

The Right Door for Hope, Recovery and Wellness

Chapter Title	Section #		Subject #
Human Resources	HR		512
Subject Title	Adopted	Last Revised	Reviewed
<b>Workplace Safety and Security</b>	3/31/03	3/23/2026	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; 1/29/18; 2/25/19; 2/24/20; 2/22/21; 2/28/22; 2/28/23; 3/25/24; 3/24/25; 3/23/26

POLICY

Application

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

1. Employee Safety

1.1. No employee is expected to place themselves 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 they 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:

1.1.1. Devising a safety plan in conjunction with a supervisor;

1.1.2. Contacting or alerting the supervisor;

1.1.3. Soliciting assistance from a co-worker;

1.1.4. Calling 911 in the event of an emergency;

1.1.5. Enlisting the protection of the law enforcement community;

1.1.6. Traveling or working with a partner or team;

1.1.7. Carrying a cell phone; and

1.1.8. Taking whatever other course of action will reasonably provide for the safety of themselves, coworkers, persons served, and community.

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1.2. 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.

1.2.1. All staff shall be checking in and out each scheduled workday with their team.

1.3. All employees are responsible for bringing safety hazards to the attention of the CFO, Facility Manager or designee.

1.4. All instances of personal injury (staff, person served, or other guests) must be documented on an HR Incident Report form and shall be reported to the appropriate supervisor and the Human Resources Director. Incidents involving persons served will have an Incident Report filed with the Recipient Rights Officer.

1.4.1. Treatment of Work-Related Injuries

1.4.1.1. 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.

1.4.1.1.1. For work-related injuries requiring medical attention (mild/moderate sprains or minor cuts/abrasions) employees should report to:

Sparrow Ionia Occupational Health Services  
550 E. Washington St. Ionia

If the employee requires immediate, emergent attention (examples, but not exhaustive- uncontrolled bleeding, head injury, major

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fractures) and is working in the vicinity of Ionia County, the employee may report directly to the following:

1.4.1.1.1. Sparrow Ionia Hospital  
3565 State Rd  
Ionia, MI 48846  
616-523-1400  
OR

1.4.1.1.2. Corewell Health – Greenville  
615 S Bower Street  
Greenville, MI 48838

616-754-4691

1.4.1.1.2. 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.

1.4.2 The Human Resources Director shall coordinate all future medical treatment in relation to the injury/illness. 1.4.3. A copy of the above locations shall be posted on a prominent bulletin board.

1.5. Report of Work-Related Injuries/Incidents/Illnesses

1.5.1. All employment related injuries or illnesses must be reported immediately, or within 24 hours of the occurrence. The employee shall report the injury to their immediate supervisor, and provide the supervisor with a written, signed statement detailing the circumstances of the injury or illness. The Health and Safety Committee chairperson or designee shall begin 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. Emergency

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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. All employees are further expected to become familiar with emergency procedures for the location in which they work. 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. 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. Violence among Staff and Person Served

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 person served is found in possession of such materials, proper law enforcement officials will be contacted.

### 5. 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

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disclosure of abuse or violence in their 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, persons served, and community, with needed accommodations for the employee in terms of work schedule, leave time, temporary alleviation of duties, or other assistance.

### 6. 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. Employee Assistance Program (EAP) and 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.

The Right Door understands how challenging it can be to balance an employee's work and personal life, and The Right Door is committed to helping employees do just that.

Offered through Mutual of Omaha, The Right Door EAP can provide an employee’s family and household members with information and assistance on a wide range of topics and issues including work stress, debt problems, family issues, relationship worries, parenting challenges, anxiety, grief and much more. Provided at no cost to the employee, counselors are available for support by phone 24 hours a day, seven days a week at 1-800-316-2796. The program includes up to five free in-person or virtual counseling sessions for an employee's household members. Behavioral counselors can help navigate any additional long-term counseling needs.

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Online resources are also available by logging onto  
[www.mutualofomaha.com/eap](http://www.mutualofomaha.com/eap)

References

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

Deborah McPeek-McFadden, Board Chairperson	Date		