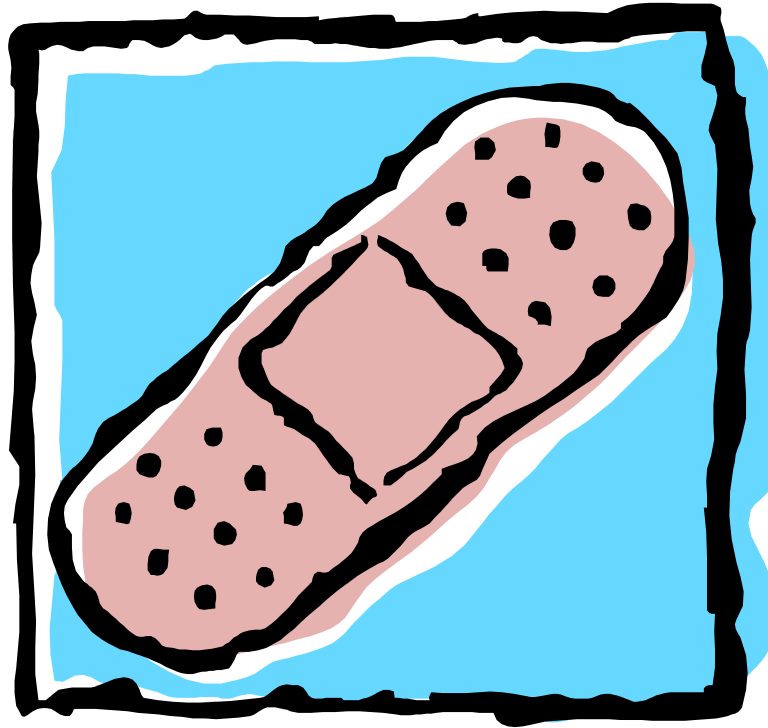


Cascade Connections Health and Safety Training



Cascade Connections promotes safety of all persons served and personnel, all staff are trained on safety procedures when hired but things change and we need reminders.

Today we will be covering:

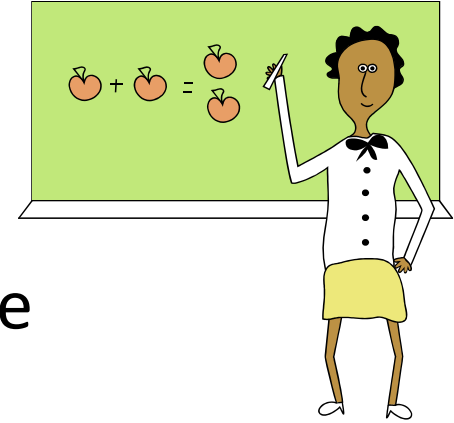
- Health and Safety practices
- Identifying unsafe environmental practices
- Emergency procedures
- Evacuation procedures
- Identification of critical incidents
- Reporting Critical Incidents
- Reducing physical risks

Employee Responsibility

- As an employee of Cascade Connections we must all observe company safety and health rules and apply the principles of accident prevention in our day-to-day duties
- We accomplish this through preventative measures such as training, following procedures, maintaining emergency equipment, reporting injuries or potential hazards, and identifying potential unsafe environmental factors.
- Cascade Connections has a Health and Safety Committee made up of employees of our department. The individuals who make up the H&S committee play an important role:
 - Conduct on-site safety inspections – building and vehicles
 - Implement testing of safety drills throughout the year
 - Accept suggestions and make recommendations for changes
 - Promote and publicize safety



Trainings



All staff of Cascade Connections staff are trained in H&S upon hire.

This includes:

- H&S policies and procedures
- First Aid
- CPR
- Blood Borne Pathogens
- Right Response
- OSHA/WISHA
- Emergency Procedures



Procedures for Severe Weather

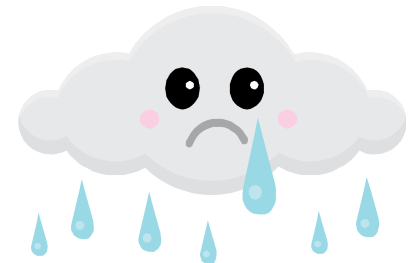
Wind, rain, thunder and lightening storms:

Maintain usual activities at the site and try to maintain a calm atmosphere. Encourage clients to watch and explain what is happening in the event the client is upset or nervous. Clients should remain inside during severe electrical storms and high winds.

Snow, hail, and freezing weather:

Make certain everyone going outdoors has adequate clothing and heavy coats, gloves, hats, etc., to protect and provide warmth according to the temperature. Make sure clients are supervised/assisted while walking on icy or snowy surfaces and put extra emphasis on traffic and pedestrian safety. Make certain that exposure time to this type of weather is limited and supervised.

Cascade Connections Vocational department limits transportation and driving during Inclement weather to only essential services. Please check with your program director if you are in question whether or not the agency is operating under limited services due to weather. If you are operating vehicles chains are available for use.



