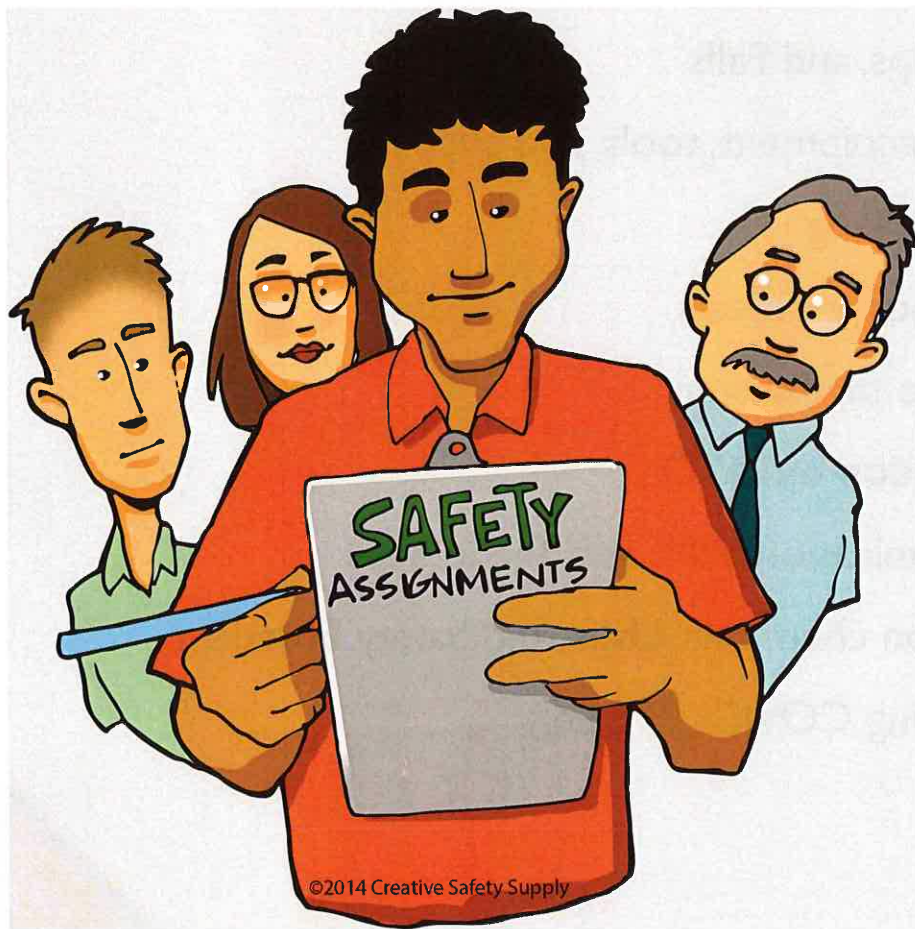




OPTIONS
FAMILY OF SERVICES

Handbook

Employment Safety Manual



This Handbook belongs to: _____

Welcome!

Welcome to OPTIONS' Safety Manual!

In this manual you will find:

- Tips to stay safe
- Slips, Trips, and Falls
- Use of equipment, tools, and supplies
- Overworking
- Lifting heavy objects
- Violence or disaster
- Information on ATD
- Communication Skills and Techniques
- Common chemicals: Uses, and Safety Practices
- Navigating COVID-19 Safely



Introduction



Work related injuries happen. The common ways people get hurt at work are:

- Slips, trips, and falls
- Misuse of equipment, tools, or supplies
- Overworking
- Violence or natural disaster

The good news is, if you follow the guidelines in this manual and at your work, you can avoid almost any work related injury! You will learn how to see, anticipate, and respond to possible hazards so you can stay safe at work.

Tips to stay safe



Our goal is to work safe, all day, everyday:

- Stop long enough to think about what you are about to do
- Think about how you are going to do it. Is it the safest way? If not, how can you do it better? Ask for help if needed.
- Act in the safest way possible.

If you stop and think for only a few seconds before doing anything, you can prevent a lot of injuries.

Slips, Trips, and Falls

Slips, Trips, and Falls

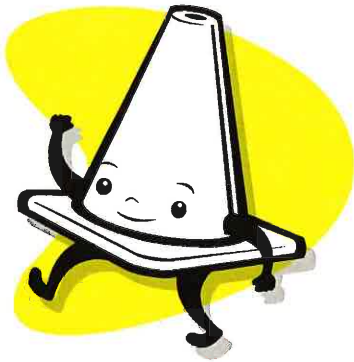
Common workplace hazards that lead to slips, trips, and falls include:

- Not being able to see where you're going because there are broken lights or not enough
- Not watching where you're going or carrying something you can't see over
- Running or walking too fast
- Spills and wet or slippery floors
- Clutter on stairs or in walkways
- Open drawers
- Uneven, or broken flooring, worn stairs, or worn spots in carpets that have not been reported or fixed
- Not using handrails when going up or down the stairs
- Not being careful on ladders—especially using ladders that are broken or slippery
- Wearing shoes that are not appropriate for the workplace or the job.



