

Morgan Support Services

Staff Safety

for Day Program and Supported Employment

There are certain general precautions for your personal safety that should be taken, whether or not you are working.

Follow all policies and procedures regarding use of personal protective equipment. Wash your hands frequently. Store your break and lunch foods and drinks appropriately.

Maintain a clean working area. Follow the cleaning schedule. Clean spills and messes as they occur. Utilize appropriate procedures and supplies as instructed to reduce illness and injury.

Follow safe driving laws. Do not text and drive. Be mindful of the people in your car and be prepared to address any behavioral concerns that may arise without compromising your ability to drive safely. Make sure your car and its safety equipment are always in good working condition. (Remember that unless a person's guardian has signed off on a behavior plan or there is a medical order that prevents a person from sitting in the front seat, there is no reason the person would have to sit in the back seat of a vehicle.)

Do not carry valuables or large sums of money on your person.

Employees are encouraged not to carry weapons of any kind. It is understood that some people carry small pocketknives. If you do, it must remain in your pocket or a locked locker while on MSS property. Brandishing a weapon is grounds for immediate termination. If you notice that a person we support is carrying a weapon, notify management immediately.

Your vehicle should be locked when not in use. Not only will this help to maintain confidentiality and security of supplies, but it will also deter someone from break-in or theft.

Always be aware of your surroundings. For example, when going to your car, be mindful of others following you, lurking around parked cars, etc., especially if you are in a public parking lot. Always look in the front and back windows of your car before getting in. If anyone approaches you or if you notice someone who appears to be suspicious, do not get into your car. Go to the nearest safe place and call 911 or alert security.

Program I.C.E. into your cell phone. You are strongly encouraged to have a cell phone and keep it with you at all times. While you are not to be using it when working with a person we support, you may need it during emergency situations. We suggest you program emergency contact numbers into your phone and label them ICE (In Case of Emergency.) First responders look for this information on cell phones when the victim(s) are not able to respond.

Be aware of weather predictions. Of course, you don't want to be caught in the community with a person we support when a strong storm, tornado, blizzard, or ice storm hits. If you are working at an MSS facility when a severe weather happens, it may be necessary to evacuate or take certain precautions. The more time you have to prepare, the safer you will be.

If any situations occur that make you uncomfortable or are frightening to you, you should contact the Executive Director/designee.

Be sure you understand this information fully and have asked any questions you may have before taking the quiz found at this link: <https://mssconfidential.online/staffsafetyquiz>