7 sites have emergency kits and extra water**

BOMB THREAT – CODE BLACK

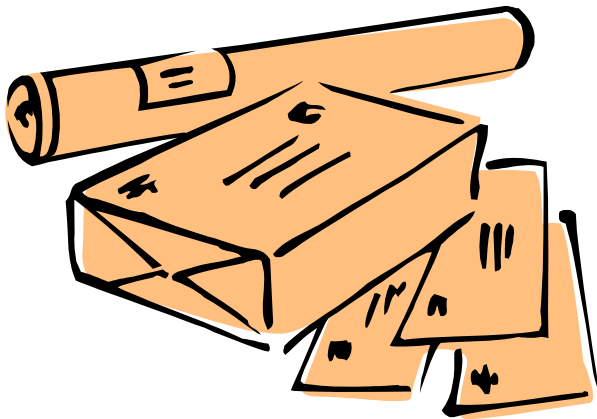
Bomb threats can come by phone, mail, or individual



By Phone:

- **Keep calm**
- **Make written notes**
- **Let the called hang up first is all possible**
- **Signal for help and have them call 911**
- **Have building evacuated and return only when the authorities give the all clear.**

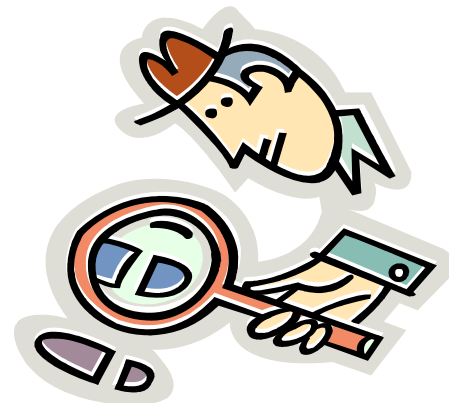
SUSPICIOUS PACKAGES



- **When something is suspicious like a package or individual, do not try to confront the situation by yourself.**
- **Notify your supervisor**
- **Remain calm and call 911.**
- **Evacuate the building as soon as possible.**

MISSING PERSON – CODE WHITE

- **All programs have a protocol in place. If you are not aware of it, please ask your site supervisor to go over the protocol with you.**
- **Call your site supervisor IMMEDIATELY when you realize there is someone missing.**
- **Please notify the Quality Management Director immediately as well**



MANPOWER ASSIST - CODE GREEN

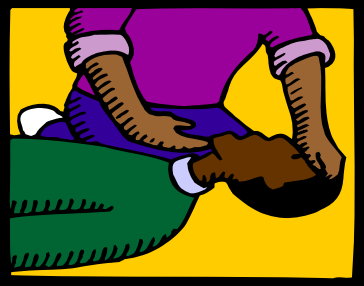
Issue a Manpower Assist when a situation occurs requiring additional staff to provide a safe environment.



Situations would be:

- **A medical emergency**
- **With an escalating consumer**
- **When there is a suspicious person at the site**
- **When a weapon has been brought on the property**
- **When someone is making threats, assaulting, fighting**



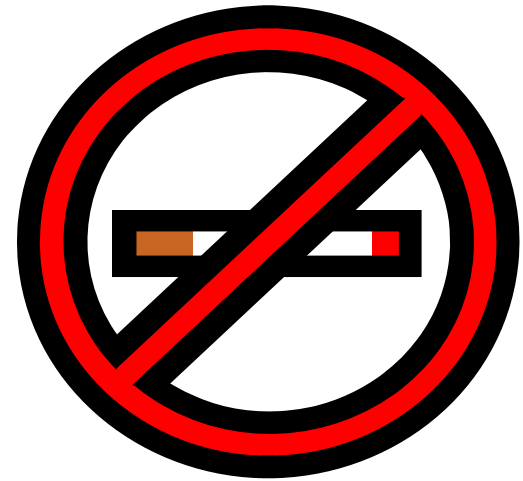


*MEDICAL EMERGENCIES
CODE BLUE*

- **When a Code Blue is announced all medically trained staff are to respond to the area prepared to perform CPR and provide First Aid. Others may be asked to call 911.**
- **Remember to fill out an Agency incident report and fax it to the Quality Management Director.**

NO SMOKING POLICY

- **The policy is to reduce risk of all diseases associated with smoking and passive smoking and to reduce risk of fires.**
- **Staff should encourage compliance with the non-smoking policy.**
- **Only adult clients in residential settings and day programs are permitted to smoke in designated areas only. These areas are non-smoking areas for staff.**



Did you know?

- **There is an environment of care committee which meets quarterly.**
- **There is a safety officer at each site**
- **Any unsafe area or item please report that to Facility Ops and remove the object or place a do not enter sign near the area.**

THANKS

- **PLEASE REMEMBER WE ARE A TEAM AND IT TAKES EVERY MEMBER TO PROVIDE SAFETY PREVENTION AND TO REPORT ALL SAFETY HAZARDOUS TO THE SITE SUPERVISOR.**