

PEOPLE'S PLACE, INC.

Safety Policy

Approved By: Board of Directors
Review/Revision Date: 9/01/2020

I. PURPOSE

The purpose of this policy is for People's Place to promote a safe environment in all facilities, locations and vehicles.

II. POLICY STATEMENT

It is the policy of People's Place to promote safe operation of all programs, facilities and vehicles. This includes establishing and continuously revising guidelines.

III. APPLICATION

This policy applies to all People's Place staff, volunteers and board members.

IV. DEFINITIONS

A. Facility Manager – staff person designated to oversee maintenance and safety of one or more building(s) or locations.

V. STANDARDS

- A. People's Place programs will provide access and maintain safety manuals.
- B. Safety manuals will comply with all applicable regulations Insurance Commissioner's Workers' Compensation standards.
- C. The Safety Committee will be responsible for writing and maintaining agency-wide safety policies. All new policies or revisions will be forwarded to the Policy Committee for review.
- D. The Program Director or designee will conduct a safety inspection every 30 days. The Building and Maintenance Manager will conduct a final inspection prior to the inspection from the Insurance Commissioner's office. Any findings will go to the Safety Committee.
- E. All safety related maintenance issues, accidents and violations shall be reported to Administration immediately. They will be recorded on the accident/incident log on a quarterly basis.
- F. The Safety Committee will review accident/ incidents log/quarterly safety audits and make recommendations to the Executive Team.
- G. Emergency Evacuation routes shall be posted in all facilities.

H. Evacuation drills shall be conducted a minimum of two (2) times per year in all facilities and monthly in all residential programs. All drill shall be documented appropriately.

I. All Programs shall maintain and follow current emergency evacuation plans.

VI. PROCEDURES

Individual Responsible

Safety Committee

Facility Managers or designee

Program Directors or designee

Action

1. Develops, reviews agency-wide safety policy and forwards with recommendations to the Policy Committee.

1. Coordinate Program Safety Procedures within that Building.
2. Review Program Safety Procedures to ensure coordination.

1. Writes, maintains and updates program-specific safety manuals to be sure they are in compliance.
2. Forwards revisions to the Safety Committee.
3. Maintains program copies of agency-wide safety manuals.
4. Report all safety related maintenance issues, accidents and violations to Administration immediately. Record on an accident log on a quarterly basis.
5. Conduct Safety Inspection every 30 days.