



BROADSTEP ACADEMY – ILLINOIS

POLICY AND PROCEDURE MANUAL

SECTION: Policy and Procedure Executive Director: _____
For Operations

SUBSECTION: Risk Management Implementation date: 2004

SUBJECT: Safety/Operations Revision date: 5/8/2012;12/14/17

POLICY

It is the policy of Broadstep Academy-IL to provide and maintain a safe and healthful working environment for all employees. The organization's premises and equipment are safe and functional for use by individuals served, personnel and visitors. The organization complies with all health regulations and codes applicable to its personnel. The organization maintains a permanent file of reports, including incident reports that demonstrates its compliance with occupancy requirements, zoning and building codes, occupational safety and health administration codes, health, sanitation, fire codes, and all other applicable safety codes. The organization's facilities are clean, sanitary and well-lit and its ventilation, heating, cooling, electrical work, water supply, plumbing, food service, and other fixtures conform to all health sanitation, and safety codes and regulations. Broadstep Academy - IL conforms to and reviews the current Life Safety Codes and remediates deficiencies through approved plans. By means of competent medical treatment, injury investigations, safety inspections, safety discussions, safety bulletins, safety devices, and other various means, we endeavor to do our part in this important program. It is thought safe actions and safety awareness that the greatest program can be made toward minimizing the chance of accidental injury. The cooperation of every employee is necessary to make Broadstep Academy - IL a safe place to work.

The rules and regulations that follow have been developed primarily for your protection and the protection of your fellow workers, and are intended to help you achieve this goal.

We take your safety seriously and any willful to habitual violation of safety rules will result in disciplinary action up to termination.

PROCEDURE

General Rules:

1. Never take chances. Keep in mind that the safe way is the most effective way. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor. Begin right by always thinking of safety as you perform your job, as you learn a new one.
2. Work related injuries should be reported in a timely manner. It is up to the Staff member to report injuries.

3. You are required to be familiar with Fire, Safety, and Disaster Plan of the facility. Your supervisor will advise you where copies of the plan are located. You must also know the location and how to operate the fire extinguishers; the facility will provide the necessary training through regular training sessions.
4. Prevention of accidents is an important responsibility of the all personnel. If a condition exists which constitutes a hazard to individuals served, visitors or employees and you are unable to correct if yourself, report it promptly to your supervisor.
5. Report all incidents regardless how trivial they may seem to you or the person(s) involved. Where incidents involve visitors or employees, the victim should be examined by the facility designated physician or their own physician. If he/she absolutely refused, the party's name and address should be secured, as well as those of any witnesses to the accident. A written report of the accident or incident is to be completed and submitted with the assistance of Human Resources.
6. Help us all keep the programs as clean as possible. The responsibility for picking up is shared by all.
7. Be careful when lifting, climbing, or carrying anything. Practice prescribed safe methods of proper lifting. Keep the body upright. Lift with leg muscles and not with the back. For heavy loads, never pull the load.
8. Do not attempt to lift an individual served.
9. Do not attempt to lift equipment beyond your capacity.
10. Keep all areas orderly and clean.
11. Do not block exits. Keep a clear path in all aisles.
12. Do not overload electrical outlets, Discard frayed or broken electrical cords.
13. Do not tamper with electric controls or switches. Keep outlet safety plugs in outlets when not in use. Replace the safety plugs as needed.
14. In case of injury resulting in possible fractures to legs, back or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be removed until medical attention has been given by authorized personnel.
15. Observe smoking regulations.
16. Horseplay is forbidden.
17. Report any unsafe conditions or acts to your supervisor.
18. Do not throw objects
19. Do clean up any foreign matter on the floor, ground or stairs immediately.
20. Any employee causing damage to buildings, equipment, etc. must report the damage in the accordance with agency procedures.
21. All employees must park their personal vehicles in designated parking areas. While on company property, employees must drive their vehicles safely.
22. All employees are required to use seat belts and shoulder restraints whenever they operate company vehicles. This is not only company policy, but also Illinois State Law. The driver is responsible for seeing that all passengers are buckled up.
23. All drivers will conform to state, local and Department of Transportation regulations.
24. Do not leave individuals served unattended.
25. Learn the location of telephones, fire extinguishers and exits in your various work assignments.
26. Be alert when in the close proximity of individuals served with known habits of biting, scratching, flailing arms etc.
27. Discuss with your supervisor any problems of safety in which you need help or guidance.
28. Employees are not to use crates, boxes, chairs or improvised platforms to stand on while working. If a step ladder is needed please request one.
29. In certain areas of the facility eating and drinking are prohibited. Speak with your supervisor regarding designated area.
30. All sanitary and hygienic facilities should be used as provided.

ACTIVITIES

In general, staff will remain from overzealous competition that could easily result in an injury to staff. Staff should stress that sports and games at our facilities are played for fun and entertainment, not to see who will win or lose. Staff should always refrain from physical contact with individuals served, other staff and the elements.