Slips, Trips, and Falls

How to Avoid Slips, Trips, and Falls



- If you see something you might slip or trip on, tell your supervisor right away.
- Clean up spills and anything slippery. Check with your supervisor about how to use cleaning products. Don't use cleaners that could make the floor slippery.
- Clear walkways, stairs, and lobbies of anything that might be a tripping hazard, such as cords, wires, empty boxes, and clutter.

- Make sure that floor mats lay flat rather than wrinkled or bunched.
- Use handrails when you walk up and down steps.
- Wear appropriate work clothes including proper work shoes.
- Make sure you are alert and paying attention to your surroundings. If you don't feel like you can do this, stay home from work.
- Read signs and warnings thoroughly, follow their directions, and ask your supervisor for clarification if needed.

A Cluttered Workspace is a Dangerous Place



Keep It Clean!

Many workplaces do not allow use of ladders; however if yours does, follow their protocol carefully and remember...

- Before using any ladder or stepladder, make sure it opens fully.
- Check that ladder extensions are fully locked and that the ladder legs are stable on a flat, non-slippery surface.
- Clean off any slippery material on the rungs, steps, or feet of a ladder before you use it.
- Don't go over the load limit noted on the ladder.

Equipment, Tools, and Supplies

Use of Equipment, Tools, and Supplies

You can be injured if work equipment or supplies fall on you, spill on you, or come in contact with you. For example, machines, forklifts, tools, boxes, conveyer belts, cleaning chemicals, and ladders can all cause injury.

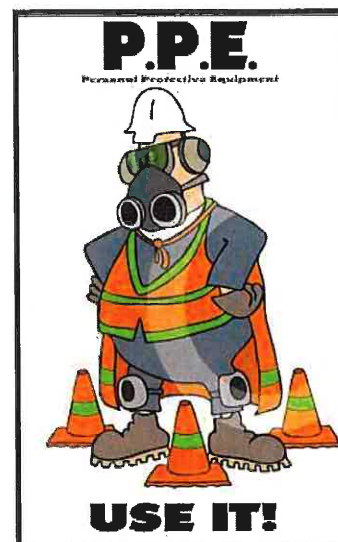


Before using any tool stop and think...

- 1) Have I been trained in how to use this tool?
- 2) Am I wearing the proper clothing and protective gear to use this tool?
- 3) Do I feel confident in my ability to use this tool today?

By doing this you can avoid injuries due to misuse of equipment tools. Remember, always tell your supervisor if you see a hazard or are in a situation that makes you feel uncomfortable.

- Keep your workspace neat. Give yourself room to work.
- Follow all warning labels and signs on equipment and posted in the workplace.
- Knives and box cutters can cause serious injury. One way to prevent being cut is to cut away from your body. You can use cut protection (like mesh gloves) to protect your hands.
- Stack materials carefully so that they won't slide or fall.
- Know what is going on around you. Look out for people, boxes, forklifts, and other moving objects in your work area that could hit or fall on you.
- Equipment can be noisy. If you must work around it, use hearing protection like earplugs, or earmuffs.
- Wear proper personal protective equipment for your job or current task.



Overworking

Avoid Overworking

You overwork when you do more than your body can handle. For example, you can overwork by lifting things that are too heavy, doing the same motion over and over, using bad postures, or working too long without breaks. Overwork leads to exhaustion and this can affect all aspects of how you work.



If your work requires a lot of strength and effort over long periods of time, consider the following tips:

- Pace yourself so that you avoid being sore the next day.
- Work on different jobs—some hard, some easy—that use different muscle groups.
- Ask for more rest breaks.
- Ask for help.

Your work should provide these things:

- Time for rests and breaks.
- Rules and regulations about common risk factors for manual labor.

If you feel like your work is too hard, consider the following:

- You might need more practice before doing this kind of work—talk to your supervisor about more training.
- You might feel better doing something different at work—talk to your supervisor about transferring to a different department or taking on a new role at work.

Don't worry...feeling overwhelmed and overworked is uncomfortable, but you're not alone. Remember to always listen to your body, talk to your supervisor, and have all the resources you need to get the job done right.



