



TITLE: EMPLOYEE SAFETY

**POLICY 3.4
Revised October 2008**

A. EMPLOYEE SAFETY

Kokua is committed to assuring the health and safety of all employees. To support this commitment, Kokua has a comprehensive Employee Safety Program which includes accident prevention, knowledge of potentially hazardous chemicals used in the workplace, practice of universal health precautions and the proper use of personal protective equipment. A copy of Kokua's Employee Safety Program is included as Appendix A of this policy.

B. EMPLOYEE SAFETY TRAINING

Kokua provides all new employees with training in workplace safety that complies with all applicable state health and safety rules. Employees are expected to adhere to the safety guidelines. Employees who willfully disregard safety guidelines will face disciplinary action.

C. EMPLOYEE INJURY OR ILLNESS

If any employee is injured or becomes ill in the performance of their job, an EMPLOYEE INJURY REPORT must be filled out. An Injury Report must be submitted within 48 hours of the injury. Staff should also make a verbal report to their immediate supervisor within 24 hours of the injury.

All Employee Injury Reports are to be reviewed by the Safety Committee. Recommendations for improvement in employee safety should be made to the Employee Training Coordinator.

Upon receiving treatment, it is the employee's responsibility to report to the medical provider that it is a worker's compensation claim. It is also the employee's responsibility to keep supervisors informed of the doctor's recommendations for working. The employee should keep all correspondence with L&I and the doctors for future reference.

Any employee injured on the job is entitled to benefits from Labor and Industries (L&I) which may include medical treatment and Wage Replacement (time loss).

If medical treatment is sought, employees may choose any doctor who is qualified to treat the injury or disease and who is reasonably convenient to treat. Employees may get a second opinion or change doctors at any time but must first get approval from the L&I case manager.

If an employee believes the employer has discriminated against him/her because of filing a claim, or an expressed intent to file, the employee may submit a discrimination complaint within 90 days to L&I Investigations.

If an employee must miss work due to an on the job injury, the employee may:

1. Utilize their accrued leave for sick leave until eligible for Wage Replacement.
2. Utilize Wage Replacement from L&I which pays a percentage of the employee's hourly salary.

To receive Wage Replacement, a physician must authorize the extent of the injury and indicate the length of time the employee will be unable to work.

D. RETURN TO WORK

Kokua values the safety, health and well-being of all employees and wants to ensure compliance with the laws and regulations about the safety and health of employees and our work sites.

Should an employee become injured or ill, it is important that the employee return to employment with our company as early as is medically safe to do so. Kokua will stay in contact with the employee and the employee's medical provider to keep up to date on the employee's recovery.

When possible, Kokua will develop transitional (light) duty assignments for employees who are unable to return to their normal duties while recovering from their injuries.

Employees assigned to transitional duty are expected to follow the advice of the medical provider. If employee has trouble performing these duties, he/she should let the supervisor know immediately.

ACCIDENT PREVENTION
PROGRAM (APP)

Kokua

Accident Prevention Program

Kokua

Management Commitment

Safety Policy

Kokua places a high value on the safety of its employees. *Kokua* is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of this company that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all company safety rules and are encouraged to actively participate in identifying ways to make our company a safer place to work.

All employees in leadership positions are responsible for the safety of *Kokua* employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Management will do its part by devoting the resources necessary to form a safety committee composed of management and elected employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will establish a disciplinary policy to insure that company safety policies are followed.

Safety is a team effort – Let us all work together to keep this a safe and healthy workplace!

EMPLOYEE SAFETY

Safety and Health Responsibilities

Employee Training Coordinator Responsibilities

1. Ensure that an agency wide safety committee is formed and is carrying out its responsibilities as described in this program.
2. Ensure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
3. Evaluate Teams each year as a part of the Performance Evaluation process to make sure teams are carrying out their responsibilities as described in this program.
4. Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Set a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the Team Leader of the area where the hazard was observed.

Team Leader Responsibilities:

1. Ensure that each new employee has received an initial orientation *before* beginning work.
2. Ensure that each new employee receives training on safe operation of equipment or tasks *before* starting work on that equipment or project.
3. Ensure that each employee receives required personal protective equipment (PPE) *before* starting work on a task that carries a risk of contact with potentially infectious materials.
4. Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.
5. Observe team members working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee retraining.
6. Set a good example for employees by following safety rules and attending required training.
7. Investigate all incidents in your area and report your findings to the Employee Training Coordinator.
8. Notify the Executive Director when aware of changes to work practices or equipment that would improve employee safety.

Employee Responsibilities

1. Follow safety rules described in this program, WISHA safety standards and training you receive.
2. Report unsafe conditions or actions to your Team Leader, Client Services Coordinator or safety committee representative promptly.
3. Report all injuries to your Team Leader promptly *and* fill out an Employee Injury Report regardless of the severity of the injury.
4. Report all near-miss incidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and example to use safe work practices on the job.
8. Make suggestions to your Team Leader, safety committee representative or Training Coordinator about changes you believe will improve employee safety.
9. All employees will follow the guidelines of the Universal Health Procedures.

UNIVERSAL HEALTH PROCEDURES

All Kokua employees shall follow the Universal Health Procedures to avoid the contamination and/or spread of communicable diseases and viruses from either the client or the employee. These procedures include the following:

1. Employees shall wear Latex gloves when:
 - a. Bathing clients
 - b. Toileting clients
 - c. Applying topical medications
 - d. Brushing client's teeth
 - e. Situations where contacts with other potential problems are possible.
2. Employees shall wash hands thoroughly
 - a. After toileting
 - b. Prior to handling any food
 - c. After contact with any questionable situation
 - d. After removal of latex gloves.
3. All employees will receive Bloodborne Pathogens training and will sign a Universal Health Procedures form at hire.

Employee Participation

Safety Committee

Kokua has formed a safety committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety program. The committee is made up of the Employee Training Coordinator and employee-elected representatives from all levels of our company.

Safety Committee Procedures

Employees in each division will elect from among themselves a representative to be on the committee. If there is only one volunteer or nomination, the employees will approve the person by voice vote at a short meeting called for that purpose. If there is more than one volunteer or nomination, a secret paper ballot will be used to elect the representative.

Elected representatives will serve for one year before being re-elected or replaced. If there is a vacancy then an election will be held before the next scheduled meeting to fill the balance of the term.

In addition to the employee-elected representatives, management will designate no more than three representatives but a minimum of one who will serve until replaced by management.

A chairperson will be selected by majority vote of the committee members each year. If there is a vacancy, the same method will be used to select a replacement.

In addition to the committee responsibilities explained above, duties of safety committee members include:

- A monthly self-inspection of the area they represent
- Communicating with the employees they represent on safety issues and
- Encouraging safe work practices among co-workers.

Safety Committee Meetings

The Safety Committee meets regularly on the first Tuesday of each month at 2:00 pm in the Kokua conference room. The meeting date may be changed by vote of the committee.

A committee member will be designated each month to keep minutes on a Meeting Minutes form. A copy will be posted on the employee bulletin board after each meeting. After being posted for one month, the minutes will be filed for at least one year. The minutes form contains the basic monthly meeting agenda.

Kokua Safety Meetings

Management representatives will attend a monthly safety meeting to be held on the first Tuesday of each month, at noon, in the Kokua conference room. This meeting is to help identify safety problems, develop solutions, review the Incidents Report Log and Employee Injury Reports, provide training and evaluate the effectiveness of our safety program. Minutes will be kept on a Meeting Minutes form. Meeting minutes will be kept on file for at least one year.

The meeting time may be changed for convenience by agreement of the parties meeting.

Hazard Recognition

Record Keeping and Review

Employees are required to report any injury or work related illness to their immediate Team Leader or Client Services Coordinator regardless of how serious. The employee must use an "Employee Injury Report Form" to report all injuries.

The Employee Training Coordinator will:

Investigate a serious injury or illness using procedures in the "Incident Investigation" section below.

Complete an "Incident Investigation Report" form.

