



A Level II Accredited Company

Policy Number: 1135

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Effective Date: 31 May 2021

Replaces: 1 January 2016

SECTION: CLIENT SERVICES

TOPIC: HEALTH AND SAFETY OF INDIVIDUALS IN SERVICE

Intent: To identify and address each Client's health and safety support needs.
To identify and address health and safety training for clients.
To promote health and safety awareness and practices in each Client's environment/work-site to minimize accidents and injuries.

1. In conjunction with the Client Safety Coordinator, Agency Employees will regularly assess and address safety needs for each client and will focus on, but not be limited to, the following areas:
 - ◇ Accident Prevention at worksite and community settings
 - ◇ Orientation process relative to crisis management
 - ◇ Fire safety
 - ◇ Appliance usage
 - ◇ Household/residential security
 - ◇ Community safety (e.g., bus, traffic, theft, etc.)
 - ◇ Relationship safety (e.g., strangers, communicable diseases, etc.)
 - ◇ Household/residential maintenance, repair
 - ◇ Safe food handling practices
 - ◇ First Aid supplies and treatment
 - ◇ Telephone issues (e.g., safety, solicitation, etc.)
 - ◇ Emergency situations (e.g., who to contact, evacuation procedures, etc.)
 - ◇ Working alone practices and staff support
 - ◇ Transportation accidents
 - ◇ Mobility Issues/Concerns

Agency Employees will regularly assess structural environmental safety in Clients' residential living environments. Agency Employees may recommend modifications such as structural removal, additions, (e.g., hand rails, ramps, etc.) or changes to meet the health and safety needs of Clients.



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2. All Agency Employees shall identify and report risk areas for clients to their office level supervisor. Agency Employees will work together with clients, guardians and the Client Safety Coordinator to identify and/or assess any health and safety risks related to the client.

Agency Employees will work together with the Client Safety Coordinator to develop, implement and monitor preventative measures and safety plans.
3. Each Agency Service Area will determine their health and safety needs. These needs will be addressed by practices that will be available as a reference in each environment.
4. Designated Agency Health and Safety Delegates will ensure that service specific required health and safety activities are completed, and will ensure needs are addressed.
5. All Agency Employees are encouraged to identify health and safety training needs for clients and are encouraged to bring forward this information to their office level supervisor. Employees will assist in locating resources which can help.
6. The Emergency Situations Policy will be followed to provide immediate support to assist Employees with emergencies.

Reference Emergency Situations Policy 1210