Lifting

Tips on lifting

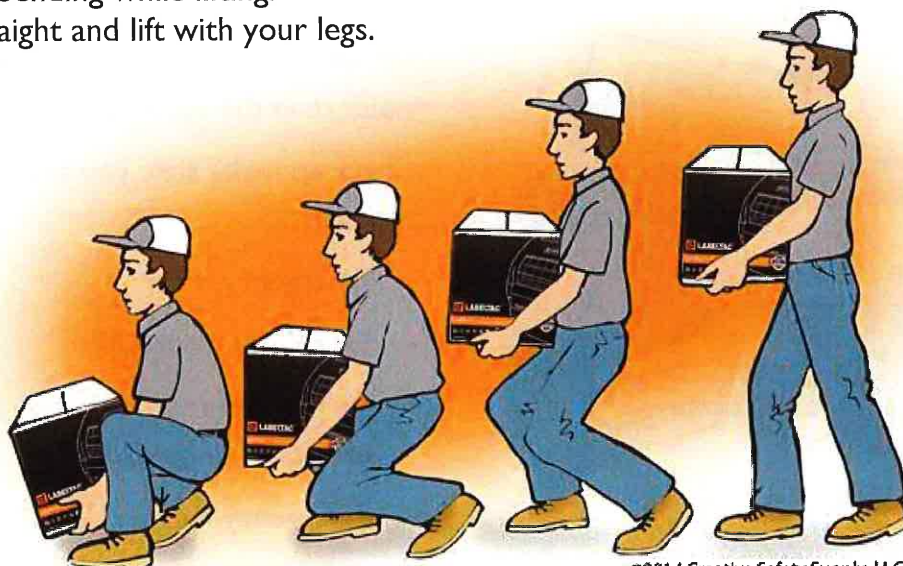
You can make it easier on yourself when you pick up heavy or awkward things. If you consider this advice, you'll be less likely to hurt your back:

- Can you get help from someone who knows more about the job? That person might know of tools or equipment you can use to help you lift or carry something heavy.
- Can you get someone to help you pick it up or carry it? That divides the weight between two people, making it easier and safer to lift.
- If the box or container seems too heavy or awkward for you, talk with your supervisor about other ways of doing that job, or ask about other jobs you could do that do not involve heavy lifting.
- If the task is making you feel overworked, talk with your supervisor about how to change the task to better suit your capabilities, or ask for a different task so that you can be productive without being fatigued.

How you position or move your body when you lift something can also make you more or less likely to be hurt. The suggestions below are in order, based on what studies have found.

Do the following when possible:

- Keep the item you are lifting close to your body.
- Avoid lifting off the floor and from overhead.
- Avoid twisting and bending while lifting.
- Keep your back straight and lift with your legs.



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Violence and Disaster

Violence in the workplace

Anyone can be at risk for workplace violence. Violence isn't just hitting, fighting, and shooting. It can also be sexual harassment, bullying, stealing, and verbal abuse. Jobs that require you to work alone at night, handle money, and sell alcohol, particularly in poorly lit areas, will increase your risk for workplace violence. If you feel like you are not being treated fairly at your worksite, please notify your OPTIONS staff.



Tips for Staying Safe

- Keep windows from being covered up by signs or displays.
- Make sure the place you work has enough light inside and out.
- Make sure alarms and cameras work.
- Make sure you stay informed about the security and safety plan.
- Make sure all workers know which doors should stay locked. Check those doors often.

Disasters in the workplace



Your work should give you access to information for responses to all different kinds of disasters including, fire, bomb threat, pandemic, heat wave, earthquake, violence in the workplace, etc.

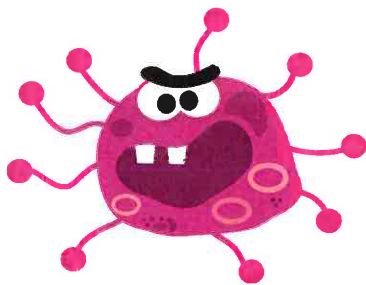
Check to make sure you are aware of the following at your work:

- Emergency Plan
- Evacuation routes/plan
- All policies and procedures including staffing plan, etc. for emergencies
- Emergency kits

Aerosol Transmissible Diseases

Aerosol Transmissible Diseases are sicknesses that are easily spread from person to person through droplets. Droplets are relatively large in size, and can result from coughing, sneezing or talking. These droplets can travel through the air and when they land on another person they can make them sick.

In the workplace, you may be exposed to many different germs. It is important to pay attention to your surroundings to avoid getting sick or getting other people sick at work.