Give the "Employee's Report" and the "Incident Investigation Report" to the **Business Operations Coordinator**

The Business Operations Coordinator will:

1. Determine from the Employee's Report, Incident Investigation Report, and any L&I claim form associated with the incident, whether it must be recorded on the OSHA Injury and Illness Log and Summary according to the instructions for that form.
2. Enter a recordable incident within six days after the company becomes aware of it.
3. If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
4. Each month before the scheduled Safety Committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.
5. The safety committee will review the log for trends and may decide to conduct a separate investigation of any incident.
6. The Business Operations Coordinator will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

Incident Investigation Procedure

If an employee dies while working or is not expected to survive, or when an employee is admitted to a hospital as a result of a work-related incident, the Executive Director will contact the Department of Labor and Industries within 8 hours after becoming aware of the incident. During weekends and evenings, the toll -free notification number is: 1-800-321-6742. The Executive Director must talk with a representative of the department. Fax and answering machine notifications are not acceptable. The Executive Director must report: the employer name, location and time of the incident, the number of employees who were injured, the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.

DO NOT DISTURB the scene except to aid in rescue or make the scene safe.

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the Executive Director or designee, an employee representative of the safety committee, and any other persons whose expertise would help the investigation.

The investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment and anything else in the work area that may be relevant. The team will make a written "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be reviewed by the safety committee at its next regularly scheduled meeting.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to the Executive Director.

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a *near-miss*), the incident will be investigated by a Team Leader or a team depending on the seriousness of the injury that would have occurred. The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual

injury occurred. The report will be forwarded to the Business Operations Coordinator to record on the incident log.

An “Incident Investigation Checklist” form can be found in the Accident Prevention Program Guide to help the supervisor carry out his/her responsibilities as described above.

Safety Inspection Procedures

Kokua is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below:

Annual Site Survey -- Once a year an inspection team made up of members of the safety committee will do a wall-to-wall walk through inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular monthly safety inspections and as part of the annual review of the effectiveness of our accident prevention program.

Periodic Change Survey – Whenever there are significant changes to a worksite, i.e. new adaptive equipment or additional of new care tasks or medical conditions that present new health risks to employees- the Employee Training Coordinator will complete a safety review. The Employee Training Coordinator will ensure that all employees have been properly trained in handling the new hazard. The Team Support Specialist for Quality Assurance will also inspect the Emergency Plan, the Exposure Control Plan, the Accident Prevention Plan and the Hazardous Chemical Communication Program and the Monthly Safety Check sheets each time a Home Check is completed.

Monthly Safety Inspection -- Each month, before the regularly scheduled safety committee meeting, safety committee representatives will inspect their areas for hazards using the standard safety inspection checklist. They will talk to co-workers about their safety concerns. Committee members will report any hazards or concerns to the whole committee for consideration. The results of the area inspection and any action taken will be posted in the conference room at the main office. Occasionally, committee representatives may agree to inspect each other's area rather than their own. This brings a fresh pair of eyes to look for hazards.

Job Hazard Analysis -- As a part of our on-going safety program, we will use a “Job Hazard Analysis” form to look at each type of job task our employees do. This analysis will be done by the supervisor of that job task or a member of the safety committee. We will change how the job is done as needed to eliminate or control any hazards. We will also check to see if the employee needs to use personal protective equipment (PPE) while doing the job. Employees will be trained in the revised operation and to use any required PPE. The results will be reported to the safety committee. Each job task will be analyzed at least once every two years, whenever there is a change in how the task is done or if there is a serious injury while doing the task.

Hazard Prevention and Control

Elimination of Work Place Hazards

Kokua is committed to eliminating or controlling workplace hazards that can cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

Basic Safety Rules

The following basic safety rules have been established to help make our company a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action.

1. Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
2. Use Hoyer lifts and other adaptive equipment consistently. Do not attempt to lift or transfer a client in a manner inconsistent with your trained protocol. If you need assistance in an emergency, use the Emergency On-Call System to summon help.
3. Never operate a piece of equipment unless you have been trained and are authorized.
4. Use your personal protective equipment whenever it is required.
5. Obey all safety warning signs.
6. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
7. Do not bring firearms or explosives to work.
8. Smoking is only permitted outside the building and at least 25 feet away from any entry or ventilation intake.
9. Horseplay, running and fighting are prohibited.
10. Clean up spills immediately, using the required safety protocols.
11. Replace all equipment and cleaning supplies after use.
12. Do not allow objects to accumulate where they will become a hazard.
13. Put down towels or other absorbent materials on the bathroom floor when bathing clients. Good housekeeping helps prevent injuries.

Job Related Safety Rules

We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task listed below:

Lifting Tasks: All locations

Required PPE: None required at this time, will review periodically for change

Work Rules:

1. Do not lift on slippery surfaces. Test the load before doing the lift.
2. Get help if the load is too heavy or awkward to lift alone.
3. Break the load down into smaller components if possible to provide a comfortable lift. Do not overexert!
4. Make sure you have a good handhold on the load.
5. Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
6. Do not twist while lifting (especially with a heavy load). Turn and take a step.
7. Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting if necessary.
8. Avoid long forward reaches to lift over an obstruction.
9. Avoid bending your back backwards to loft or place items above your shoulder. Use a step stool or platform
10. Do not lift while in an awkward position.
11. Use a mechanical device such as a hooyer, hoist, hand truck or whenever possible to do the lift or to bring the load up between the knees and waist before you lift.
12. Back injury claims are painful for the worker and expensive for the company. Lift safely!

The signatures below document that the employee received training on how to lift safely.

Employee: _____ Training Date: _____

Trainer: _____

Disinfection Tasks: All locations

Required PPE:

When cleaning up a BBP spill or performing routine disinfection, staff are required to wear all necessary PPE, including latex or nitrile gloves, masks, gowns, face masks or shields. Staff will be trained on proper use of PPE upon hire, and periodically through trainings and safety committee activities. All PPE is provided by Kokua.

Work Rules:

Do not make contact with potential blood borne pathogen or other potentially infectious material without wearing the proper personal protective equipment.

Always wash hands after removing gloves.

Always wear safety PPE specified on container label of all disinfectants and other hazardous materials.

Always handle hazardous waste appropriately.

Refer to Exposure Control Plan for further rules and information.

Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established this Employee Safety Policy to outline Kokua’s expectations regarding safety practices and to provide appropriate consequences for failure to follow safety rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. The following consequences apply to the violation of the same safety rule or the same unacceptable, unsafe behavior:

First Instance: Verbal warning and retraining on proper safety practices.

Second Instance: 1 day suspension, written reprimand, and the employee will submit a written plan for correction.

Third Instance: 1 week suspension and a written warning.

Fourth Instance: Termination of employment.

Exception to procedure: An employee may be subject to immediate termination when a safety violation places the employee, a client or co-workers at risk of permanent disability or death.

Equipment Maintenance

The clients’ homes have machinery and equipment that must be inspected or serviced on a routine basis. Each employee should check the soundness of equipment at the time of use. All equipment will be inspected for safety and maintenance purposes at the time of each Home Check. If any equipment is need of repairs or maintenance, this information will be given in writing to the Resource Team within 3 working days.

<u>Equipment</u>	<u>Interval</u>	<u>Location of record</u>
Shower Chairs	Inspected during Home Checks	Home Check Reports
Gait Belt	Inspected during Home Checks	Home Check Reports
Non-Slip Mats	Inspected during Home Checks	Home Check Reports
Portable Ramp	Inspected during Home Checks	Home Check Reports
Hoyer Lifts*	Inspected during Home Checks	Home Check Reports
Transfer Boards	Inspected during Home Checks	Home Check Reports
Adjustable beds	Inspected during Home Checks	Home Check Reports
Reclining Wheelchairs	Inspected during Home Checks	Home Check Reports

*Hoyer lifts are required to be examined daily prior to being placed into service or after each shift if used on a round-the-clock basis.

The Business and Operations Manager is responsible for the regular maintenance and servicing of all agency vehicles.

Vehicles

<u>Equipment</u>	<u>Interval</u>	<u>Location of record</u>
2003 Dodge Van w/ hydraulic ramp	Inspected prior to each use	Bus.Manager
1999 Ford Van w/ hydraulic ramp	Inspected prior to each use	Bus.Manager
1998 Windstar Van w/ hydraulic ramp	Inspected prior to each use	Bus.Manager
1994 Nissan Sentra	Inspected prior to each use	Bus.Manager
2001 Venture Van	Inspected prior to each use	Bus.Manager
2006 Scion XB	Inspected prior to each use	Bus.Manager
1996 Corsica	Inspected prior to each use	Bus.Manager
2005 Matrix	Inspected prior to each use	Bus.Manager

Emergency Planning

What will we do in an emergency?

All workplaces have a written Emergency Plan kept in a red binder. This Emergency Plan contains location-specific directions for responding in case of natural disasters or civil unrest.

In case of fire

An evacuation map for the building is posted in bathrooms or above stove. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside. Staff will meet outside at far south side of front parking lot. A copy of the map is attached to this program.

All employees will receive training on how to use of fire extinguishers as part of their initial orientation.

A fire evacuation drill will be conducted once a month during the safety inspection.

If you discover a fire:

1. Tell another person immediately. Call or have them call 911 and page the activate the Emergency On-call System.
2. If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
3. If the fire grows or there is thick smoke, do not continue to fight the fire. Tell other employees in the area to evacuate.
4. Go to the designated assembly point outside the building.
5. If you are a Team Leader or someone in a leadership position, check to be sure that that all employees have been evacuated from your area and verify that 911 has been alerted.
6. If an employee is missing, *do not* re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

In case of earthquake

The west coast of the United States is subject to earthquakes. There will be no advance warning. The shock will be your only warning. Because there are power lines over the south parking lot, the north parking lot is the designated assembly location (_____) for earthquake evacuation. A wrench is available at the rear entrance to turn off the gas shut-off outside the building. All employees will be trained in the gas shut off procedure. An earthquake drill will be conducted each month during the safety inspection. In the event of an earthquake:

If you are inside a building:

Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.

When the shaking stops, all able employees should check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location

(_____). Evacuation should proceed as quickly as possible since there may be aftershocks.

Supervisors should account for each employee in their work group as quickly as possible.

First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.

If a gas odor is in the building, turn off the gas at the main. Open windows.

Supervisors and first aid employees must not re-enter the building once evacuation is complete.

Do not approach or touch downed power lines or objects touched by downed power lines.

Do not use the phone except for emergency use.

Turn on a radio and listen for public safety instructions.

If you are outside: Stand away from buildings, trees, telephone lines or electric lines.

If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

If an injury occurs

A first aid kit is kept in bathrooms or above stove in kitchen. Also, each company vehicle is equipped with a first aid kit located in the glove box or under the driver's seat. These kits are checked on regular basis by the Team Support Specialist for Quality Assurance. An inventory of each kit is taped to the inside cover of the box. If you are injured, promptly report it to any supervisor.

All employees are required to have first aid cards. Status of cards is maintained by Diane Lamb, Business Operations Manager.

In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training. Call for help. If there is no response, call 911.

Aids/HIV and Hepatitis B are the primary infectious diseases of concern in blood. *All blood should be assumed to be infectious.* These diseases can both be deadly. Employees are *not* required to perform first aid as part of their job duties. In the event of a bleeding injury where first aid is needed, use gloves if possible to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits. If you are exposed to blood while giving first aid, wash affected area immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated, including medical evaluation, counseling, Hepatitis B vaccine and blood testing of the source person if possible. For further information, refer to WAC 296-62-08001(6).

Safety and Health Training and Education

Safety Training

Training is an essential part of our plan to provide a safe work place at Kokua. To insure that all employees are trained *before* they start a task that requires training, we have an Employee Training Coordinator whose name is posted on the safety bulletin board. That person is responsible to verify that each employee has received an initial orientation by his or her Team Leader, has received any training needed to do the job safely and that the employee file documents the training. The Employee Training

Coordinator will make sure that an outline and materials list is available for each training course we provide:

<u>Course</u>	<u>Who must attend</u>
Basic Orientation	All employees (given by employee's supervisor)
Safe Lifting	Any employee who lifts more than 20 pounds
Chemical Hazards (General)	All employees
Chemical Hazards (Specific)	All employees who uses or is exposed to a particular chemical
Fire extinguisher safety	All employees
Bloodborne Pathogens	All employees

Safe Lifting Training Course Outline

Required Materials:

- Video *Back Your Back* L&I video number V0146
- Hoyer Safety Video
- Positioning, Lifting and Transferring in Healthcare Settings Video
- Safe Lifting rules from Accident Prevention Program

Outline: 3-hour class

1. Talk about injury statistics related to lifting and handling materials.
2. Talk about some injuries that have occurred in our work place.
3. Show Videos.
4. Answer questions from participants about material covered in videos.
5. Go over safe lifting rules in the Accident Prevention Program.
6. Demonstrate safety techniques.
7. Discuss appropriate use of mechanical lifting aids such as Hoyer lifts and adjustable beds that are commonly used in the workplace.
8. Have employees sign their names to the training roster.
9. Place copies of all training documentation in the employee's Training File.

Kokua Hazardous Chemical Communication Program

Company Policy

Kokua is committed to the prevention of exposures that result in injury and/or illness to employees and to compliance with all applicable state and federal health and safety rules. To make sure that all affected employees know about information concerning the dangers of all hazardous chemicals used by Kokua, the following hazardous information program has been established.

All work units of Kokua will participate in the hazard communication program. This written program will be available in each work site for review by any interested employee.

Container Labeling

Kokua's Employee Training Coordinator is responsible for container labeling procedures, reviewing, and updating. The labeling system used is as follows:

The purchase and distribution of hazardous chemicals is the sole responsibility of Kokua's Employee Training Coordinator. Labels will be obtained from distributor of hazardous chemicals when possible. Labels will be fixed to each container of undiluted and diluted solutions of hazardous chemicals. When labels are not provided by distributor (e.g. bleach), labels will be generated from MSDS information and affixed to all containers holding undiluted and diluted bleach solutions. This procedure will be followed with all hazardous chemicals in the workplace. The appropriate Personal Protective Equipment for each chemical will be written in bold type on each container label.

The procedures for proper labeling of all containers, and reviewing and updating label warnings are as follows:

All labels will be reviewed when purchasing hazardous materials. If label is insufficient, one will be generated from MSDS and applied to container. All labels will be reviewed prior to release of secondary containers. Labels will be provided by manufacturer or generated from MSDS. Containers will be reviewed monthly during safety checks. Containers with missing or insufficient labels will be immediately returned to the Employee Training Coordinator. The Employee Training Coordinator is responsible for reviewing and updating label warnings.

It is the policy of Kokua that no container will be released for use until the above procedures are followed.

Material Safety Data Sheets (MSDS)

The Employee Training Coordinator is responsible to establish and monitor the employer's Material Safety Data Sheets Program. This Coordinator will develop procedures to assure the necessary MSDS's and will review all MSDS's for new or significant health and safety information. This Coordinator will see that any new information is passed on to affected employees.

The procedures for obtaining and reviewing MSDS's for new or significant health and safety information are as follows:

1. All hazardous chemicals being used at Kokua will be purchased and supplied by the Employee Training Coordinator.
2. MSDS and safety folders will be reviewed monthly in the worksite safety check. Should new precautions or hazards be introduced to worksite, employees will be trained prior to using the new materials.
3. Copies of MSDSs for all hazardous chemicals in use will be kept in: Master Safety Folder kept by Employee Training Coordinator and Safety Folders at each worksite.
4. MSDSs will be available to all employees during each work shift. If an MSDS is not available or a new chemical in use does not have an MSDS, immediately contact your Employee Training Coordinator.

