



**ARK REGIONAL  
SERVICES  
HEALTH AND  
SAFETY PROGRAM**

**2021**

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## **I. OCCUPATIONAL HEALTH AND SAFETY POLICY**

You have been selected to be part of a team that is committed to providing opportunities for people with intellectual disabilities to live, learn, work, and play in their community. You play an important role in the lives of the people for whom you provide support.

The health and safety of the people receiving services from Ark Regional Services, as well as our staff and visitors to our facilities, is paramount. It is essential that all clients, staff and leaders of Ark Regional Services comply with the safety policies and procedures outlined in this manual. It is critical that every one of us is committed to ensuring a safe, healthy, and accident-free workplace.

Leaders, supervisors, staff, and clients must demonstrate a positive attitude and safety awareness by identifying unsafe and hazardous situations, attending trainings and safety meetings, and maintaining all safety standards.

Safety is a top priority of this organization! Become familiar with our safety program so that you and the people we support are able to enjoy life to its fullest.

Bob Sell  
President and CEO  
January 1, 2021

### **A. PURPOSE**

It is the policy and top priority of Ark Regional Services to provide an accident-free and comfortable work environment by eliminating recognized hazards from the work place. Our health and safety program, and specific individual programs, have been developed to assure compliance with federal, state, and local regulations with particular emphasis on the Wyoming Occupational Health and Safety Rules and Regulations that apply to our operations.

In order to maintain the safety standards desired by Ark Regional Services, it is necessary to actively pursue an accident prevention program through all levels of Ark. Health and safety are vital responsibilities of each supervisor.

### **B. FAILURE TO COMPLY**

Compliance with the health and safety and program is taken very seriously. Failure to comply is sufficient grounds for disciplinary action up to and including termination of employment. These policies are an integral part of the Ark's personnel policies.

### **C. OCCUPATIONAL HEALTH AND SAFETY ACT**

#### **1. Provisions**

The Wyoming Occupational Health and Safety Act became effective January 1, 1974. It provides that every employer engaged in business in the State of Wyoming shall:

- a. Comply with occupational health and safety standards and rules, regulations, and orders pursuant to the Act that are applicable to company business and operations.
- b. Furnish to each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.

- c. Comply with, and require all employees to comply with, occupational health and safety standards, and regulations under the Act, which are applicable to their actions.
- d. Encourage employees to contact their immediate supervisor for information that will help them understand their responsibilities under the Act.

## **D. HEALTH AND SAFETY RESPONSIBILITIES**

The goal of Ark Regional Services is to protect employees from injury while working for the organization. This must receive top priority from everyone.

Duties and responsibilities of all personnel under our health and safety program are as follows:

### **1. Safety Committee Chair and Safety Committee**

- a. Provides all levels of management the services and technical advice needed for proper administration of the health and safety program.
- b. Develops programs and technical guidance to identify and remove physical, chemical, and biological hazards from facilities, operations, and sites.
- c. Assists management and supervisors in the health and safety training of employees.
- d. Recommends programs and activities that will develop and maintain incentives for and motivation of employees' health and safety.
- e. Maintains the state health and safety poster, emergency telephone numbers, and other notices required by Wyoming Workers' Safety. Ensures this information is posted in places where employees can see them on each job.
- f. Develops and maintains accident and incident investigation and reporting procedures and systems.
- g. Reviews accident reports and safety drills at the monthly Safety Committee meeting.
- h. Maintains accident reports, departmental monthly safety trainings, internal inspections, and safety drills for a minimum of three (3) years.
- i. Reviews and updates the Health and Safety Program annually.

### **2. Area Supervisors**

- a. Familiarizes him/her-self with health and safety regulations related to his/her area of responsibility.
- b. Directs, implements, and coordinates health and safety program elements and activities within area of responsibility.
- c. Requires all employees supervised to use individual protective equipment and safety devices.
- d. Ensures that safety equipment is available, maintained, used, and stored correctly.
- e. Ensures that all persons within area of responsibility receive job safety and health training as required.

- f. Ensures regular meetings with all supervisors and/or workers are held.
- g. Ensures that supervisors are aware of and comply with requirements for safe practices.
- h. Ensures that injuries are treated promptly and reported properly.
- i. Conducts frequent and regular safety and health inspections of his/her work areas and ensures that no unsafe conditions exist in area of responsibility.
- j. Acts on reports of hazards or hazardous conditions reported to them by employees.
- k. Reviews all accidents/incidents within area of responsibility and with supervisors and workers involved. The safety committee chair and other management staff may assist in the review, as needed. Ensures accident reports and workers' compensation forms are completed and submitted as appropriate. Ensures that corrective action is taken immediately to eliminate the cause of the accident.
- l. Requires all subcontractors and subcontractor personnel working within Ark's facilities to comply with health and safety regulations.
- m. Maintains copies of all applicable programs and Wyoming Workers' Safety forms in the work area, in accordance with the company practice policy. Examples include the hazard communication program, material data safety sheets, and the blood borne pathogen/exposure control plan.
- n. May be asked to investigate accidents/incidents, as appropriate, with the safety committee chair and management staff, obtains all pertinent data, completes and submits the appropriate reports, and initiates/takes corrective action.

### **3. Human Resources Coordinator**

- a. Ensures the Wyoming Workers' Safety and Compensation Division Report of Occupational Injury or Disease and the OSHA Form 300 Injury and Illness Log are completed.
- b. Ensures that employee's Reports of Occupational Injury or Disease report is filed with Wyoming Workforce Development within ten days of employee's notification of an occupational injury or disease.
- c. Facilitates all paperwork associated with employee personal injury accidents and maintains permanent record of company files.
- d. Maintains all medical records, evaluations, and exposure monitoring records for the term of employment PLUS a period of 30 years.
- e. The Human Resources Department will maintain all employee safety training records for a minimum of three (3) years.

### **4. All Employees**

- a. Are familiar with and comply with proper health and safety practices.
- b. Use the required safety devices and proper personal protective safety equipment.
- c. Notify supervisor immediately of unsafe conditions/acts, accidents, and injuries.
- d. Take all necessary precautions to avoid injury to yourself and others while on the job.

## **E. WORKERS' COMPENSATION CLAIMS MANAGEMENT**

### **1. Actions Taken/Follow-up on All Accidents/Injuries**

- a. Injured employees must report all accidents/injuries to their supervisor immediately (within 72 hours), who in turn will notify other appropriate officials, such as the Safety Committee Chair or the Human Resources Coordinator. All accidents/incidents will be reviewed as soon as possible by the Safety Committee Chair, supervisor, and other management officials to determine the facts and take corrective actions to prevent recurrence. Results of the review will be documented on the incident/accident form. Reportable incidents consist of fatalities, lost workday cases, and without lost workday cases requiring medical treatment. The President and CEO will be informed of the findings and recommendations of the review via the incident/accident form.
- b. Report accidents that result in an occupation fatality or three or more hospitalized workers to WYOMING WORKERS SAFETY AT 777-7786 within eight (8) hours of occurrence.
- c. Employees, within ten (10) days after notification to the employer, must complete the Worker Information section only of the Workers' Safety and Compensation Report of Occupational Injury or Disease forms package.
- d. The Human Resources Coordinator will provide the employee with a medical release form that will allow Ark to obtain medical records from the attending physician.
- e. The supervisor or Human Resources Coordinator will complete the Employer's Information section of the same report within ten (10) days of notification.
- f. The Human Resources Coordinator will ensure that the Wyoming Workers' Safety and Compensation Division is notified as appropriate by filing the above report with Wyoming Workforce Development within ten (10) days of notification.
- g. The accident investigation should recommend the claim as compensable or as not compensable.
- h. Injured employees will be entered into a modified job program, i.e., light duty, restricted duty, part time duty, when such is recommended by the attending physician, based on availability of such a position.

### **2. OSHA Form 300 Injury/Illness Log**

The OSHA Form 300 log of all recordable occupational injuries and illnesses is maintained at Ark Headquarters by the Human Resources Coordinator, who ensures the information from the initial accident report is posted onto the master form within six days after the accident has occurred. The summary section of the OSHA Form 300 must be posted at Ark Headquarters from February 1<sup>st</sup> – April 30<sup>th</sup> of the following year.

## **F. TRAINING**

1. Employees scheduled for any health and safety training will attend such training.
2. New employees will attend New Employee Orientation, Ark Annual Training, Mandt, First Aid, and CPR if necessary, within 30 days of hire date, and will be provided with information covering the Ark health and safety policies, rules, and procedures. No employee will work alone with clients until orientation training is complete.

3. Individual job/task training, to include the applicable regulation/standards for their job, will be provided to all employees. Included in this training are the recognition, avoidance, and prevention of unsafe conditions, areas, and activities that require personal protection equipment, and how to use protective equipment.
4. Regular on-going safety training sessions will be conducted to provide information and training on new equipment, new procedures, new chemicals, refresher/remedial training in specific areas, or to meet annual requirements. Such training may be in conjunction with the safety meetings addressed elsewhere in this program.
5. Training addressed above will be documented in the employees' personnel records, the master training record of Staff Development and Training and/or the safety training records in Personnel.

## II. HEALTH AND SAFETY PROGRAMS

### A. INJURY AND ILLNESS PROCEDURE

#### 1. Accident and Injury

In the event of minor accidents and injury, qualified staff should administer appropriate first aid. If judged necessary, the injured party should be transported to: **IVINSON MEMORIAL HOSPITAL, 255 North 30<sup>th</sup> Street, (307) 742-2121**

#### 2. Medical Emergency

Any accident or injury that requires more than first aid should be considered a medical emergency. Staff will telephone the emergency number 911, provide all pertinent information, and the injured party will be transported to the hospital by ambulance. A staff person will accompany any person with intellectual disabilities.

Whether an accident or injury constitutes a medical emergency can be very subjective. **If you are not sure if you should call 911, err on the side of caution and call 911.**

All staff **must** know the physical address of their work area.

The patient's parents or guardian should be notified, as soon as possible, by the appropriate staff person.

#### 3. Suicide Awareness

There is no single cause to suicide. It most often occurs when stressors exceed current coping abilities of someone suffering from a mental health condition. Conditions like depression, anxiety, and substance abuse problems, especially when unaddressed, increase risk for suicide.

Some warning signs for suicide are: talking about killing themselves, stating there is no reason to live, withdrawing from activities, sleeping too much or too little, giving away prized possessions, agitation/anger, and anxiety.

What to do if you think someone is suicidal: Talk to the person in private, listen to their story, tell them you care about them, inform your supervisor as soon as possible or notify another staff person to inform your supervisor and/or on-call.

National Suicide Prevention Lifeline: 1-800-273-8255 or text TALK to 741741

You can visit the American Foundation for Suicide Prevention at [www.afsp.org](http://www.afsp.org) for more information.

#### 4. Illness

In the event of a minor illness, that person will be advised to stay at home, or return home, if the condition becomes more serious. Parents of persons not residing in Ark's residential programs should be notified and arrangements made for transportation home. When a serious illness occurs, notify the parent or guardian. If a person's condition becomes serious, that person should be transported to Iverson Memorial Hospital and parents or guardian notified.

#### 5. Notification

Report all accidents, injuries, and illnesses to supervisors as soon as possible. Supervisors will ensure that the sick or injured person is taken to the hospital and that the family is notified. Appropriate accident and injury forms must be completed.

### B. **BODY MECHANICS**

Body Mechanics is about keeping your back safe and healthy throughout your life. The concepts are straightforward and mainly involve creating habits to protect your back from injury. Keep the following key points in mind.

1. Bring the object/person close to you.
2. Bend at your knees, NOT your back.
3. Keep your back straight – do not twist.
4. Know your size and your limits.

Remember that most back injuries happen over time and are not the result of a single incident.

### C. **SEIZURES**

The following are general guidelines. Each client who has a history of seizures also has an individual protocol. **If a client has a seizure, and does not have a history of seizures or a seizure protocol, call 911 immediately and give all pertinent information.**

#### 1. Staff Procedures

- a. Every individual with a history of seizures has a specific protocol which can be found on Therap and in the IPC. Staff should be familiar with each protocol and report any variation (duration, symptoms, regularity, etc.) to the person's primary care provider. Any changes in the protocol should be reported to Health Services.
- b. Keep calm. You cannot stop a seizure once it has started. Let the seizure run its course.
- c. Try to prevent the individual from striking his/her head or body against any hard, sharp, or hot objects, but do not otherwise interfere with his/her movement. If possible, move the objects, not the person.
- d. Observe person for repeated occurrences of two or more of the following symptoms happening together and without variation:
  - i. Violent shaking of entire body, temporary unconsciousness, staring spells (daydreaming), head dropping, tick like movements, lack of response, rhythmic movements of the hands, eyes rolling upwards, purposeless sounds and movements, chewing and swallowing movement
- e. When a seizure does occur, time it and document it on the individual's seizure record.

## **D. EMERGENCY PLANS**

### **1. Emergency Plans**

Emergency plans including missing persons, utility failures, fire emergencies, vehicle emergencies, carbon monoxide, violent situation, medical or behavioral emergencies, natural disasters, staff shortages, and provider incapacity, and bomb threats are maintained and practiced or reviewed at each site that services are provided. Individuals living in basements will receive additional training on evacuating through basement windows.

### **2. Emergency Drills**

Emergency drills will be held monthly, with two drills made up months per year. Area supervisors will review all written results of drills and discuss any problems that may have occurred during the drill and take any necessary corrective action. When needed, they may request input from the Safety Committee.

