

Procedure Title:

WORK CONDITIONS & HOURS**PROCEDURE NUMBER: 5-0-1**

Policy Title:

Safety

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. To assist in providing a safe and healthful work environment for employees, customers, and visitors, keystone has established a workplace safety program. This program is a top priority for Keystone. The Safety Department has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.
2. Keystone provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communication.
3. All employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. Safety Committees have been established to assist in these activities and to facilitate effective communications between employees and management about workplace safety and health issues.
4. Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Safety department. Reports and concerns about workplace safety issues may be anonymously if the employee wishes. All reports can be made without fear of reprisal.
5. Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or

dangerous situations, who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

6. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor or the nursing Department to complete an Employee Injury Report. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefits procedures.
7. All employees have the responsibility to immediately report any hazard and observe the following general precautions:
 - Notify your supervisor of any emergency situation. If you become ill or injured at work, no matter how slightly, inform your supervisor immediately.
 - Use equipment only if you are trained and qualified.
 - Ask for help when lifting or moving heavy objects
 - Know the location, content, and use of first-aid kits
8. Know the fire exits and locations and use of any fire fighting equipment.

NOTES: