

Safety

Policy:

Morgan Support Services shall comply with all federal, state and local health and safety regulations to ensure a safe and healthy an environment for the people we support and staff to the extent reasonably practicable. MSS has established emergency procedures for the protection of employees and people we support and expects all employees to be well trained in them. It is the responsibility of all employees to be safety conscious, to follow safety rules, and to immediately alert management to any conditions in the facility that may be unsafe or unhealthy.

Procedure:

Safety of People We Support

It is the responsibility of all personnel to ensure safety while people we support are on MSS premises, in staff or company vehicles, or involved in community activities. Specific emergency procedures are developed with safety as the priority and all staff members shall be trained on their respective responsibilities toward that goal.

While on MSS premises, people we support shall be required to follow staff directives during emergency situations. During normal day-to-day operations, they shall be encouraged to exercise good health and safety practices. Education designed to reduce identified physical risks will be provided agency-wide and additionally for specific individuals as needed. Examples of such daily practices may include, but not be limited to:

- Placing litter in appropriate containers
- Washing hands at appropriate times
- Sitting in chairs properly
- Walking, not running
- Keeping work area neat and orderly
- Being safe passengers in motor vehicles
- Wearing masks, maintaining social distancing, and frequent hand washing as needed during times of possible contagion

In the event of a traumatic emergency, Morgan Support Services shall assist people we support with counseling as needed.

To the extent possible, MSS will survey places where people we support may go in the community to spend extended periods of time (eg, recreation center) to determine how health and safety practices may be tailored to that site. The Health and Safety Coordinator will be responsible for maintaining a log of all such assessments, including recommendations for staff in how to maintain optimum

health and safety for themselves and the people they support while in that venue. The log will be reviewed and updated at least annually.

Staff responsibility for overseeing and ensuring the health and safety of the people they support to the degree necessary and possible based on a person's choices extends into the community. Staff and the people we support, as a matter of the concept of community integration, take the same risks as the general public when entering the community. People we support benefit from the additional oversight of their staff person to avoid health and safety compromises in the community.

Safety of Staff

All personnel shall be trained at the time of hire and annually thereafter on the following health/safety protocols:

- A. Identifying and reporting unsafe environmental factors in the facility and reporting any safety violations
- B. Daily health and safety practices
- C. Emergency procedures, including evacuation of the premises
- D. Identifying and reporting any critical incidents
- E. Medication management, as applicable
- F. Reducing physical risks
- G. Infections and communicable diseases
- H. Transportation procedures and unique needs of people we support
- I. Monitoring compliance on behalf of all people we support, people we employ, and visitors during times of possible contagion

Staff training shall be documented and maintained in personnel files.

In the event of a traumatic emergency, Morgan Support Services shall assist employees with counseling as needed.

Emergency Contact Information

All employees and program participants will complete an Emergency Contact Information form during orientation. As available, this information will be completed by employees within the electronic payroll and human resources system. Employees will be asked to review and update the information annually or sooner if needed. The Health and Safety Coordinator will insure information is updated for program participants at least annually. Information provided will include:

- Person's name
- Address
- Phone number of contact in case of sudden illness/accident
- Name, address, and phone number of preferred physician

Emergency contact information will be easily accessible by key staff members for all persons while in the building, and for people we support while in the community.