### **3. Fire Extinguishers**

If a fire occurs in your work area, your first priority is the safe evacuation of the people who you serve, your fellow staff members, and yourself. It is not your responsibility to fight a fire. Fire extinguishers are available for use by first responders. Ark employees are not permitted to use extinguishers unless they have received training on proper usage.

## **E. EMERGENCY PROCEDURES**

### **1. Provider incapacity and Staffing Shortages**

In the event of provider incapacity or staffing shortages on-call and the area supervisor will be notified immediately. On-call and/or the area supervisor will ensure that staffing is covered.

### **2. Pandemic Planning**

In the event of a pandemic the Leadership team, along with any other pertinent parties, will meet to discuss what actions will be taken. All information will be released to staff via the leadership team, supervisors, and Therap. Actions that may be taken could include, but are not limited to: additional personal protective equipment requirements, limiting staff to one location for work, closure of buildings(s) to the public, temporarily suspending some services, and remote working if possible.

### **3. Missing Person**

The unexpected or unauthorized absence of an individual for more than four hours when that person is receiving waiver services or the unexpected or unauthorized absence of any duration if there is a health and safety concern.

#### **a. General**

- i. Report the missing person to your supervisor and on-call as soon as it is discovered
- ii. Assist in the search of the missing person, if requested by your supervisor or on-call
- iii. Report the incident through a GER and to the Behavioral Health Division within 24 hours

### **4. Medical or Behavioral Emergencies**

A medical emergency occurs when: someone needs more medical assistance than just basic first aid

A behavioral emergency occurs when: a person is at crisis and keeping the person and others safe is vital

#### **a. During medical emergency:**

- i. Call 9-1-1 and provide all necessary information. All persons must know the physical address of their work area

- ii. Injured party will be transported to the hospital by ambulance. A staff person will accompany any person with an intellectual disability
- iii. Notify your supervisor and on-call
- iv. Complete a GER and report the incident to the Behavioral Health Division
- b. During behavioral emergency:
  - i. Assist others in leaving the area and observe the person to ensure safety
  - ii. Call your supervisor and/or on-call for assistance and/or to report the incident
  - iii. Complete a GER

## **5. Fire Emergencies**

Fire emergencies include building fires and wildfires.

- a. Building Fires:
  - i. If a fire is detected or fire alarms go off, assist people in evacuating the area and going to the pre-determined safe spot
  - ii. People should remain at the safe spot until it is safe to return to the building or until they are transported to the evacuation spot
  - iii. Call 9-1-1 and notify your supervisor and on-call as soon as possible
- b. Wildfires:
  - i. Listen for radio and TV broadcasts for information on the wildfire. Information can also be found at <https://inciweb.nwccg.gov/state/52/>
  - ii. If evacuation are instated, assist people with gathering a bag with hygiene supplies, a change or two of clothing, a blanket and pillow and evacuate to the evacuation destination
  - iii. Notify your supervisor and on-call as soon as possible

## **6. Carbon Monoxide Emergency**

Carbon monoxide emergencies occur when the carbon monoxide detector alarm goes off.

- a. Evacuate everyone from the house or building. Go to the designated safe spot.
- b. Call 9-1-1 and notify your supervisor and/or on-call

## **7. Violent Situation**

A violent situation is when a person feels threatened by another person.

- a. Go indoors and lock the windows and doors
- b. Call 9-1-1 and give all the needed information to dispatch

- c. After emergency personnel arrive or dispatch asks you to hang up, notify your supervisor and/or on-call

## **8. Bomb Threat**

A message (verbal or written) saying that a bomb is located in a particular place.

- a. If you are the person who received the call, stay calm and listen carefully, do not hang up, even if the caller does. Gather as much information as you can
- b. Notify a co-worker to call 9-1-1 from a safe location
- c. Follow any instructions given by emergency personnel
- d. Evacuate the area and go to the safe spot.
- e. Call your supervisor and/or on-call

## **F. Natural Disasters**

### **1. Blizzard Safety**

A blizzard is a storm which contains large amounts of snow or blowing snow, with winds in excess of 35 mph and visibilities of less than ¼ mile for an extended period of time (at least 3 hours)

- b) General
  - i. Stay tuned to radio or TV for conditions
  - ii. Road and travel information is available by calling 1-888-WYO-ROAD (996-7623), on the web at [www.wyoroad.info](http://www.wyoroad.info), or by calling 511 from a cell phone.
  - iii. Persons with intellectual disabilities should be advised by respective supervisors to dress for the season (i.e. layers of clothing are more effective than single thick garments; mittens are warmer than gloves; head and ears should be covered).
  - iv. All staff should be aware of the first aid tips about cold exposure, frost bite, and heart failure.
  - v. All persons with intellectual disabilities will be provided with rides when there is excessive snow accumulation or the temperature is too low to be safe for walking.
- c) Blizzard During Work Hours
  - i. Day Programs will close when weather is deemed hazardous.
  - ii. Client Service Managers will see that parents/guardians are notified of early closing and that persons with intellectual disabilities get home safely.
- d) If Indoors:
  - i. Stay indoors.
  - ii. Get a flashlight and extra batteries.

- iii. Have portable radio with extra batteries.
- iv. Check heater.
- e) If on the Road:
  - i. Travel only in emergencies.
  - ii. Use chains or snow tires.
  - iii. Use main roads in daytime.
  - iv. Tell people your destination and estimated time of arrival.
  - v. Travel in the daytime.
  - vi. Have a full tank of gas.
  - vii. If stuck, stay in the car and wait for help. Idle vehicle 15 minutes of every hour with window cracked for ventilation.

## **2. Tornado Safety**

A tornado is a rapidly spinning funnel-shaped cloud extending from the base of a thunder cloud to the earth. They are most frequent from spring to fall and usually occur from noon to midnight, travelling from southwest to northeast. They usually pass quickly. Tornado drills will be conducted and documented yearly at each site.

### **a. During a tornado emergency:**

- i. Listen for radio and TV broadcasts of the latest National Weather Service bulletins.
- ii. "Tornado Watch" means tornados may develop.
- iii. "Tornado Warning" means a tornado has been detected and is a notice to take shelter.

### **b. At Work:**

- i. Go to an interior room or hallway.
- ii. Stay away from exterior windows.
- iii. Direct Support Staff and Supervisors are responsible for directing persons with intellectual disabilities to proper areas.

### **c. At Home:**

- i. Stay away from windows and doors.
- ii. Take shelter in the basement or a room/area in the center of the house.

### **d. In Shopping Centers:**

- i. Go to designated shelter area (not your parked vehicle).
- e. In Open Country:
  - i. Move away from the tornados' path at a right angle.
  - ii. If there is no time, lie flat in the nearest ditch, with your hands shielding your head.

