



# **Day Care and Preschool Employee Safety Manual** Handicare Inc.

**An Employee Guide to Safety Policies & Procedures  
to Support a Safety-Conscious Work Environment**

Provided by: A W Welt Ambrisco Insurance, Inc.

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## Commitment to Safety

Handicare Inc. recognizes that employees drive our business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by Handicare Inc.'s employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Handicare Inc. is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community and Handicare Inc.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state and local policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Handicare Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Handicare Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Handicare Inc. in higher regard with customers and increases productivity. This is why Handicare Inc. will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Handicare Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Handicare Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Handicare Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

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## Employee Safety Responsibilities

The primary responsibility of Handicare Inc. employees is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe and obey Handicare Inc.'s rules and established policies for health, safety and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, they are under instruction **NOT** to begin the task until they discuss the situation with their supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with their supervisor, an employee still has questions or concerns, they are required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that they believe is unsafe or that they think is likely to cause injury or a health risk to themselves or others.

### **General Safety Rules**

#### **Conduct**

- Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

#### **Drugs and Alcohol**

- Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

#### **Housekeeping**

You are responsible to keep your work area clean and safe. Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls and switches

#### **Injury Reporting**

All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

Handicare Inc. provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while remaining productive. Employees are required to return to work immediately upon release.

## Safety Orientation Training

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Handicare Inc. is committed to providing safety- and health-related orientation and training for all employees at all levels. Handicare Inc. will maintain and support a program to educate and familiarize employees with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but is not limited to, the following:

1. Company-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Personal protective equipment
5. Emergency procedures
6. Employee accident reporting requirements
7. Return to work program
8. Any OSHA required training not included or addressed above

### **Periodic Inspections**

It is the policy of Handicare Inc. that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures. All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

### **Incident Reporting**

Any work-related injury or suspected injury must be reported immediately to your supervisor. A First Report of Injury form must be completed. Failure to promptly report an injury may result in disciplinary action. Human Resources will issue an Employer Authorization Form for the injured employee to take to the treating medical practitioner. The employee must return this form to Human Resources by the next business day.

After each practitioner appointment, the employee must report to their supervisor and Human Resources to review their progress. Handicare Inc. provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.

An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

## Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or falls ill due to a work-related condition. We believe that such absences cost both Handicare Inc. and our employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

Handicare Inc. has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Handicare Inc. wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

### **Employee Procedures**

- All work-related injuries should be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a **post-accident drug screen** is not performed the **same day** as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Handicare Inc. will not accept a general note stating only that you are to be off work.
- Under this program, temporary light duty work may be available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Handicare Inc. approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request / Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your supervisor and the Human Resources Department.

# Emergency Action Plan

## General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers:  
Fire/Police/Ambulance 911
- Know where the exits are located.
- In the event of any emergency, do not take elevators; use the stairs.
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not "get in trouble."
- First aid supplies and emergency equipment are located in the front office and on the playground for use by those who are authorized and properly trained.

## Evacuation

- Occupants will be notified of a potential fire either by the fire alarm system or by a paged announcement.
- The safety of children should always take precedence during an emergency.
- Upon becoming aware of a potential fire, all occupants should immediately evacuate the building. Do not delay evacuation to get personal belongings and instruct children to do the same. All doors should be closed as the last person passes through. (*Note: never use elevators during potential fire situations.*)
- Supervisors should be the last persons to leave the area. Check the building to be sure that all personnel and children have evacuated.
- Upon exiting the building, all employees and children should report for a head count.
- Employees should make sure that all children they are responsible for are accounted for.
- If any employee or child is missing, an immediate report should be made to the incident commander, who will in turn report to the first available fire department officer.
- Everyone should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy an area or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all persons to move to shelter.
- Any employee having mobility, visual, hearing or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.

## Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
  - P**=Pull the safety pin.
  - A**=Aim the nozzle at the base of the fire.
  - S**=Squeeze the operating lever.
  - S**=Sweep side to side covering the base of the fire.
  - \* *When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*
  - \* *Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*
- Have someone notify the incident commander of where the emergency is located. He/she will relay this information to the fire department.

## Emergency Action Plan

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### **Severe Weather**

- The supervisor will monitor weather. If a severe weather report is issued, they will immediately page the following announcement: This is a severe weather warning. Please go to your safe zone. (This announcement will be repeated three times).
- Employees will be instructed where they, and the children they are responsible for, are to go for safety. When the severe weather warning is cancelled, a general announcement will also be made.

