Chapter Title Human Resources	Section # HR		Subject # 512
Subject Title **Workplace Safety and Security**	Adopted 3/31/03	Last Revised 12/14/15	Reviewed 11/1/05; 9/25/06; 8/25/08 12/17/08; 3/23/09; 12/21/09; 12/27/10; 11/28/11; 1/28/13; 2/24/14; 12/15/14; 12/14/15; 12/19/16

POLICY

Application

This policy shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

1.0 Employee Safety

No employee is expected to place him/herself at risk of harm. Employees are expected to take all reasonable precautions to ensure their safety, the safety of their co-workers, and any member of the public. Any employee who believes or suspects that s/he may be in, or going into, a potentially dangerous situation is required to take whatever immediate action is required, including, but not limited to the following as necessary:

- Devising a safety plan in conjunction with a supervisor;
- Contacting or alerting the supervisor;
- Soliciting assistance from a co-worker;
- Calling 911 in the event of an emergency;
- Enlisting the protection of the law enforcement community;
- Traveling or working with a partner or team;
- Carrying a cell phone; and
- Taking whatever other course of action will reasonably provide for the safety of themselves, coworkers, consumers, and community.

1.1 All staff are responsible for maintaining a schedule of their out-of-office whereabouts with support staff, as well as checking into the office daily to ensure worker safety.

1.1.1 All staff shall be checking in and out each scheduled work day with his//her team.

1.2 All employees are responsible for bringing safety hazards to the attention of the Human Resources Director.

1.3 All instances of personal injury (staff, consumers, or other guests) must be documented on an Incident Report form and shall be reported to the appropriate supervisor and the Human Resources Director. Incident Reports shall be filed with the Recipient Rights Officer.

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1.3.1. Treatment of Work-Related Injuries

It is the intent of The Right Door for Hope, Recovery and Wellness to keep all employees free from a work-related injury or illness. However, The Right Door for Hope, Recovery and Wellness also recognizes that a work-related injury or illness may occur. In the event that an employee should incur an illness or injury related to employment and needs treatment, the employee shall report to the Human Resources Director.

If the employee requires immediate attention and is working in the vicinity of Ionia County, the employee may report directly to the following:

Sparrow Ionia Hospital
3565 S State RdIonia, MI 48846
616-523-1400

Or

Spectrum Health United Hospital
615 S. Bower Street
Greenville, MI 48838
616-754-4691

In the event that an employee is traveling and incurs an injury or illness related to work, then the employee shall report to the nearest medical facility for treatment.

The Human Resources Director shall coordinate all future medical treatment in relation to the injury/illness.

A copy of the above locations shall be posted on a prominent bulletin board.

1.3.2. Report of Work-Related Injuries/Incidents

All employment related injuries or illnesses must be reported immediately, or within 24 hours of the occurrence. The employee shall report the injury to his/her immediate supervisor, and provide the supervisor with a written, signed statement detailing the circumstances of the injury or illness.

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Members of the Safety Committee shall conduct an immediate investigation of the incident for the prevention of future accidents. The Human Resources Director shall be provided a copy of the incident report and file the necessary papers with the Worker's Compensation carrier for the agency.

2.0 Emergency

2.1 It is expected that each employee will become familiar with the agency's emergency procedures concerning general area disasters or warning of same, and be prepared to take appropriate action as an employee in the event of such an occurrence, in accordance with established procedures.

2.2 Every employee is further expected to become familiar with emergency procedures for the location in which s/he works. This includes building sign-in/sign-out, evacuation, fire drills, specific assignments within such procedures, and knowledge of alerting systems and specific staff responsibilities under emergency conditions.

2.3 All staff shall receive training in emergency procedures as required by law and CARF.

3.0 Security

The Right Door for Hope, Recovery and Wellness will plan and provide for the security of the employees, the individuals served, visitors, and property and resources through controlled access to agency properties and resources.

4.0 Violence among Staff and Consumers

Violence or threats of violence from employees will not be tolerated and will be subject to disciplinary action, up to and including termination of employment. This includes bringing weapons onto agency premises, or other locations while representing The Right Door for Hope, Recovery and Wellness. If a staff or consumer is found in possession of such materials, proper law enforcement officials will be contacted.

5.0 Employees with Domestic Violence Problems

Employees experiencing violence or abuse in their homes are encouraged to seek out help for themselves and their family members. Employee disclosure of abuse or violence in their

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personal life will be kept confidential to the fullest extent allowed by law. The staff and management of The Right Door for Hope, Recovery and Wellness will be considerate of the employee's right to privacy and will be supportive in terms of referrals to appropriate resources. Supervisors will balance the needs of the organization, consumers, and community, with needed accommodations for the employee in terms of work schedule, leave time, temporary alleviation of duties, or other assistance.

6.0 Homeland Security

The Right Door for Hope, Recovery and Wellness will comply with all U.S. Homeland Security requirements and American Red Cross recommendations for businesses to the fullest extent possible.

7.0 Employee Education

Potential violence in the workplace, including domestic violence issues, will periodically be addressed in employee orientations and other training, with specific training for supervisory personnel in appropriate workplace response.

References

CARF Standards Manual, Sections: Human Resources, and Health & Safety

Melissa McKinstry, Board Chairperson	Date		

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