



**ARK REGIONAL  
SERVICES  
HEALTH AND  
SAFETY PROGRAM**

**2025**

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# **I. OCCUPATIONAL HEALTH AND SAFETY POLICY**

You have been selected to be part of a team that is committed to providing opportunities for people with intellectual disabilities to live, learn, work, and play in their community. You play an important role in the lives of the people for whom you provide support.

The health and safety of the people receiving services from Ark Regional Services, as well as our staff and visitors to our facilities, is paramount. It is essential that all clients, staff, and leaders of Ark Regional Services comply with the safety policies and procedures outlined in this manual. It is critical that every one of us is committed to ensuring a safe, healthy, and accident-free workplace.

Leaders, supervisors, staff, and clients must demonstrate a positive attitude and safety awareness by identifying unsafe and hazardous situations, attending trainings and safety meetings, and maintaining all safety standards.

Safety is a top priority of this organization! Become familiar with our safety program so that you and the people we support are able to enjoy life to its fullest.

Bob Sell  
CEO  
January 1, 2025

## **II. PURPOSE**

- a) It is the policy and top priority of Ark Regional Services to provide an accident-free and comfortable work environment by eliminating recognized hazards from the work place. Our health and safety program have been developed to assure compliance with federal, state, and local regulations with particular emphasis on the Wyoming Occupational Health and Safety Rules and Regulations that apply to our operation.

## **III. FAILURE TO COMPLY**

- a) Compliance with the health and safety program is taken very seriously. Failure to comply is sufficient grounds for disciplinary action up to and including termination of employment. These policies are an integral part of Ark's personnel policies.

## **IV. OCCUPATIONAL HEALTH AND SAFETY ACT**

### **a) Provisions**

- i) The Wyoming Occupational Health and Safety Act became effective January 1, 1974. It provides that every employer engaged in business in the state of Wyoming shall:
  - (1) Comply with occupational health and safety standards and rules, regulations, and orders pursuant to the Act that are applicable to company business and operations.
  - (2) Furnish to each employee a place of employment free from recognized hazards that are causing or likely to cause death or serious physical harm.
  - (3) Comply with, and require all employees to comply with, occupational health and safety standards, and regulations under the Act, which are applicable to their actions.
  - (4) Encourage employees to contact their immediate supervisor for information that will help them understand their responsibilities under the Act.

## V. HEALTH AND SAFETY RESPONSIBILITIES

a) The goal of Ark Regional Services is to protect employees from injury while working for the organization. This must receive top priority from everyone. Duties and responsibilities of all personnel under our health and safety program are as follows:

### i) **Safety Committee Chair and Safety Committee**

- (1) Provides all levels of management the services and technical advice needed for proper administration of the health and safety program.
- (2) Develops programs and technical guidance to identify and remove physical, chemical, and biological hazards from facilities, operations, and sites.
- (3) Assists management and supervisors in the health and safety training of employees.
- (4) Recommends programs and activities that will develop and maintain incentives for and motivation of employees' health and safety.
- (5) Maintains the state health and safety poster, emergency telephone numbers, and other notices required by Wyoming Workers' Safety. Ensures this information is posted in places where employees can see them on the job.
- (6) Develops and maintains accident and incident investigation and reporting procedures and systems.
- (7) Reviews accident reports and safety drills at the monthly Safety Committee meeting.
- (8) Maintains accident reports, departmental monthly safety trainings, internal inspections, and safety drills for a minimum of 3 years.
- (9) Reviews and updates the Health and Safety Program annually.