### **Medical Emergency**

- Upon discovering a medical emergency, call 911.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any bodily fluids.
- Send two persons (greeters) to the entrance to await the fire department. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

### **First Aid**

Wash minor cuts and abrasions with soap and warm water, and bandage them properly. If a child requires first aid treatment, it will be logged and the parent will be notified. If the child comes into the facility with an injury, this will be logged as well. If a medical emergency arises involving a child, a parent will be notified before emergency treatment occurs, unless waiting endangers the child's life. In such situations, the necessary procedures will take place to ensure the safety of the child.

### **Lost Child**

If a child becomes lost at the facility, Handicare Inc. will immediately go into a "lockdown." As such, all exits will be locked and manned by staff so that no one can enter or exit the facility. All other staff members will search for the child in all areas of the facility, including exterior areas. If the child is not located within five minutes, emergency personnel will be contacted and the child's parent or legal guardian will be notified.



## Violence on the Premises

### Workplace Violence

- Any employee who feels that they have been threatened should immediately report concerns to the supervisor and to Human Resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (9-1-1) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

### Aggression Control Procedures

1. If you perceive no immediate physical threat:
  - a. Notify other staff members and have a standby to render assistance.
  - b. State clearly who you are and what you can do to help.
2. If you perceive the possibility of severe physical injury:
  - a. Assume a non-threatening physical posture and voice tone.
  - b. State in clear concise terms what you want the individual to do.
  - c. State what you can do to help.
  - d. Speak with authority.
  - e. Make direct commands.
  - f. Set a time limit. At the end of set time, seek assistance from a staff member.
3. If you are assaulted:
  - a. Leave the area.
  - b. Report the assault to your supervisor.
  - c. Do not return alone. Bring assistance with you.
4. Breaking up an altercation:
  - a. Do not attempt to break it up alone. Wait for help from at least one other person.
  - b. Call for help from staff members or call security.
  - c. Stay out of the immediate area.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed

## Emergency Contact Information

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**FIRE DEPARTMENT:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**POLICE DEPARTMENT:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**EMERGENCY MEDICAL SERVICES (AMBULANCE):** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**HOSPITAL:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**DOCTOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

## Sexual Harassment Policy

Handicare Inc. does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, students or persons doing business with us. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes – but is not limited to – slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion or national origin; sexual advances; requests for sexual favors; and other verbal, graphic or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation;
- Explicit or degrading verbal comments about another individual or their appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

1. If you feel comfortable enough to do so, tell the harasser that their actions are not welcome and they must stop.
2. Report the incident immediately to your supervisor or the Human Resources department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Handicare Inc.'s obligation to investigate and act upon reports of such harassment. Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

## Access to Employee Exposure & Medical Records

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Employees and former employees who are, have been or will be exposed to toxic substances or harmful physical agents, can access exposure and medical records maintained by Handicare Inc. upon request.

## Employee Health

Teachers and administrators at Handicare Inc. are subject to the same wellness guidelines as the students. You should not report to work if you have the following symptoms:

- Fever over 101° F
- Unusual rash
- Severe cough
- Rapid breathing
- Severe cold symptoms
- Vomiting
- Yellow skin or eyes
- Diarrhea
- Head lice
- Diagnosed contagious illness

To accommodate your absence, Handicare Inc. maintains a list of qualified substitute teachers and assistants who can assist in temporary classroom duties. All state staff-to-child ratios will be maintained.

### **Maintaining Your Health**

Handicare Inc. encourages staff to take the necessary precautions to remain healthy, not only for your own well-being but also for the health of the children at the facility.

#### *To Reduce Exposure to Infectious Diseases:*

- Stay up-to-date on all your immunizations (tetanus, diphtheria, etc.). Ask your doctor if you need immunizations for measles, mumps, rubella or chicken pox.
- Complete your Hepatitis B vaccination series.
- Obtain a yearly flu vaccine.
- Wash your hands frequently and teach the children in your classroom to do the same.

#### *To Reduce Your Risk of Falling:*

- Clean up spills immediately.
- Know where you are walking, especially if you are carrying children or bulky items.
- Remove objects from walkways.
- Avoid changing directions rapidly while walking.
- Maintain good health by exercising on a regular basis to remain strong and flexible.
- Always keep one hand on the handrail when walking up and down stairs.

