

Safety Promotion and Practices

Purpose *To promote safety for clients.*

Policy Statement *ASC will promote safety through following Health and Safety policies and procedures and teaching safety awareness, skills, habits and attitudes.*

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Program Area(s):	Adult Disability, FSS-Disability						

Safety Promotion and Practices

Employees will promote safety by using applicable forms (i.e. Safety Maintenance Concern Forms, Monthly Safety Checklist); modeling, and teaching the following:

General:

- a) Learn and follow basic safety rules (wipe up spills, stove safety, street safety)
- b) Watch for and report potentially hazardous situations
- c) Check equipment regularly to make sure that it is in good working order
- d) Use the appropriate tools for the job
- e) Receive training to use equipment
- f) Wear appropriate footwear and clothes for the weather and task
- g) Use correct body mechanics when lifting
- h) Maintain a safe environment
- i) Ensure safe use, storage and disposal of sharp objects
- j) Buy approved electrical equipment CSA (Canadian Standard Association) or UL (Underwriters Laboratory)

Electrical/Gas:

- a) Never use electrical equipment near water
- b) Ensure hot water tanks are set at safe temperatures
- c) Ongoing inspection and maintenance of ASC facilities and equipment
- d) Repairs are made by qualified technicians

Chemicals:

- a) Properly labeling, storing and disposing of potentially hazardous materials to prevent poisoning and chemical burns
- b) Follow Workplace Hazardous Material Information System (WHMIS) and Safety Data Sheet (SDS) instructions where applicable

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Food:

- a) Use safe food handling practices
- b) Use oven mitts to handle hot items

Household:

- a) Use properly installed handrails and appropriate bath aids such as mats to prevent falls
- b) Ensure heating pads, bean bags, are at safe temperatures prior to using

Vehicles:

- a) See Transportation Association Owned Vehicles Policy
- b) See Transportation Privately Owned Vehicles Policy

Fire:

- a) Fire extinguishers and smoke detectors shall be present within all facilities that ASC rents or owns
- b) For those areas not rented or owned by ASC, clients will be encouraged to have fire extinguishers and smoke detectors and educated on their purpose
- c) Each service area will have a recording and checking system to ensure that smoke detectors and fire extinguishers are up to date and working properly
- d) ASC will provide emergency evacuation planning and education in each service area
- e) Fire drills must be conducted once a month in residential facilities owned or rented by ASC
- f) For those areas not rented or owned by ASC, clients will be encouraged and educated in the use of emergency exits and evacuation procedures

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