Employee Information and Training

The Employee Training Coordinator is responsible for the Employee Safety Training Program. The procedures for informing and training all employees are as follows:

1. Employees will be given general agency safety training prior to working in an assigned location.
2. Training will include personal protective equipment plan, chemical hazard plan, accident prevention plan and exposure control plan.
3. All employees will be trained by Employee Training Coordinator prior to performing client-related tasks.
4. The Employee Training Coordinator will make ensure that each new employee of Kokua will attend a health and safety orientation that includes information and training before beginning work. The training will contain the following components:
 - An overview of the requirements contained in the Hazard Communication Standard.
 - Hazardous chemicals present at his or her work places.
 - Physical and health risks of the hazardous chemical.
 - The symptoms of overexposure.
 - How to determine the presence or release of hazardous chemicals in his or her work area.
 - How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices, and personal protective equipment.
 - Steps the employer has taken to reduce or prevent exposure to hazardous chemicals.
 - Procedures to follow if employees are overexposed to hazardous chemicals.
 - How to read labels and review MSDS's to obtain hazard information.
 - Location of the MSDS file and written hazard communication program.

Hazardous non-routine tasks

Periodically, employees are required to perform hazardous non-routine tasks. (Some examples of non-routine tasks are confined space entry, tank cleaning, and painting reactor vessels.) Non-routine tasks that are performed at Kokua include: None identified at this time.

Prior to starting work on such projects, each affected employee will be given information by the Employee Training Coordinator about the hazardous chemicals he or she may encounter during these activities.

F. Routine Tasks

- General Housekeeping Disinfection- Employees will use either 10 to 1 bleach dilution or diluted Lemon DC to routinely disinfect common areas of work sites to meet WAC 296-823. When handling materials, appropriate Personal Protective Equipment will be used, as indicated by the MSDS for the chemical being used.
- Disinfection of Bloodborne Pathogen Hazards- Employees will use a 10 to 1 bleach solution or Lemon DC to clean all blood borne pathogen spills or other potentially infectious materials **immediately**, per WAC 296-823. Employees will follow all safety precautions for use of disinfectants, as indicated by MSDS.
- Laundry Disinfection- Employees performing laundry tasks will use undiluted bleach to disinfect contaminated laundry, per WAC 296-823. Employees will be instructed in chemical hazard safety precautions with undiluted bleach. Appropriate Personal Protective Equipment will be used when coming into contact with bleach, as indicated by MSDS.
- Diluting Disinfectants- The purchase and dilution of Lemon DC will be handled by the Employee Training Coordinator. This product will be supplied to the individual worksites. No other disinfection materials will be purchased or used by employees. The Employee Training Coordinator will handle all materials using appropriate P.P.E. and precautions, as indicated by MSDS.

Kokua has chosen to use bleach as a disinfectant for its low cost and ease of use. Kokua has also determined that Coastwide Laboratories' Lemon DC has the fewest safety hazards. These products will be used exclusively for disinfection purposes.

When using large quantities of disinfectant, employee will maximize ventilation in workspace, take breaks as needed, and work in tandem with another employee to ensure safety.

G. Multi-employer work places

It is the responsibility of Kokua to provide employees of any other employers at the work site with the following information:

- Copies of MSDS.s (or make them available at a central location) for any hazardous chemicals that the other employer(s)' employee may be exposed to while working.
- Inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies.

- Provide other employers with an explanation of the labeling system that is used at the work site.

It is also the responsibility of the Employee Training Coordinator to identify and obtain MSDS's for the chemicals the contractor is bringing into the work place.

List of hazardous chemicals

The following is a list of all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing MSDS's located in the safety folder of each worksite.

MSDS identity:

The criteria (e.g., label warnings, MSDS information, etc.) used to evaluate the chemicals are: label warnings and MSDS information.

Chemical Name	Manufacturer	Location Used
<u>Bleach, Sodium Hypochlorite</u>	<u>Clorox, various generics</u>	<u>Office, Individual Client Homes</u>
<u>Lemon DC</u>	<u>Coastwide Laboratories</u>	<u>Office, Individual Client Homes</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____