#### *To Reduce Exposure to Environmental Hazards:*

- Use cleaning and disinfectant products for their intended purposes and follow the manufacturer's instructions.
- Store cleaning products in their original containers out of reach of children.
- Use arts and crafts materials that are labeled "nontoxic" only.
- Watch children closely when working with chemicals to avoid accidental poisonings.
- Do not eat or drink when working with chemicals.

## Employee Health

- Cover any cuts or abrasions when working with chemicals, including art supplies.
- Wipe down surfaces after using chemicals and then thoroughly wash your hands.

### *To Reduce Your Stress:*

- Prioritize your duties and take care of the most pressing ones first.
- Maintain and enforce company policies to avoid unnecessary conflicts.
- Take breaks when needed to rejuvenate yourself.
- Talk with other staff members or your supervisor about concerns and ideas that may benefit the company.
- Laugh and have fun with the children.
- Eat a nutritious diet and exercise regularly.

## **Proper Hand Washing**

Cleanliness through proper hand washing is pertinent in a child care setting, so staff members must be diligent with their washing to reduce the spread of diseases. To properly wash your hands:

1. Wet hands with warm water and apply soap.
2. Rub your hands together for 15 seconds.
3. Rinse your hands for 10 seconds.
4. Dry your hands with a clean paper towel.
5. Turn off the faucet with the paper towel.

### *Handicare Inc. staff should wash their hands during the following activities:*

- Upon arrival at work.
- Immediately before and after handling food, preparing baby bottles or feeding children.
- Before handling clean cooking utensils.
- After using the bathroom or assisting a child in using the bathroom.
- Before and after changing a child's diaper.
- After handling body fluids – saliva, nasal secretions, vomit, feces, urine, blood, secretions from abrasions, etc.
- After handling soiled cleaning supplies – garbage bags, mops, cloths, etc.
- When hands become visibly soiled.
- After removing disposable gloves.

## Vehicle Use Policy

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To: All drivers of Handicare Inc.

Effective: January 1, 2014

This policy applies to:

- Vehicles owned, leased or rented to Handicare Inc.
- Personally owned vehicles driven by employees on behalf of Handicare Inc.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Handicare Inc.

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for Handicare Inc. business:

- Your Personal Auto Liability insurance is the primary payer. Handicare Inc.'s insurance is in excess of your coverage.
- Evidence of insurance coverage is to be provided to Handicare Inc. each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- Handicare Inc. is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Liability and negligence will be determined after a thorough investigation.
- Report the accident to Handicare Inc. as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

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Employee's Signature

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Date

## Motor Vehicle Record (MVR) Grading Criteria [Last 3 Years]

The following chart serves as a guideline for evaluating an employee's motor vehicle record (MVR). An employee with an MVR grade of "poor" may not be insurable by our insurance carrier. If driving is a required part of an employee's position at Handicare Inc., the inability to be insured could jeopardize employment. Note that any major violation will result in a poor score.

Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any major violation	Poor	Poor	Poor	Poor

Minor Violation	Major Violations
All moving violations not listed as a major violation.	<ul style="list-style-type: none"> <li>▪ Driving under influence of alcohol/drugs</li> <li>▪ Failure to stop/report an accident</li> <li>▪ Reckless driving/speeding contest</li> <li>▪ Driving while impaired</li> <li>▪ Making a false accident report</li> <li>▪ Homicide, manslaughter or assault arising out of the use of a vehicle</li> <li>▪ Driving while license is suspended/revoked</li> <li>▪ Careless driving</li> <li>▪ Attempting to elude a police officer</li> </ul>



### Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which can lead to AIDS, and hepatitis.
2. Since we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the person to provide support, just be sure to stay out of contact with any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call Human Resources immediately for instructions.

### Personal Protective Equipment (PPE)

If you are in an area where specific PPE is required, you are expected to wear it. Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

### Hazardous Materials Safety

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in your workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons and protective eyewear when using chemicals labeled "Flammable," "Corrosive," "Caustic" or "Poisonous."
3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears or other signs of visible damage.
4. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
5. Before pouring, dispensing or transferring any liquid from a bulk container labeled "Flammable," observe the following safety procedure:
  - a. Only use red color-coded, metal containers for transferring the liquid.
  - b. Electrically ground and bond the containers as follows:
    - (1) Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.
    - (2) Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
    - (3) You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.
6. Do not use chemicals from unlabeled containers and unmarked cylinders.
7. Do not perform "hot work," such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
8. Do not drag containers labeled "Flammable."
9. Use a rubber cradle when transporting unpackaged, glass bottles of chemicals.
10. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
11. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

### **Fire Prevention**

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the facility.