Natural Disasters



Utility failure due to severe weather:

- In the event of power failure due to severe weather, Cascade Connections staff will determine work for clients at individual sites. If a site is not affected by the power outage, work will resume unchanged. If the site is affected by the power outage, Cascade Connections staff will contact customers or their representatives or caregivers with information regarding the work schedule for clients. In the event a power outage occurs during the work day, Cascade Connections staff will make appropriate transportation arrangements for customers to return home.
- Disasters can occur at any time. When agency offices are destroyed, the offices will be moved to one of Cascade Connections other offices or facilities. If offices are moved to another Cascade Connections location, all participants, guardians, family, and other persons involved will be notified of the location and contact numbers by the Program Director or Executive Director.

Earthquake:

Indoors

- Stay inside
- DROP, COVER, AND HOLD ON! Move only a few steps to a nearby safe place. Take cover under and hold onto a piece of heavy furniture or stand against an inside wall. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows and doors. **Never take an elevator

Outdoors

- Find a clear spot away from buildings, trees, and power lines.
- Drop to the ground until the shaking stops.

In a Car

Slow down and drive to a clear place (as described above).

- Turn on emergency flashers on and slow to a stop. Do not stop on overpasses, underpasses, or bridges.
- Be careful of overhead hazards such as power lines or falling building debris.
- Turn off the ignition and set the parking brake. Stay inside the car until the shaking stops.

Following an Earthquake

- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Injuries to clients and provide necessary first aid.
- Condition of building including but not limited to the following:
 - ✓ Structural condition
 - ✓ Shut off the natural gas line
 - ✓ Fallen or exposed electrical lines
 - ✓ Breaks in water or sewage lines
 - ✓ Phone lines
- Turn on radio and listen for instructions from public safety agencies.
- Do not use the telephone except for emergencies.





FIRE!

In the event of a fire:

- Evacuation maps are posted throughout Cascade Connections office
- Assist all customers out of the building using appropriate exits Identified
- Call 911 or designate someone else to
- The staff working at the front desk will take the first aid kit out
- Everyone will meet in front of Gym next door
- Account for everyone in the building
- Check for injuries and apply appropriate first aid as necessary
- Wait for Emergency personnel to arrive

Flood

- Do not attempt to walk or drive customers through flooded areas unless it is necessary to reach higher ground.
- If the facility is flooded, turn off all utilities until you are instructed to turn them back on.
- Wash your hands with soap and a clean water source and instruct participants to do the same. If clean water is not available, use an alcohol based hand sanitizer until clean water is available. Flood waters can carry disease and germs
- Protective equipment, such as gloves and boots should be worn for cleaning.
- After flood waters recede, be aware of damaged roadways and pathways obstructed by debris.

Volcanic Eruptions

- Be prepared to stay indoors and avoid downwind areas if ash fall is predicted.
- If the television is not available, have a battery operated radio available and listen for emergency information/instructions.
- Keep all doors, windows closed. Place damp towels at door thresholds and other sources of drafts to prevent ash from entering the building.
- Evacuate participants only if advised to do so. Participants with respiratory conditions should avoid exposure to ash.



Gas Leak

In the event of a natural disaster please turn off the gas line. Instructions are located in a folder hanging under the fire extinguisher in the Cascade Vocational lobby.

Tsunamis

In the event of tsunamis a warning will be issued within 15 minutes after an earthquake. Evacuate coastal areas inland or to higher ground.

Personal Threats, Violence or Hostage Situations:

Cascade staff will have additional training in de-escalation techniques to assist in avoiding confrontational behavior. All staff are trained in Right Response upon hire and annually thereafter.



Bomb Threats:



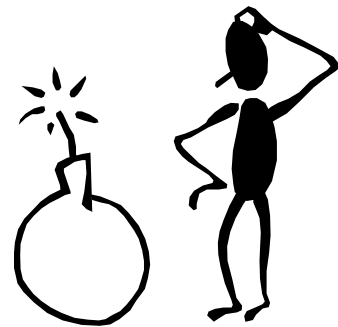
Under each phone in the office of Cascade Connections is a “bomb threat data card”. Follow the procedures listed, the more information you can gain from the caller and the longer you can keep them on the line the better chance you have to identify the caller.

During the Bomb Threat

Bomb threats are usually received by telephone, sometimes by note or letter. Most bomb threats are made by callers who want simply to create an atmosphere of anxiety and panic – but all such calls must be taken seriously.

During the call:

- Permit the caller to say as much as possible without interruption and locate your “Bomb Threat Data Card” under your phone.
- Call 911 or have someone else call
- Evacuating the building
- Public authorities will advise you when it is safe to reenter the building. Follow instructions given by authorities.



Bomb threats are assumed to be real and considered a threat to the agency and its operations.