### **3. Flood Safety**

Each year, more deaths occur due to flooding than from any other severe weather related hazard. The main reason is people underestimate the force and power of water. More than half of all flood related deaths result from vehicles being swept downstream. Many of these are preventable by following these safety rules.

- a. Listen for radio and TV broadcasts of the latest National Weather Service bulletins
- b. If flooding occurs, get to higher ground. Get out of areas subject to flooding. This includes dips, low spots, canyons, washes, etc.
- c. Avoid areas already flooded, especially if the water is flowing fast. Do not attempt to cross flowing streams. Turn Around Don't Drown™.
- d. Road beds may be washed out under flood waters. NEVER drive through flooded roadways. Turn Around Don't Drown™.
- e. Do not camp or park your vehicle along streams and washes, particularly during threatening conditions.
- f. Be especially cautious at night when it is harder to recognize flood dangers.
- g. *Turn Around Don't Drown™* (TADD is a NOAA National Weather Service campaign to warn people of the hazards of walking or driving a vehicle through flood waters.)

### **4. Thunderstorm Safety**

A thunderstorm is a storm of heavy rain accompanied by lighting, thunder, wind, and sometimes hail. Thunderstorms occur when moist air near the ground becomes heated, especially in the summer, and rises, forming cumulonimbus clouds that produce precipitation.

- a) During a severe thunderstorm
  - i. Listen for radio and TV broadcasts of the latest weather bulletins.
  - ii. Thunderstorm rain may cause flash floods. Be careful where you take shelter.
  - iii. Lightning can be dangerous. Stay indoors and away from electrical appliances while the storm is overhead.

### **5. Earthquake Safety**

A earthquake is a sudden and violent shaking of the ground, sometimes causing great destruction, as a result of movements within the earth's crust or volcanic action.

- a) During an earthquake
  - i. If you are indoors, stay there. Get under and hold onto a desk, table, or stand against an interior wall. Stay clear of exterior walls, glass, heavy furniture, fireplaces, and appliances.

- ii. If you are outside, get into the open. Stay clear of buildings, power lines, or anything else that could fall on you.
- iii. If you are driving, move the car out of traffic and stop. Avoid parking under or on bridges or overpasses. Try to get clear of trees, light posts, signs, and power lines.
- iv. If you are in mountainous areas, be aware of the potential for landslides. Likewise, if you are near the ocean, be aware that tsunamis are associated with large earthquakes. Get to high ground.
- v. Listen to the radio for important information and instructions.  
([http://www.conservation.ca.gov/index/Earthquakes/Pages/gh\\_earthquakes\\_what.aspx](http://www.conservation.ca.gov/index/Earthquakes/Pages/gh_earthquakes_what.aspx))

## 6. Utility Failures

Utility failures include: electric, natural gas, sewage, water, phone, etc.

- a) In the event of a utility failure locate emergency supplies and ensure the safety of all persons in the area
- b) If the utility failure is lengthy, supervisors will determine if people should relocate to a place with utilities
  - i. If people need to relocate have them pack a small bag with toiletries, a change or two of clothing, and a blanket and pillow

## **G. VEHICLE SAFETY AND ROAD EMERGENCIES**

### **1. General**

- a. People receiving services should not be left unattended in vehicles unless otherwise specified in their plan of care.
- b. Plan ahead. Allow plenty of time to reach your destination so there is no need to rush. Be aware of factors that may increase your driving time (weather, traffic, road construction, etc.)
- c. You are responsible for assisting individuals in and out of the vehicle, and escorting them to and from their destination.
- d. Do not leave any vehicle running unattended.
- e. While driving an Ark vehicle and/or transporting clients:
  - i. Address distracting behaviors immediately. Pull over if necessary.
  - ii. Do not text or use a hand held cell phone.
  - iii. Follow all traffic laws.
- f. Keep yourself, the clients, and Ark vehicles safe, never do a U-Turn while driving. U-Turns are not allowed.
- g. Never leave an Ark vehicle with the gas tank less than ½ full. It is your responsibility to fill the tank.
- h. Remove all trash from the vehicle after use. It is your responsibility to assist and support the clients we serve in keeping the vehicles clean.
- i. If you have been approved to drive an Ark vehicle, we have verified that you have a valid driver's license, and therefore have the knowledge to drive safely and carefully. It is your responsibility to transport the individuals we serve in a safe manner and to take care of the Ark vehicles.

## 2. Before Driving

- a. Visually check the vehicle, including all tires, to ensure there is no damage.
- b. Locate insurance card, registration, and gas card.
- c. Occasionally review SAFETY cards.
- d. Check the gas level.

## 3. Accidents

If you are involved in an accident, you **must**:

- a. Stop your car at or near the accident scene and call 911 to report the accident, and stay there until police have arrived and questioned everyone involved.
- b. Give aid to any injured person. **DO NOT MOVE AN INJURED PERSON** unless there is danger of another accident or some other life threatening situation.
- c. Warn passing traffic or have someone warn approaching traffic to prevent further damage.
- d. **Contact the Police.** Submit a written report of the accident to the Accident Record section of the Wyoming Highway Department within five (5) days.
- e. Get names and addresses of all witnesses and persons involved in the accident.
- f. Record the other driver's name and address, make of the vehicle, model and year of the vehicle, license plate number, insurance company, and damage to the vehicle.
- g. If you are driving an Ark vehicle, notify the Vice President of Finance as soon as possible. If you are driving your own vehicle, notify your insurance company as soon as possible.
- h. Fill out a GER for any person served that was in the vehicle and fill out an incident/accident form for you.

## 4. Tire Blowout

- a. Hold steering wheel tightly – keep car going straight down the road
- b. Ease foot off accelerator but do not brake
- c. After car is under control, brake gently and pull off the road to the nearest safe place and turn on emergency 4-way flashers.
- d. Use caution when changing the tire.
- e. If you are in town, call the maintenance on call number (307-760-5767).

## 5. Breakdown

- a. Pull to side of road and stop with all 4 wheels on the shoulder.
- b. Turn on the emergency 4-way flashers.
- c. Get out of the vehicle on the side away from traffic. If you cannot get your car off of the road, remove all passengers and get them away from the area in case the car is hit.

- d. To indicate vehicle problems: tie a white or orange cloth to the antenna or door handle, if you have one, and raise the trunk or hood.
- e. Do not walk for help if you are on the interstate.
- f. If you are in town, call the maintenance on call number (307-760-5767).

## 6. Winter Weather/Blizzards

When driving out of town in the winter, let someone know when you are leaving, when you should arrive at your destination, and what route you will be taking. Don't forget to let them know when you arrive at your destination.