### ii) **Area Supervisors**

- (1) Familiarizes themselves with health and safety regulations related to their area of responsibility.
- (2) Directs, implements, and coordinates health and safety program elements and activities within area of responsibility.
- (3) Requires all employees supervised to use individual protective equipment and safety devices.
- (4) Ensures that safety equipment is available, maintained, used and stored correctly.
- (5) Ensures that all persons within area of responsibility receive job safety and health training as required.
- (6) Ensures regular meetings with all employees are held.
- (7) Ensures that supervisors are aware of and comply with requirements for safe practices.
- (8) Conducts frequent and regular safety and health inspections of their work areas and ensures that no unsafe conditions exist in area of responsibility.
- (9) Acts on reports of hazards or hazardous conditions reported to them by employees.
- (10) Reviews all accidents/incidents within area of responsibility and with supervisors and employees involved. The Safety Committee Chair and other management staff may assist in the review, as needed. Ensures accident report forms are completed and submitted as appropriate. Ensures that corrective action is taken immediately to eliminate the cause of the accident.
- (11) Requires all subcontractors and subcontractor personnel working within Ark's facilities to comply with health and safety programs.
- (12) Maintains copies of all applicable programs and Wyoming Workers' safety forms in the work area, in accordance with the company practice policy. Examples include the health and safety program, safety data sheets, and the blood borne pathogen/exposure packets.
- (13) May be asked to investigate accidents/incidents, as appropriate, with the safety committee chair and management staff, obtains all pertinent data, completes and submits the appropriate reports, and initiates/takes corrective action.

### iii) **Director of Human Resources**

- (1) Ensures the Wyoming Workers' Safety and Compensation Division Report of Occupational Injury or Disease and the OSHA form 300 Injury and Illness Logs are complete.
- (2) Ensures that employee's Reports of Occupational Injury or Disease report is filed with Wyoming Workforce Development within 10 days of employee's notification of an occupational injury or disease.
- (3) Facilitates all paperwork associated with employee personal injury/accidents and maintains permanent record of company files.
- (4) Maintains all medical records, evaluations, and exposure monitoring records for the term of employment PLUS a period of 30 years.
- (5) The Human Resources Department will maintain all employee training records for a minimum of 3 years.

iv) **All Employees**

- (1) Are familiar with and comply with proper health and safety practices.
- (2) Use the required safety devices and proper personal protective equipment.
- (3) Notify supervisor immediately of unsafe conditions/acts, accidents, and injuries.
- (4) Take all necessary precautions to avoid injury to yourself and others while on the job.

## **VI. WORKERS' COMPENSATION**

a) **Actions Taken/Follow-up on All Accidents/Injuries**

- i) Injured employees must report all accidents/injuries to their supervisor immediately (within 72 hours), who in turn will notify other appropriate officials, such as the Safety Committee Chair or the Director of Human Resources. All accidents/injuries will be reviewed as soon as possible by the Safety Committee Chair, supervisor, and other management officials to determine the facts and take corrective actions to prevent reoccurrence. Results of the review will be documented on the incident report form. Reportable incidents consist of fatalities, lost workday causes, and without lost workday causes requiring medical treatment. The CEO will be informed of the finding and recommendations of the review.
- ii) Report accidents that result in an occupation fatality or three or more hospitalized workers to Wyoming Workers' Safety at 307-777-7786 within 8 hours of occurrence.
- iii) Employees, within 10 days after notification to the employer, must complete the Worker Information section only of the Workers' Safety and Compensation Report of Occupational Injury or Disease forms.
- iv) The Director of Human Resources will provide the employee with a medical release form that will allow Ark to obtain medical records from the attending physician.
- v) The supervisor or Director of Human Resources will complete the Employer's Information section of the same report within 10 days of notification.
- vi) The Director of Human Resources will ensure that the Wyoming Workers' Safety and Compensation Division is notified as appropriate by filing the above report with Wyoming Workforce Development within 10 days.
- vii) The accident investigation should recommend the claim as compensable or as not compensable.
- viii) Injured employees will be entered into a modified job program, i.e. light duty, restricted duty, part time duty, when such is recommended by the attending physician, based on availability of such a position.

b) **OSHA Form 300 Injury/Illness Log**

- i) The OSHA Form 300 log of all recordable occupational injuries and illnesses is maintained at Ark Headquarters by the Director of Human Resources, who ensures the information from the initial accident report is posted onto the master form within 6 days after the accident has occurred. The summary section of the OSHA Form 300 must be posted at Ark Headquarters from February 1-April 30 of the following year.

