

**Morgan Support Services is committed to providing an environment in which our commitment to health and safety is evidenced through the physical environment, human interactions, activities and events, ongoing training, and outcomes in all services and settings.**

Health and safety are more than just words at MSS. As a staff person, you are held responsible for making sure that you are in compliance with all H&S policies at all time. That doesn't mean that you need to have them all memorized and be able to recite them at any time. It does mean that you need to have all of your training up to date at all times, be aware of your environment, know what to do in case of certain situations, utilize universal precautions, and when in doubt – ask questions.

All MSS staff receive initial training specific to their job descriptions and continue to receive such training throughout employment. That training is documented in each personnel file. You must maintain current health and safety training at all times in order to remain employed. Updated training not only ensures that you are able to meet the high standards of health and safety maintained by the agency, but it also ensures that the agency can maintain its accreditation and licensing, which is required for us to keep our contracts and remain in business.

MSS has a H&S Committee whose job it is to make sure that certain policies and procedures are carried out on a regular basis. Their duties include doing physical inspections of the buildings we use and the vehicles we drive. They may organize agency-wide activities that promote health and safety. They run the drills we are required to have and analyze how we did so that we can make improvements. Knowing who your H&S Committee members are will help you when it comes times to ask questions or to report any unsafe conditions you may notice. If you are interested in service on the committee, let someone know.

This list includes the basic training components for staff. Other training areas are covered in our overall training program, but these are the areas that outside agencies will be looking to make sure we have in place for all relevant staff. Some training is done by MSS staff while other training is scheduled with outside providers.

- First Aid
- CPR
- OSHA/BBP
- North Carolina Interventions (NCI) or equivalent training in positive interventions and the appropriate use of physically restrictive intervention
- Medication Administration
- Safety awareness
- Emergency procedures including evacuation
- Incident reporting

The initial training is conducted during the orientation process. Updated training will be completed at least annually. After you've finished orientation, you will be on the regular training schedule. You will have some updated training starting your second month that will be a repeat of training that you completed during orientation.