If you are caught driving in a blizzard:

- a. Do not panic. **Stay with the car** so you can be found more easily.
- b. Keep a window open for a bit of fresh air. Freezing wet snow can completely seal out oxygen.
- c. If you are stranded for an extended period of time, be aware of possible carbon monoxide poisoning. Run the engine and heater sparingly and only when a window is open for ventilation. Make sure that snow has not clogged the exhaust pipe.
- d. Do not remain in one position. Clap your hands and move arms and legs vigorously from time to time.
- e. Use your emergency 4-way flashers to make your car more visible to working crews. Turn on your dome light at night.
- f. Take turns keeping watch. If more than person is in the car, do not all sleep at the same time.
- g. Be aware of over-exertion and over-exposure.

## H. **BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

In accordance with the OSHA Blood Borne Pathogens Standard, 29 CFR 1910.1030, the following exposure control plan has been developed:

### 1. General:

The purpose of this exposure control plan is to:

- a. Eliminate or minimize employee occupational exposure to blood or certain other bodily fluids;
- b. Comply with the OSHA Blood Borne Pathogens Standard, 29 CRF 1910.1030.
- c. All provisions required by this standard will be implemented by April 1, 1994.

### 2. Exposure Determination

In accordance with OSHA regulations, all jobs at Ark have been analyzed to determine which are "occupationally exposed" to blood or other potentially infectious materials. These are jobs where there is reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious material. Jobs that have been classified as "occupationally exposed" are specifically identified on job descriptions.

- a. Compliance Methods

Standard precautions will be observed at all Ark facilities in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Hand washing facilities are available to employees who incur exposure to blood or other potentially infectious materials.

Area supervisors shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately, or as soon as feasible, with soap and water.

b. Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious material, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses.

Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

c. Specimens

Specimens of blood or other potentially infectious materials (such as urine) will be placed in a container which prevents leakage during the collection, handling, processing, storing and transporting of the specimens.

Standard precautions will be used in the handling of all specimens as long as the containers are recognizable as containing specimens. This applies only while the specimens remain in the facility.

Any specimens which could puncture a primary container will be placed within a secondary container which is puncture resistant. If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container which prevents leakage during the handling, processing, storing, transporting, or shipping of the specimen.

If a refrigerator is used to store specimens, it must be clearly labeled for storage of specimens and must not be used for food storage.

d. Contaminated Equipment

Area Supervisors are responsible for ensuring that equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible. Equipment not decontaminated shall be tagged/labeled.

e. Personal Protective Equipment

i. PPE Provision

The Safety Committee Chair is responsible for ensuring that the following provisions are met: All personal protective equipment used at Ark will be provided without cost to the employee. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. *Personal protective equipment will be provided to employees by their supervisor. The procedures which require equipment and the recommended type of protection required are listed in Appendix II.*

ii. PPE Use

Area Supervisors shall ensure that employees use appropriate PPE. In instances where the employee temporarily and briefly declines to use PPE when under rare and extraordinary circumstances, it will be the employee's professional judgment that in the specific instance its use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the worker or co-worker, the supervisor should document the occurrence on an incident/accident report. When the employee makes this judgment, the circumstances shall be investigated by the Safety Committee and documented in order to determine whether or not changes can be instituted to prevent such occurrences in the future.

iii. PPE Accessibility

Area Supervisors will ensure that appropriate PPE in all sizes are readily accessible at the work site or is issued without cost to employees. Hypoallergenic gloves, glove liners, powder-less gloves, or other similar alternatives shall be made readily accessible to those employees who indicate they are allergic to the gloves normally provided.

iv. Gloves

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and/or mucous membranes.

Disposable gloves used at Ark facilities are not to be washed or decontaminated for re-use. They are to be replaced as soon as practical when they become contaminated, if they are torn or punctured, or when their ability to function as a barrier is compromised.

v. Eye and Face Protection

Full-length face shields are required to be worn whenever splashes, splatters, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated.

f. Housekeeping

Areas where spills of blood or other potentially infectious materials occur will be decontaminated using the procedure as outlined in the spill kits provided.

g. Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible. Standard precautions shall be used when handling all laundry.

h. Disposal

In accordance with the city of Laramie solid waste division, any materials contaminated with blood will be placed in a red biohazard bag and placed in the regular trash.

i. Labels and Signs

The Safety Committee Chair shall ensure that biohazard labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport or ship blood or other potentially infectious materials.

j. Information and Training

Training is provided within 30 days of hire; **training must be repeated within twelve months of the previous training. It shall be tailored to the education and language level of the employee, and offered during normal working hours.** Trainers must be knowledgeable in the subject matter. Training will include the following:

- i. A discussion of the patterns, causes, effects, and symptoms of blood borne diseases;
- ii. An explanation of the modes of transmission of blood borne pathogens;
- iii. An explanation of the Ark Regional Services' Plan (this program), and a method for obtaining a copy;
- iv. The recognition of tasks that may involve exposure;
- v. An explanation of the use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE);
- vi. Information on types, use, location, removal, handling, decontamination and disposal of PPE;
- vii. An explanation of the basis of selections of PPE;
- viii. Information on the Hepatitis B vaccination, including effectiveness, safety, method of administration, benefits, and that it will be offered free of charge;
- ix. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- x. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up; and
- xi. Information on the evaluation and follow-up required after an employee exposure.

k. Training Records

i. Maintenance

The Human Resources Department is responsible for maintaining training records. The current records are kept in individual personnel files. The following information shall be documented:

- The dates of the training sessions
- An outline describing the material presented
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training sessions

ii. Availability of Records

All employee records shall be made available to the employee in accordance with 29 CFR 1910.20.

All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

iii. Transfer of Records

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of NIOSH shall be contacted for final disposition.

I. Evaluation and Review

The Safety Committee Chair is responsible for annually reviewing this program, and its effectiveness, and for updating this program as needed. The Safety Committee Chair shall make recommendations regarding revisions of this plan to the President and CEO.

### 3. Hepatitis B Vaccine

a. General

Ark Regional Services makes available the Hepatitis B vaccine and vaccination series to all employees, and post exposure follow-up to employees who have had an exposure incident.

The Human Resources Coordinator shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up, including prophylaxis are:

- i. Made available at no cost to the employee;
- ii. Made available to the employee at a reasonable time and place;
- iii. Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional; and
- iv. Provided according to the recommendations of the Public Health Service.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

b. Hepatitis B Vaccination

The Human Resources Coordinator is in charge of the Hepatitis B vaccination program and will ensure that the individual is informed as to their options. Hepatitis B vaccination shall be made available after the employee has received the training in occupational exposure (see information and training) and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Participation in a pre-screening program shall not be a prerequisite for receiving Hepatitis B vaccination.

If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination offered shall sign the required waiver indicating their refusal.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Services at a future date, such booster doses shall be made available.