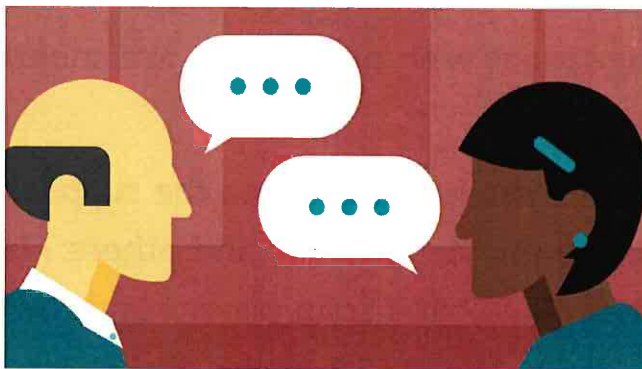
- Call your supervisor when you are sick and stay home.
- Cover your coughs and sneezes.
- Pay attention to your surroundings. Avoid sharing spaces with others who are sneezing or coughing.
- Make sure you have access to the supplies needed to protect yourself and others: Hand sanitizer, liquid hand soap, paper hand towels, facial tissues, facemasks, gloves, and gowns.

Communication Skills and Techniques

Communicating well will help keep you safe and successful in the workplace. Practice the following skills and techniques to maintain good communication at work.

Active Listening:

1. **Hearing:** At this stage, you simply pay attention to make sure you hear the message.
2. **Feedback and interpretation:** If you fail to interpret a speaker's words correctly it leads to misunderstanding. Confirm you heard what was said by feeding back questions until what the person is saying matches what you understand. Questions confirm your understanding (or lack of it). They also let people know you heard them correctly.
3. **Evaluation:** Decide what to do with the information you have received.
4. **Response:** This is a verbal or visual cue to the speaker whether you have understood the message



When you are speaking...

- Be honest
- Be clear and objective
- Be kind and assertive
- Use “I” statements instead of “You” statements

Common Chemicals

It is important to understand what different chemicals look like and the different hazards they can present. Most chemicals you will come across in the workplace will be common cleaning products. All products that contain chemicals will have a label which includes: a product identifier, signal word, hazard statement(s), pictogram(s), precautionary statement(s), and manufacturer information.

Do's:

- Carefully read the label and SDS for every chemical you work with
- Make sure every container you use has a label
- Report missing or damaged labels so they can be replaced
- Become familiar with your company's emergency procedures for chemical spills, fires, and exposure.
- Ask your supervisor for support if you don't know how to use a chemical, or how to find your company's SDS and safety protocols.



The SDS contains detailed information for any chemical you may be exposed to in the workplace.

In case of a chemical spill, notify your supervisor immediately. Then respond to the spill as the SDS instructs which may include:

- Put on proper PPE
- Block off and ventilate the area
- Follow protocol for the proper cleaning and disposal of spill
- Calling appropriate number to report incident

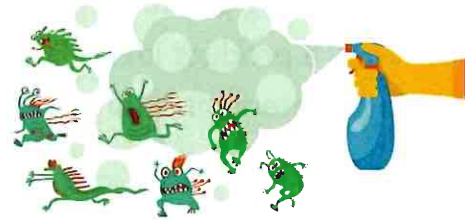
Navigating COVID-19

All workplaces should be following the guidance of the CDC, Public Health Department, and other guidance from our state. Ask your supervisor to show you their COVID-19 policies and procedures.

Be aware of the symptoms of COVID-19:

- Fever
- Cough
- Having a hard time taking deep breaths
- Muscle pain
- Headache
- Sore throat
- Loss of taste and/or smell

If you have any of these symptoms, call your supervisor and tell them right away. You will most likely get tested, and stay home and quarantine until it is safe to return to work.



- Clean/Sanitize things that might pick up the virus like your phone, bag, credit cards, or anything that might touch a surface when out in the community or at work.
- Wipe down surfaces in your house and workspace if these items come in contact with them too.
- If you have a cloth mask, wash it regularly. You can either wash it with your laundry or use soap and hot water and hang dry.

Three Important Ways to Slow the Spread

1. **Wear a mask to protect yourself and others and stop the spread of COVID-19. Remember to wear the mask securely over your mouth and nose.**
2. **Stay at least 6 feet (about 2 arm lengths) from others who don't live with you.**
3. **Avoid crowds and gatherings.**



Acknowledgment

I Acknowledge....

I have received a copy of the OPTIONS Handbook and had it explained to me by OPTIONS staff.

Signature of Person Served

Date

Signature of Parent or Guardian (if applicable)

Date

Signature of OPTIONS Designated Staff Person

Date