Cleaning and Universal Precautions

- Gloves – we must always use gloves when cleaning anything. Gloves are located in the washing machine room. If we are running low on gloves please email Nate npasma@ccsite.org and he can order additional items
- Blood spill kit- Blood spill kits are located on the top shelf in the laundry room (where all extra first aid supplies are located)
- Cleaning solutions- In the event a customer is incontinent , staff should follow the following procedures:
 - Support the person: help them to the restroom
 - Inform administrator – if not available your director or coordinator
 - Residential staff or family should be contacted
 - We have additional clothing items for folks to put on
 - In the event there is urine or feces on an office chair, in car or other areas it is the job coaches responsibility to ensure this area is cleaned
 - If you are scheduled to be elsewhere, please inform management of the need for cleaning

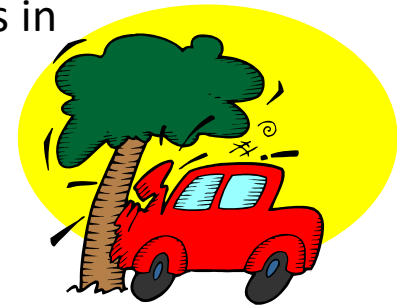
Cleaning Chemicals

- H2Orange – disinfectant, all purpose cleaner
- Reflection- glass cleaner
- Rags- color coded, blue is for general cleaning, yellow is windows or mirrors and red is for cleaning toilets or incontinent messes
- In the event a spill is made on a carpet and it is very wet, sprinkle salt of the spill, let it wait and the liquid will be absorbed into the spill- it can then be swept up. This may need to be done more than one time on a spill.
- Once the area has soaked up the spill we use a mixture of distilled vinegar. 1 part vinegar :6parts water. Spray are fully, leave for 10 minutes then wipe dry
- If the area appears to need carpet cleaning please email Kristin.
- In the event that we need to carpet shampoo cars see Kristin or your director. We will give you \$ to take the car to a local car wash with a carpet shampoo setting
- We do not use other chemicals. If something needs additional chemicals this needs to be completed by our commercial operations department. Report these concerns to Nathan Pasma

Critical Incidents:

All staff will fill out an incident report for the following:

- Medication errors (Cascade Connections does not administer meds)
- Seclusion
- Restraint
- Injury
- Communicable disease or infections control
- Aggression or violence
- Weapons
- Wandering or elopement
- Vehicular accidents
- Biohazard incidents
- Use or possession of illegal substances
- Abuse
- Neglect
- Suicide or attempted suicide
- Sexual assault
- Other sentinel events
- Anything that can get us in the papers



Incident reports document the Antecedent-Behavior-Consequence – Staff shall also Follow all state laws in regards to reporting to DDA, APS or CPS. ***All staff have mandatory Reporting training annually.***

Reducing Physical Risks:

- It is everyone's job to reduce risks within our organization, or our customers and the community.



- Management reviews the incident reports at the end of the year in order To identify trends or patterns in which preventative measures can be put in place to minimize critical incidents



- Suggestions for changes are welcomed and encouraged

Vehicle Safety:

Collision:

- Each Vehicle has a first aid kit and hazard equipment in them
- If you are involved in a collision be sure to call 911 to report the incident. Exchange
- Contact information with the other party including drivers license number, license plate and insurance information.
- Take picture if you have a camera phone with you
- Contact the Program Director immediately
- Fill out an incident report



Cell phones:

- Keep a cell phone with you when you are driving for emergencies
- Do not use your cell phone while driving

Fuel and Maintenance:

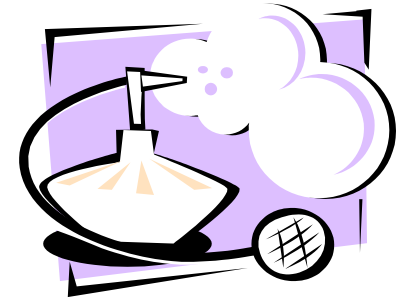
- Please fuel up vehicles at $\frac{1}{4}$ tank, $\frac{1}{2}$ in the winter
- Please report any maintenance issues that arise

Tickets:

- Please report any tickets received both on and off the job
- All Cascade Connections staff are required to have a driving abstract that is 6 points or less in order to qualify for employment



Cascade Connections Fragrance Free Zone Policy



Cascade Connections makes a conscious effort to be a fragrance free environment in order to accommodate those who are chemically sensitive and/or allergic to fragrances, other strong odors, and scented products. Employees are asked to adhere to Cascade Connections fragrance free policy when working including both in agency buildings and in agency vehicles.

Explanation of Cascade Connections fragrance free policy:

ON THE BODY
IN YOUR OFFICE
IN THE KITCHEN
IN AGENCY BUILDINGS
VEHICLES



QUESTIONS? If you have questions or concerns about a scented item, please discuss it with the Program Director.

Thank you for your time!

Health and Safety is an
important part of our jobs!