#### 4. Employee Procedure Following Exposure

- a. Below are immediate actions necessary following a needle stick Injury, cuts, scratches, or human bites involving blood or body fluids:
  - i. Needle stick Injury – If near a sink, immediately rinse the injured area in flowing cold tap water. Wash the injured area for 10 minutes with soap. Rinse with water.
  - ii. Cuts, Scratches, or Bites – Area contaminated with potentially infectious materials should be washed with soap and water. Blot the area gently and cover the wound.
  - iii. Eye, Mouth, and Mucous Membrane Exposure – Splashes of potentially infectious materials to the face, eyes, nose and mouth or a skin lesion warrants immediate, gentle flushing the affected area with large amounts of room temperature tap water for 10 minutes, if available. If the affected area includes the eyes, use eyewash when present. The goal is to promote rapid dilution of the material without irritating the mucous membranes or underlying tissues. The nose or abraded skin, BUT NOT THE EYE, can then be rinsed with diluted soap as a gentle wash solution when feasible. Then the area should be rinsed with water.
- b. Clean up spills and splattering of any bodily fluids using the instructions provided in the spill kit.
- c. Contact your supervisor to report the incident. If you choose to seek medical attention, you will need to inform your supervisor so you can be relieved from duty.
- d. When relieved from duty, you may contact your personal physician or IMH Emergency Room.
  - i. Explain that you have been exposed to unknown (or if known, what) blood borne pathogens.
  - ii. Begin treatment as prescribed.
- e. Follow up as soon as possible
  - i. Complete incident/accident report and forward it to supervisor.
  - ii. Work with supervisor and health care professionals to begin blood tests and other follow-up.

**Note: You may choose to seek medical evaluation or treatment, but are not required to do so. Medical evaluation and treatment will be paid for by Ark.**

#### 5. Supervisor Procedure Following Exposure

- a. Immediately upon notification by employee of exposure:
  - i. Relieve employee from duty at employees request.
  - ii. Reassure employee that medical attention is available and will be paid for by Ark. Employee is to be allowed to seek immediate treatment from personal physician or IMH Emergency Room.
- b. Follow up begins as soon as possible

All employees incurring an exposure will be offered post-exposure evaluation and follow-up in accordance with OSHA standards.

- i. Assist employee to complete incident/accident report. Include all circumstances under which the exposure occurred.
- ii. Notify Safety Committee Chair and/or the Human Resources Coordinator.
- iii. Begin gathering documentation of route of exposure, and identification and documentation of source individual. Documentation includes any known infection of HBV or HIV.

**Step One:** Check for existing documentation. If documentation shows infectivity, go to "Step Four." If no documentation exists, or documentation shows no infectivity, go to "Step Two."

**Step Two:** Try to obtain consent to test the blood of the source individual for HBV or HIV infectivity. If consent cannot be obtained, the Human Resources Coordinator is to certify that the required consent cannot be obtained.

**Step Three:** When the source individual's consent is received, the source individual's blood shall be tested and the result documented. Testing shall be done by a certified lab.

**Step Four:** Results of the source individual's testing shall be made available to the exposed employee and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

- iv. Obtain consent to collect and test the exposed employee's blood. The employee will be offered the option of having their blood collected for testing immediately or having the sample preserved for up to 90 days to allow the employee to decide if their blood should be tested for HIV serological status.

## 6. Post Exposure Evaluation and Follow-up

All exposure incidents shall be reported, investigated, and documented on the Incident Report Form. When an employee incurs an exposure incident, it shall be reported to the Safety Committee Chair.

Following a report of an exposure incident, the exposed employee may immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- a. Documentation of the route of exposure, and the circumstances under which the exposure incident occurred.
- b. Identification and documentation of the source individual will only occur as allowed by state and local laws.
- c. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the Human Resources Coordinator shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- d. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV and HIV status need not be repeated.

- e. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual. Collection and testing of blood for HBV and HIV serological status will comply with the following:
  - i. The exposed employee's blood will be collected as soon as feasible and tested after consent is obtained.
  - ii. The employee will be offered the option of having their blood collected for testing of the employees HIV/HBV serological status. The blood sample is preserved for up to 90 days to allow an employee to decide if the blood should be tested for HIV serological status.

All employees incurring an exposure incident will be offered post-exposure evaluation and follow-up in accordance with OSHA standard

## **7. Information Given to Healthcare Professional**

The Human Resources Coordinator shall ensure that healthcare professionals responsible for an employee's post exposure evaluation are provided the following:

- a. A written description of the exposed employee's duties as they relate to the exposure incident;
- b. Written documentation of the route of exposure and circumstances under which exposure occurred;
- c. Results of the source individuals blood testing, if available; and
- d. All medical records relevant to the appropriate treatment of the employee including vaccination status.

## **8. Healthcare Professional's Written Opinion**

The Human Resources Coordinator shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of completion of the evaluation.

The healthcare professionals will provide a written opinion of the level of HBV antibodies present and report if the employee has received a vaccination.

The healthcare professional's written opinion for post exposure follow-up shall be limited to the following information:

- a. A statement that the employee has been informed of the results of the evaluation; and
- b. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

**Note:** All other findings or diagnosis shall remain confidential and shall not be included in the written report.

## **9. Medical Records**

Medical records are maintained by the Human Resources Coordinator as indicated below.

Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records shall be kept confidential, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

- a. The name and social security number of the employee.
- b. A copy of the employee's HBV vaccination status, including the dates of vaccination.
- c. A copy of all results of examinations, medical testing, and follow-up procedures.
- d. A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

## **I. TB PLAN**

Although the risk of contracting Tuberculosis (TB) while employed at Ark Regional Services is no greater than while being employed any other place, Ark Regional Services believes it is essential to teach and incorporate health and safety practices in relation to TB.

### **1. Initial and Annual Assessment**

- a. An initial TB assessment will be completed with all new employees.
- b. An annual TB assessment will be completed by employees who do not have a previously documented positive TB test.
- c. If any of the questions on the assessment, with the exception of the "Employment" section, indicate a yes response, the employee will be directed to Albany County Public Health, who will evaluate the assessment, and conduct a TB test if necessary.
- d. The evaluation by Albany County Public Health and possible TB test must be completed within 30 days of the date of the assessment.
- e. Employees who do not complete the TB assessment within one year and 30 days of the previous test or assessment will NOT be permitted to work.

### **2. People with Documented History**

- a. It is not necessary to retest individuals who have a documented history of a significant skin test.
- b. Asymptomatic persons should follow their private physician's recommendations.
- c. Employees will be instructed by the Infection Control Committee to report any symptoms suggesting active TB. These symptoms include cough, hemoptysis, fever, malaise, fatigability, anorexia, weight loss, and irregular menses.
- d. Employees with latent TB or non-laryngeal and non-pulmonary TB should be allowed to continue their usual work activities.
- e. Employees with active TB should be allowed to work only after infectiousness has been ruled out.