### **Electrical Safety**

1. With the exception of independently fused multi-tap cords for computers, extension records are not allowed.
2. Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
  - Exit doors
  - Aisles
  - Electrical panels
  - Fire extinguishers

## Child Abuse and Neglect

The first step in helping abused or neglected children is learning to recognize the signs of such abuse and neglect. The presence of a single sign does not prove child abuse is occurring in the home; however, a closer look at the situation may be warranted when these signs appear repeatedly or in combination. If you do suspect that a child is being harmed, reporting your suspicions may protect the child and assist in getting help for the family. Because of your profession you are considered a mandatory reporter and are required by law to report child mistreatment.

### Recognizing Child Abuse

The following signs may signal the presence of child abuse or neglect:

#### *The Child:*

1. Shows sudden changes in behavior or school performance.
2. Has not received help for physical or medical problems brought to the parents' attention.
3. Has learning problems or difficulty concentrating that cannot be attributed to a specific physical or psychological cause.
4. Is always watchful, as though they are preparing for something bad to happen.
5. Lacks adult supervision in the home.
6. Is overly compliant, passive or withdrawn.
7. Comes to the facility early, stays late or does not want to go home.

#### *The Parent:*

1. Shows little concern for the child.
2. Denies the existence of, or blames the child for, problems at school or home.
3. Asks caregivers to use harsh discipline, if the child misbehaves.
4. See the child as entirely bad, worthless or burdensome.
5. Demands a level of physical or academic performance that the child cannot achieve.
6. Looks primarily to the child for care, attention and satisfaction.

#### *Parent and Child Interactions:*

1. Rarely touch or look at one another.
2. Consider their relationship to be entirely negative.
3. State that they do not like one another.

### Types of Child Abuse

The following signs are often associated with particular types of child abuse and neglect. It is important to note however, that these signs are typically found in combination versus alone.

#### *Signs of Physical Abuse:*

Consider the possibility of physical abuse when the **child**:

1. Has unexplained burns, bites, bruises, broken bones or black eyes.
2. Has fading bruises or other marks noticeable after an absence from school.
3. Appears frightened of the parent and protests or cries when it is time to go home.
4. Shrinks at the approach of adults.
5. Reports injury by a parent or other adult caregiver.

Consider the possibility of physical abuse when the **parent or other caregiver**:

1. Offers conflicting, unconvincing or no explanation for the child's injury.
2. Describes the child in a negative way.
3. Uses harsh physical discipline with the child.
4. Has a history of abuse as a child.

#### *Signs of Neglect:*

Consider the possibility of neglect when the **child**:

1. Is frequently absent from school.
2. Begs or steals food or money.
3. Lacks needed medical or dental care, immunizations or glasses.
4. Is consistently dirty and has severe body odor.

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5. Lacks sufficient clothing for the weather.
6. States that there is no one at home to provide care.

Consider the possibility of neglect when the **parent or other caregiver**:

1. Appears to be indifferent to the child.
2. Seems apathetic or depressed.
3. Behaves irrationally or in a bizarre manner.
4. Is abusing alcohol or drugs.

### *Signs of Sexual Abuse:*

Consider the possibility of sexual abuse when the **child**:

1. Has difficulty walking or sitting.
2. Suddenly refuses to change for physical activities.
3. Reports nightmares or bedwetting.
4. Experiences a sudden change in appetite.
5. Demonstrates bizarre, sophisticated or unusual sexual knowledge or behavior.
6. Reports sexual abuse by a parent or other adult caregiver.

Consider the possibility of sexual abuse when the **parent or other caregiver**:

1. Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite gender.
2. Is secretive or isolated.
3. Is jealous or controlling with family members.

### *Signs of Emotional Maltreatment:*

Consider the possibility of emotional maltreatment when the **child**:

1. Shows extreme behaviors, such as overly compliant or demanding behavior, extremely passive or aggressive.
2. Is either inappropriately adult or inappropriately infantile.
3. Is delayed in physical or emotional development.
4. Has attempted suicide.
5. Reports a lack of attachment to the parent.

