



Policy: Health & Safety

ChildNet Number: CN 009.086

Original Approved Date: May 20, 2010

Revised Date(s): November 19, 2010, August 22, 2014

Sunset Date:

COA Standard: ASE 1.01, 1.03, 3.02, 4, 6.01, 7.04, 8.01; RPM 2.01, 2.02, 2.03, 2.04

Statement of Policy:

ChildNet is committed to maintain acceptable health and safety standards in its operations by educating its staff and enhancing the quality of ChildNet's physical environment by providing services in a safe, timely and cost-effective manner.

Definitions: None

Board Chair's Signature:

Date:

8/22/14



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Statement of Procedure:

This procedure outlines the steps that ChildNet implements to assist in ensuring the health and safety of all employees, visitors and clients.

Facilities

- a. All ChildNet facilities are maintained in a clean and proper manner in order to reduce the risk of accident, injury, fire, theft or other safety related incidents.
- b. The facilities are inspected each month in accordance with the Maintenance Policy and Procedure to ensure general cleanliness and good condition.
- c. ChildNet maintains a centralized Facilities Help Desk in order to ensure any maintenance or repairs needed are completed in a timely fashion.
- d. ChildNet complies with all state and local occupation, fire, health and safety codes and regulations.

Building Security

- a. ChildNet utilizes a monitored security system for each building.
- b. Name badges with picture IDs are issued to all employees, interns and volunteers in accordance with ChildNet's Employee Handbook through Talent Management. These ID cards record building access electronically.
- c. Keys are distributed to staff for their respective buildings and offices based on the access needs.
- d. Staff is expected to wear badges at all times. Visitors must sign in/out appropriately. Visitors must be escorted into the building and to their destination by a staff member wearing a badge.



Health and Wellness

Information on healthy living choices such as, but not limited to, smoking cessation, nutrition, and stress management, is available to staff, visitors, and clients.

Health and Safety Precautions

All ChildNet staff members have access to the organization's health and safety policies and procedures. In addition to this, all employees receive training on Policies and Procedures related to health and safety. This includes assessing risk and safety, handling different types of emergencies (see also the Emergency Preparedness Training section of CN 002.022, the Emergency Procedures policy), and coordinating with trained staff (i.e., Fire Wardens and Hurricane Emergency Response Team) and emergency personnel (i.e., 911, law enforcement, and medical and fire rescue).

There are also a number of health and safety trainings that ChildNet staff members are required to attend. These include, but are not limited to the following:

- a. All ChildNet employees receive annual training on the risks of exposure to contagious and infectious disease and universal precautions to minimize those risks.
- b. Staff members in each building are trained in CPR and First Aid.
- c. All staff that transport children are trained in defensive driving and car seat safety.
- d. All employees receive Non-Abusive Psychological and Physical Intervention (NAPPI) training, which includes assessment, conflict resolution, and communication skills. NAPPI also includes assessing risk and safety in the office and for direct service personnel in the field, demonstrating techniques designed to defuse difficult situations, and teaching staff to identify dangerous situations that require professional assistance, such as security or law enforcement personnel.

Safety Committee

The purpose of ChildNet's Safety Committee is to plan, organize, and implement a sound occupational health and safety program. The Committee members are from various departments and levels within ChildNet. Attention is given to assuring representation for monthly meetings and annual selection from the participants of a chair and vice chair that are to manage the meetings and agendas. In addition to the committee, voluntary participation from non-operational departments is encouraged. The program includes the following:



1. Educating employees of the fundamentals of accident prevention thereby promoting safe work practices.
2. Establishing safety and accident prevention guidelines, reviewing and modifying said guidelines as necessary to advance the safety of employees and clients.
3. Continuously implementing accident prevention methods to create a safe and healthy workplace.
4. Reviewing the accident reporting system maintained by Talent Management.
5. Performing a self-audit and monitoring workplace hazards quarterly to insure compliance. This audit will include reviewing all accident reports to determine the cause of the accident and recommend any corrective action to prevent a similar accident in the future. Investigation and review are to take no more than 60 days from the time the audit began. Any corrective action taken will be documented, reviewed by senior staff, and presented to the Board of Directors.
6. Advancing a safety program which will build the occupational health and safety of the employees.
7. Ensuring all actions of the company are in compliance with the Workers Compensation Board Regulations.
8. Providing resources to the employees to promote a healthy lifestyle.

President's Signature: _____

Date: 08-22-14