### **3. Early Detection of People with Tuberculosis**

The following measures should be implemented any time a person is suspected of having TB. Any person with signs or symptoms that suggest TB should be seen by their physician or urgent care promptly. The person will be asked to wear a surgical mask. If heavy respiratory secretions are present, the person will be given tissues and a plastic red biohazard bag for disposal, and instruction on their use.

- a. Suspect TB if the person reports a persistent cough of greater than 2 weeks duration, bloody sputum, night sweats, anorexia, weight loss, or persistent fever.
- b. Suspicion of TB should be higher in groups where the prevalence of TB is higher.
- c. Immuno-compromised people with pulmonary signs or symptoms that are initially ascribed to other causes (such as pneumocystis carinii pneumonia) should be evaluated for co-existing TB.

Persons suspected of TB will be transported promptly to Ivinson Memorial Hospital for appropriate diagnostic measures, treatment, and isolation. People with suspected or confirmed TB will be reported to Albany County Public Health, who will conduct a contact investigation and perform testing as appropriate.

### **4. HIV and TB**

The CDC has recommended that all persons testing positive for TB should be tested for HIV. Any employee who is HIV seropositive should be tested for TB.

### **5. OSHA**

Where an employee's initial skin test at the time of hire was negative, and the annual retest is positive, OSHA makes the assumption that the conversion is job related. Therefore, an investigation will be made to try to determine the cause of the conversion, at Ark's expense.

### **6. Record Keeping**

- a. A record of employee test results, annual assessments and any subsequent treatment will be maintained in each employee's permanent file.
- b. A record of employee exposure to TB will be maintained by the Infection Control Committee and recorded on the OSHA 300 log.
- c. Confidentiality will be maintained by the Infection Control Committee.

### **7. Training**

All new employees will receive training on the transmission of TB and its signs and symptoms in Ark Annual Training.

### **8. Respiratory Protection**

- a. Appropriate respiratory protection will be worn by any employee in any area where there is a risk of contracting TB. This includes any room used to assess a person suspected of having TB and any vehicle used to transport a person suspected of having TB.
- b. HEPA or N-95 respirations will be provided and available and will meet the OSHA Respiratory Protection standard and meet approval by NIOSH.

- c. Before using a N-95 respiratory, employees must:
  - i. Have a medical evaluation
  - ii. Have the respirator fit tested
  - iii. Be trained on respirator use

## **9. Infection Control Committee**

The Infection Control Committee will include the following persons:

- a. Safety Committee Chair
- b. President / Chief Executive Officer or her assigned representative
- c. Registered Nurse from Albany County Public Health, who will provide consultation and risk assessment

The committee will update the TB plan as needed and formally review the plan and complete an organizational risk assessment annually.

## **10. Employee Responsibility**

- a. It is the employee's responsibility to promptly report a positive skin test or the development of the following symptoms of TB:
  - i. Persistent cough for more than 2 weeks
  - ii. Bloody sputum
  - iii. Night sweats
  - iv. Weight Loss
  - v. Anorexia
  - vi. Fever
- b. The employee cannot return to work until their private physician provides a written statement of non-infectiousness and notice of treatment.
- c. The employee should be aggressive in seeking diagnosis and treatment for TB if that person knows or suspects he/she has HIV infection or other conditions causing an increased risk of rapid progression of TB.
- d. All TB skin tests classified as positive will be promptly reported to and reviewed by Albany County Public Health.

## **J. WRITTEN HAZARD COMMUNICATION PLAN (SDS)**

### **1. General**

The following written hazard communication plan has been established for Ark Regional Services. The program will be available for review by all employees.

## 2. Container Labeling

- a. All products used at Ark Regional Services will be in the original container, with the exception of Spill Kits, which will contain a SDS for Red-Z and TB-cide.

## 3. Safety Data Sheets

- a. It will be the responsibility of the Client Services Manager, supervisor, or appointed designee to obtain necessary SDSs for hazardous materials and to ensure that the SDS book is maintained and up to date.
- b. The SDS book for all hazardous chemicals to which employees may be exposed will be maintained in an alphabetical order and will be available for review to all employees during each work shift.
- c. The SDS book must have an index (table of contents) at the front of the book. The index must be maintained and kept up to date.
- d. Employees will be advised to take a copy of the applicable SDSs to the medical facility if emergency treatment is necessary due to exposure.

## 4. Training

Training on the hazard communication plan and the SDS book will be done prior to using the hazardous chemical. Training will be provided in both Ark Annual Training and in the specific service area that the employee is to be working. Employees will be informed in Ark Annual Training that they have a responsibility to ask their supervisor for training on the hazardous material before use. It will be the supervisor's responsibility to notify the employee as to his/her responsibilities. Training will include methods of detection of chemical releases, physical and health hazards of the chemical, protective measures and details of the hazard communication program.

## 5. Non-Routine Hazardous Tasks

Since there may be tasks which are not done on a routine basis, they will be handled through specific training. It will be the responsibility of the individual's supervisor to provide training on the specific hazardous of non-routine tasks.

## **K. HAZARD IDENTIFICATION, ASSESSMENT, AND CONTROL**

Hazard identification and elimination is not only an inherent responsibility of supervision in providing a safe work place for employees, but also requires employee involvement. As such, hazard evaluation and control shall be an on-going concern for all. It is the responsibility of everyone (management, supervisors, and all employees) to identify, report, and correct all possible hazards. Employees are particularly important in this process as they are in the best position to identify hazards in the work place and day-to-day operations. **Reporting hazards is a protected activity and no action will be taken against anyone identifying unsafe conditions.** Reports should be made to the safety committee chair for appropriate action.

### 1. Health and Safety Inspections

The Maintenance Department and Safety Committee conduct monthly Health and Safety Inspections of all facilities owned, operated or leased. The purpose of the inspections is to identify hazards or unsafe practices before they cause an injury or accident.

Ark Regional Services will not perform inspections of facilities that are not owned, operated or leased by the organization. If a health or safety issue is noticed by an individual living or working at one of these sites, or by a staff member providing services at one of these sites, Ark Regional Services will notify the appropriate person (landlord, owner, employer, etc.). Depending on the severity of the issue, Ark Regional Services may recommend that the individual not return to the area until the issue has been corrected.

## **2. Minimum Timelines for Formal Safety and Health Inspections**

- a. Safety Committee Chair: Inspect and review inspections of facilities monthly.
- b. Maintenance Department: Inspect facilities monthly.
- c. Managers/Supervisors: Regular inspections of area of responsibility, not in conjunction with the monthly inspections.
- d. Wyoming Workers' Safety – Technical Assistance, private consultation services, and insurance company representatives will conduct on-site consultation and inspections as requested.

