



### **Safety Policy**

It is the responsibility of each employee to conduct all work in a safe and efficient manner complying with all local, state, and federal safety and health regulations, programmatic standards, and special safety concerns identified by Inteli-Care for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, it is the responsibility of employees to identify and familiarize themselves with the emergency plan for their working areas.

Each facility should have posted an emergency plan detailing procedures in dealing with emergencies such as:

- Fire.
- Weather emergencies.
- Medical emergencies.
- Workplace violence.

It is the responsibility of each employee to complete an accident and incident report for each safety and health incident that involves the employee or that the employee witnesses.

Failure to report such an infraction may result in employee disciplinary action, including termination.

Each employee should sign a safety statement during new employee orientation. Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety.

Failure to follow Inteli-Care's safety and health procedures or engaging in conduct that places any individual or agency property at risk may lead to employee disciplinary action or termination.

The health and safety committee and the executive director have the responsibility to develop, and the authority to implement, the safety and health program in the interest of a safer work environment.

### **Fire Response**

Here are some things you can do in order to be better prepared in the case of a workplace fire:

- Never open doors that are warm to the touch; use a second way out.
- If there is smoke, crawl low under it.
- If smoke, heat, or flames are blocking your exit routes, stay in the room with the doors closed. If possible, place a wet towel under the door and call 9-1-1, then open a window and signal for help.
- Once you escape from the fire's location, do not return to it. Let the professional do their jobs to help others.

The best thing is always fire prevention, but if you remember these tips, you'll make the workplace that much safer.



### Emergency Response

Here are some emergency situations and what to do if they occur:

#### Earthquake Response

- Drop to the ground and take cover under sturdy furniture
- Stay there until the shaking stops
- If you are not around sturdy furniture, seek cover by leaning or kneeling against an interior wall and cover your head and neck with your arms
- Stay away from windows, hanging objects, mirrors, tall furniture, and outside doors

#### Tornado Response

- Find refuge in a storm shelter, basement, or hallway
- Stay away from windows
- Avoid wide-span roof areas like cafeterias or auditoriums
- Get under a sturdy piece of furniture
- Use your arms to protect your neck and head

#### Hurricane Response

Listen to the advice of local officials and leave the area if you are instructed to do so.

If you are not evacuated from the area:

- Stay indoors and away from windows
- Close all interior doors and brace external doors
- Take refuge in a small room, closet, or hallway on the lowest level
- Lie on the floor under a sturdy piece of furniture
- Keep curtains and blinds closed
- Stay indoors and wait, even if there is a lull. You could be in the eye of the storm.

Being prepared helps to prevent death and injury. So, let's take the time to be organized in order to react quickly.