

General Health and Safety Practices

Policy:

All staff shall receive initial training specific to their job descriptions and continued training as defined. Documentation of the training shall be maintained in personnel files. As a condition of employment, all staff must be in compliance with the training requirements. Failure to do so will result in suspension of work until such training has been completed.

Procedure:

The Health and Safety Coordinator shall be a member of management staff and is responsible to:

1. Monitor that accurate records of each employee's training and the expiration dates thereof are maintained
2. Schedule training sessions with employees as needed
3. Conduct training sessions as appropriate
4. Schedule, conduct and prepare a review of all emergency drills
5. Insure that all safety and health documentation is completed and filed

Direct Care Staff

Prior to beginning work with people receiving services, all direct care staff shall have completed the following training:

- 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 shall be conducted during the orientation process. Recurrent training shall be completed annually or, in some cases, as dictated by the specific agency conducting the training.

Office Personnel

During the new-hire orientation or within 30 days, office staff shall have completed training in:

- OSHA/BBP
- Safety awareness
- Emergency procedures including evacuation

- Incident reporting

In addition, at least one office staff member shall be trained in First Aid and CPR in the event that offices are located in a building separate from where services are provided.

Recurrent training shall be completed annually or as dictated by the specific agency conducting the training.

Training Methods and Documentation

First Aid, CPR and OSHA/BBP training shall be completed by an outside agency such as American Red Cross or American Heart Association unless/until such time as a management employee becomes certified to provide any or all of these trainings. Recertification will be based on that agency's practice and/or the practice of the agency which certified the in-house trainer. Copies of the certification cards shall be maintained in the employee's file.

NCI+ training shall be conducted by a state certified instructor, who shall provide MSS with an original certificate as evidence of successful completion of the training. The certificate shall be maintained in the employee's file. Recertification shall be completed annually. Equivalent training documentation may be provided by staff as completed through another agency.

Medication Administration shall be contracted to a licensed professional who shall provide MSS with an original certificate as evidence of successful completion of the training. The certificate shall be maintained in the employee's file. Recertification shall be completed annually.

All other training shall be conducted online and/or in-house and facilitated by the Health and Safety Coordinator or a designated instructor. Staff receiving the training shall be required to pass a written examination or otherwise demonstrate competency in the subject matter. Documentation of successful completion of the training shall be maintained in the employee's file. Recertification shall be completed annually.

For specific health and safety procedures, refer to the applicable policy.

Tests of Emergency Procedures

Emergency drills for specific emergency disciplines shall be conducted at least quarterly, or as needed to evaluate and practice emergency procedures and to insure staff proficiency. The drills may be conducted in the form of:

- Tabletop exercise – Staff members discuss their responsibilities in a meeting setting

- Walk-through drill – Staff members perform their functions without actually involving program participants or evacuating the premises
- Evacuation drill – All people shall actually evacuate the premises

An Emergency Preparedness Drill Analysis shall be completed following each drill to determine the skills of the staff, lessons learned from the drills, additional training of staff and program participants, procedure modifications, etc.

Emergency Preparedness Drill Analysis records shall be maintained electronically and accessible to key management staff.