

POLICY ON HEALTH AND SAFETY

PURPOSE

To ensure that the rights of the individuals we serve are protected at all times. To protect the health and safety of all individuals we serve, LADD employees, and all stakeholders.

SCOPE

This policy applies to all the individuals we serve, employees of LADD, and all stakeholders.

POLICY

The Administration and Management of LADD are committed to ensuring that the rights of the people in the program are protected at all times. We use “gentle teaching” in all the interactions with the people in the programs. We will engage in warm interactions, establish a feeling of companionship, form a culture of Gentleness, and help each person to feel safe, engaged, loved and loving. We strive to be proactive in preventing situations in which challenging behaviors escalate to the point of danger for the person exhibiting the behavior, other people in the program or to property.

Environmental safety for the people we serve, staff and all stakeholders is given the highest priority. Procedures are in place to monitor environmental safety regularly. Emergency procedures, OSHA, infection control and safety policies have been implemented. Annual competency training is done for all staff in these areas.

Individual Procedures for Emergencies available in LADD locations includes all implementation requirements.

STANDARDS

1. Recipient Rights information is made available to the people supported. Recipient Rights Complaint Forms and LADD Complaint Forms are made available to the people supported as well available at the beginning of services in the Service Information Packet.
2. Emergency Procedures are trained with employees and people supported. First Aid supplies are available in LADD vehicles and service locations.
3. Fire safety equipment is available in each LADD vehicle and service location.
4. An online ticket system is utilized to request non-emergency maintenance issues.
5. A Right to Know/OSHA Manual, Infection Control and Exposure Control Plan including SDS sheets and information regarding consumer use products are trained and available.
6. The OSHA 300 will be maintained as required.
7. In all licensed settings, poisons, caustics and other dangerous materials shall be stored and locked in non-food preparation areas. Locking of poisons, caustics and other dangerous materials in a person's home will be handled on an individual basis in response to the support needs of the individual(s).
8. Hot water temperature will be maintained between 105- and 120-degrees Fahrenheit in licensed settings.
9. In all licensed settings, medications will be kept in a locked/secured area. Locking of medications in a person's home will be handled on an individual basis in response to the support needs of the individual(s).
10. People receiving support services will be trained in infection control and communicable diseases as addressed in the Person-Centered Plan.
11. A Quarterly Risk Kit Checklist is maintained in each program to insure supplies are available and replaced after use for Risk Kits and Emergency Bags.

PROCEDURE

Inspections

Self inspections are used to identify and correct workplace hazards for employees and the people supported thereby creating an environment that promotes a healthy, meaningful life. Critical points in the success of this endeavor are evaluation of causative factors, evaluation of when/where similar factors may occur and guidelines for correcting. To this end LADD has a well-developed safety monitoring program. This program consists of the following;

1. Quarterly review of safety issues by the Emergency Management Committee (EMC).
2. Quarterly EMC Newsletter, Seasonal Safety Training Power Points, Annual Vehicle Inspection, outside insurance inspections of each site every two years (done annually with ½ of sites each year.).
3. Management will complete a monthly service review in every program referred to as the Monitoring of Safety which is part of the Environmental Safety Checklist, along with issues and Quality Assurance suggestions to proactively seek out safety issues.
4. Management will complete a Quarterly Environmental and Safety Checklist in the program. These electronic checklists are saved within the electronic system for review by the QA/ Compliance Departments for ongoing tracking & monitoring. When Managers note problems that can not be completed by staff they submit a LADD Maintenance Ticket on the LADD, Inc. Website, Area Supervisors also review the Environmental and Safety Checklist within the electronic system as part of their monthly review.
5. Service reviews in all locations are completed by all Management.
6. Safety concerns are reviewed monthly at Family Staff Meetings and noted on agenda. Area Supervisors and the QA Department are to be notified of any safety concerns addressed during meeting.
7. Audits of all areas in each LADD service locations are completed on a quarterly basis.
8. Safety drills are conducted per the requirements defined under each area of emergency procedures as needed.
9. An Emergency Management Committee (EMC) will meet to address issues related to health and safety.

Individuals Receiving Services

1. The need for training in Health and Safety is reviewed during the PCP Process.
2. Health and Safety Issues are reviewed monthly during the Family Staff Meetings.
3. Assistance and training occur during the course of each day. For example, hand washing after using the bathroom; stop, look and listen when in the community, Etc.

Staff

1. Staff will be trained in recipient rights at the time of hire, formally within 30-days, annually and as deemed necessary by administrative personnel.
2. Staff will be trained at the time of hire in OSHA, Infection Control, Hazard Communication and SDS annually thereafter-includes the prevention of and control of infectious diseases.
3. There is continuous monitoring of workers health and safety to ensure that correct handling, treatment, storage, and disposal procedures are being followed. Essential occupational health and safety measures include the following:
 - a. All Staff are trained at the time of hire and annually thereafter;
 - b. All program locations have Personal Protection equipment.
 - c. Immunization for Hepatitis B, post-exposure prophylactic treatment are available as needed, and medical conditions of both staff and people supported are monitored for communicable diseases and necessary actions.

- d. Training in health and safety includes the understanding of the potential risks associated with health-care waste, the value of immunization against viral hepatitis B, and the importance of consistent use of personal protection equipment.
4. Staff will be trained in CPR within 30-days of hire and remain certified thereafter.
5. Staff will be trained in First Aid within 30-days of hire and remain certified thereafter.
6. Staff will be trained in Emergency Procedures before working in the program and annually thereafter.
7. Staff will be trained regarding the needs of the people receiving support services and will follow the Person-Centered Plans in implementing the level of supervision that is needed while out in the community. All staff will follow these plans to ensure the people we serve are properly supervised and kept safe while in the community.