## **3. Follow-up Procedures upon Completion of Job Site/Facilities Inspections**

- a. Managers/Supervisors discuss findings with employees/persons responsible for creating the condition. Invite their comments, suggestions and aid.
- b. Ensure recommended corrections/changes are transmitted to/discussed with the proper supervisor/person for correction.
- c. Follow-up on changes, corrections and other actions.
- d. Recommendations made by the safety committee during monthly inspections will be corrected as necessary.
- e. Inspection checklists and corrective action documents are retained in the Safety Committee files.

## **4. Lockout/Tagout Program**

- a. Only employees trained in lockout/tagout procedures will perform maintenance or repairs on equipment.
- b. A copy of the lockout/tagout program can be found in the Vice President of Maintenance and Technology's office.

## **5. Personal Protective Equipment (PPE) Program**

The Safety Committee Chair will identify sources of hazards by completing an annual review of the need for personal protective equipment (PPE). Accident and injury data (OSHA 300 Log, accident reports, Worker's Compensation injuries) will be considered and reviewed to assist and identify problems.

- a. PPE Determination

Each of the basic hazards will be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury from each of the hazards found in the area. Consideration will be given to the possibility of exposure to several hazards at once.

b. PPE Selection

PPE which provides a level of protection greater than the minimum required and fits the employee properly will be selected.

c. Employee Training

After proper PPE for each process/equipment has been selected, the employer must provide the equipment to employees and train them in its proper use. At a minimum, each employee using PPE must know:

- When PPE is necessary
- What PPE is necessary and which PPE has been selected for each process the employee operates
- How to properly put on, take off, adjust and wear PPE
- The limitation of the PPE
- How to determine if PPE is no longer effective or is damaged
- How to get replacement PPE
- How to properly care for, maintain, store and dispose of PPE

After employees have been trained, periodic assessment of the process/equipment should be conducted to ensure that the PPE is adequate and training is appropriate.

d. Retraining of employees is required whenever:

- Changes in the work place render the previous training obsolete
- Changes in the type of PPE render previous training obsolete
- Employer observes inadequacies in an employees' knowledge or use of assigned PPE indicated that an employee has not retained the necessary understanding or skill

## **L. HEALTH AND SAFETY RULES**

### **1. General Work Place Safety Rules**

- a. Report unsafe conditions to your immediate supervisor.
- b. Promptly report all accidents/injuries/incidents to your immediate supervisor.
- c. Use personal protective equipment when necessary.
- d. Properly care for and be responsible for all personal protective equipment.
- e. Wear appropriate clothing for your department or work area.
- f. Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
- g. Never use defective tools or equipment. Report defective tools or equipment to immediate supervisor.
- h. Training on equipment is required prior to unsupervised operation.
- i. Compliance with all governmental regulations and all company safety rules is required.

## **2. Housekeeping**

- a. Proper housekeeping is the foundation for a safe work environment. It definitely helps prevent accidents and fires, as well as creating a professional appearance in the work area.
- b. All work areas, floors, aisles, and stairways will be kept clean and orderly, and free of hazards. Spills will be immediately cleaned up.
- c. Combustible scrap, debris, and garbage shall be removed from the work area at frequent and regular intervals.
- d. Stairways, walkways, exit doors, areas in front of electrical panels, and areas in front of firefighting equipment will be kept clear of materials, supplies, trash, equipment and other debris.
- e. No items are to be stored in furnace or water heater closets.
- f. Only charcoal that does not require lighter fluid is to be used and it must be stored in a metal cabinet not in the living quarters when not in use.
- g. Ashes from charcoal grills must be placed in a tightly sealed metal container until completely cool.

## **3. Electrical**

- a. Live electrical parts shall be guarded against accidental contact by cabinets, enclosures, location, or guarding. Open circuit breaker openings or knock out holes, broken receptacles/switches, missing cover plates, etc., will be reported to supervisors for repair or replacement.
- b. Space around electrical equipment and distribution boxes will be kept clear and accessible.
- c. Circuit breakers, switch boxes, etc., will be legibly marked to indicate their purpose.
- d. Extension cords are not to be used in any Ark facility without approval from the Safety Committee Chair.
- e. All lamps that are at a significant risk of breakage will be protected.
- f. Halogen lamps will not be used in any Ark facility.

## **4. Space Heaters**

- a. All space heaters must be approved by the Vice President of Maintenance and Technology before usage.
- b. Space heaters should only be used occasionally and not as a permanent heat source.
- c. Turn off and unplug space heater when leaving the area.
- d. All space heaters used in Ark facilities must be equipped with a tip over switch and a heat limit switch.

## **5. Compressed Gas Cylinders**

- a. All gas cylinders shall have their contents clearly marked on the outside of each cylinder.

- b. Cylinders must be transported, stored, and secured in an upright position, in a proper storage container. They will never be left lying on the ground or floor, nor used as rollers or supports.
- c. Cylinder valves must be protected with caps and closed when not in use.
- d. Oxygen cylinders and fittings will be kept away from oil and grease. Oxygen cylinders will be stored at least 20 feet from any fuel gas cylinder, or separated by a fire barrier at least five feet high.

## **6. Ladders**

- a. Ladders will be inspected frequently to identify any unsafe conditions. Those ladders which have developed defects will be removed from service.
- b. Portable ladders will be placed as to prevent slipping, or if used on other than stable, level, dry surfaces, will be tied off or held. A simple rule for setting up a ladder at the proper angle is to place the base from the vertical wall equal to one-fourth the working length of the ladder.
- c. Portable ladders will extend at least three feet above the upper level to which the ladder is used to gain access.
- d. The top of the stepladder will not be used as a step.
- e. Only one person will be on a ladder at a time.

## **7. Safety Railing and Other Fall Protection**

- a. All open sided floors and platforms four feet or more above adjacent floor/ground level must be guarded by a standard railing.
- b. All stairways of four or more risers will be guarded by a handrail, or stair rails on the open side. Handrails or stair rails will be provided on both sides if the stairs are more than 44 inches wide.
- c. When a hole or floor opening is created during a work activity, a cover or a barricade must be installed immediately.

## **8. Miscellaneous**

- a. Only trained employees will operate fork lifts.
- b. Only properly trained drivers will operate ATVs.
- c. Ark Regional Services is a smoke free workplace. Smoking is not permitted in any Ark facility or vehicle.
- d. Ark Regional Services is a drug free workplace. Ark prohibits the unlawful use, possession, transfer or sale of illegal drugs or controlled substances and the misuse of alcohol by employees in any Ark facility, vehicle, operation or activity.
- e. Any employee who violates the drug free policy will be subject to disciplinary action up to and including termination, and may be required to complete a drug abuse assistance or rehabilitation program.
- f. Only those persons trained on baler protocol and procedures shall operate balers.