Consider the possibility of physical abuse when the **parent or other caregiver**:

1. Constantly blames, belittles or berates the child.
2. Is unconcerned about the child and refuses to consider offers of help for problems.
3. Overtly rejects the child.

Anyone can and should report child abuse or neglect. If you think a child at the facility is being mistreated, take immediate action. Report any suspicions to your supervisor who will contact the appropriate officials.

## Job-Specific Safety Precautions

### **Reducing the Risk of Sudden Infant Death Syndrome (SIDS)**

SIDS is the unexplained death of an infant, under the age of one year. To reduce the risk of SIDS at Handicare Inc.:

1. Always place infants on their backs to sleep, unless specified by a doctor in the form of a signed waiver.
2. Do not use wedges or position devices to place infants to sleep.
3. Place crib sheets on beds so that they are tight-fitting.

### **Food Service Safety**

1. Unplug electrical appliances, such as blenders, grinders and coffee pots from their power source before cleaning them.
2. Wear closed-toed, low heel, non-slip shoes that have rubber soles while you are at work.
3. Do not store cleaning products along with food products.
4. Turn the power switch of the exhaust hood fans to "on" when the ranges are in operation. Use the spray can labeled "Degreaser" to clean the grease off of the hood filters.
5. Store cleaning equipment such as brooms, mops, carts and pails in the utility closet only.
6. When handling knife blades and other sharp cutting tools, direct sharp points and edges away from you.
7. Cut in the direction away from your body when using knives.
8. Store knives in knife blocks or sheaths.
9. Use sharp knives only; knives with dull blades can be hazardous.
10. Do not attempt to catch a falling knife.
11. Use knives for the operation for which they are designed.
12. When opening cartons, use box cutters. Do not cut with the blade extended beyond the guard.
13. Do not use knives that have broken or loose handles.
14. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
15. Do not leave knives in sinks full of water.
16. Do not pick up knives by their blades.
17. Carry knives with their tips pointed toward the floor.

### **Foodborne Illness Prevention**

1. Refrigerate or freeze all perishable food items (refrigerator must be set at 40° F or less and the freezer must be set at 0° F or less).
2. Check appliance temperatures with a thermometer designed for this purpose.
3. Always thaw food in the refrigerator or under cold water, never sitting out at room temperature.
4. Wash cutting boards and cooking utensils immediately after contact with raw meat to prevent bacterial contamination.
5. Do not leave perishable foods lying out for more than two hours.
6. Do not serve food from cans that are dented, seeping or bulging.
7. Poultry and meat is only good in the refrigerator for one to two days.
8. Throw out foods with noticeable mold growth.
9. Never store foods near cleaning products or chemicals.

### **Storing and Serving Breast Milk**

1. Defrost breast milk by holding the container under warm water or place the container of milk in a bowl of warm water on a counter. As the water cools, replace it with new, warm water until the milk has thawed. It should be warmed to body temperature.
2. Do not heat breast milk on a stove top or microwave. This may cause overheating or hot spots in the milk container, which can burn the baby.

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3. Since human milk is not processed, the cream separates and rises to the top. Shake the container gently to mix the layers of milk.
4. Milk remaining in a bottle that has been offered to a baby may be used for the next feeding and then it must be discarded.
5. Thawed milk can be saved in a refrigerator for up to 24 hours after thawing and then it must be discarded. Do not refreeze.
6. Storage guidelines by temperature:
  - a. Milk may be stored at room temperature of 60° F for 24 hours.
  - b. Milk may be stored at room temperature of 66 to 72° F for 10 hours.
  - c. Milk may be stored at room temperature of 79° F for 4 to 6 hours.
  - d. Milk may be stored in the refrigerator at 32 to 39° F for 8 days.
  - e. Milk may be stored in a freezer compartment of a refrigerator for two weeks.
  - f. Milk may be stored in a self-contained freezer for three to four months.
  - g. Milk may be stored in a deep freezer unit at 0° F for six months or longer.

## Employee Acknowledgement Form

Handicare Inc. is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community and Handicare Inc. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and Handicare Inc. policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, Handicare Inc. will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Handicare Inc. subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Handicare Inc. in higher regard with customers and increases productivity. This is why Handicare Inc. will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Handicare Inc. is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Handicare Inc. will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Handicare Inc. must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of Handicare Inc.'s employee safety handbook. I have read and understood all policies, programs and actions as described, and agree to comply with these set policies.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date