## VII. TRAINING

- a) Employees scheduled for any health and safety training will attend such training.
- b) New employees will attend New Employee Orientation, Ark Annual Training, Medication Assistance, First Aid and CPR, and Mandt, if necessary, within 30 days of hire date, and will be provided with information covering the Ark health and safety policies, rules, and procedures. No employee will work alone with clients until orientation training is complete.
- c) Individual job/task training, include the applicable regulations/standards for their job, will be provided to all employees. Included in this training are recognition, avoidance, and prevention of unsafe conditions, area, and activities that require personal protective equipment, and how to use protective equipment.
- d) Regular on-going safety training sessions will be conducted to provide information and training on new equipment, new procedures, new chemicals, refresh/remedial training in specific areas, or to meet annual requirements.
- e) Training addressed above will be documented in the employee's personnel records and/or the safety training records.

## VIII. REPORTABLE INCIDENTS

- a) An incident is an occurrence which is not within the normal operations of the organization. This includes, but is not limited to:
  - i) Abuse, neglect, sexual assault, abandonment, medication errors, use of restraints, use of seclusion, injuries, communicable diseases, infection control, aggression or violent behavior, unauthorized possession of a weapon, unauthorized use and/or possession of legal or illegal substances, suicide or attempted suicide, overdose, exploitation, intimidation, police involvement, medical or behavioral admissions, and death.
  - ii) Staff should assess the situation and ensure safety to all involved, check for injuries, administer first aid or seek medical attention if needed, complete a GER for any client(s) involved and a blue staff incident report form for any staff involve, and review the incident with a supervisor and/or on-call.

## IX. INJURY AND ILLNESS PROCEDURE

- a) **Minor Accident/Injury or Illness**
  - i) In the event of a minor accident/injury, qualified staff should administer appropriate first aid.
  - ii) In the event of minor illness, that person will be advised to stay home, or return home. Parents/providers/family of persons not residing in Ark's residential programs should be notified and arrangements made for transportation home.
- b) **Medical Emergencies**
  - i) Any accident or injury that requires more than basic first aid should be considered a medical emergency. The injured party should be transported to a medical facility as soon as possible. If it is not safe for staff to transport or the person needs immediate care, call 911.
    - (1) Give all pertinent information to the 911 operator, stay with the person until emergency personnel arrive, and a staff person should accompany any person with an intellectual disability in the ambulance.
    - (2) Whether an accident/injury/illness constitutes a medical emergency can be subjective. **If you are not sure if you should call 911 or not, err on the side of caution and call 911.**
    - (3) All staff must know the physical address of their work area.
    - (4) The person served guardian and case manager must be notified, as soon as possible, by the appropriate staff person.
- c) **Seizures**
  - i) Every individual with a history of seizures has a specific protocol which can be found on Therap in the Protocol/Guidelines Schedule. Staff should be familiar with each person's

- protocol and report any variation to the person's primary care provider. If changes are needed to the protocol, they should be reported to your supervisor and Health Services.
- ii) Keep calm. You cannot stop a seizure once it has started. Let the seizure run its course.
  - iii) Try to prevent the individual from striking their head or body against any hard, sharp, or hot objects, but do not otherwise interfere with their movements. If possible, move the objects not the person.
  - iv) Observe and time the seizure. When the seizure is over and the person is resting, document the seizure time and characteristics on the person's seizure log in Therap. As well as documenting the seizure in a t-log.

d) **Suicide Awareness**

- i) There is no single cause to suicide. It most often occurs when stressors exceed current coping abilities of someone. Conditions like depression, anxiety, and substance abuse problems, especially when unaddressed, can increase risk for suicide.
- ii) Some warning signs for suicide are: talking about killing themselves, stating there is no reason to live, withdrawing from activities, sleeping too much or too little, giving away prized possessions, agitation/anger, and anxiety.
- iii) What to do if you think someone is suicidal:
  - (1) Talk to the person in private, listen to their story, tell them you care about them, inform your supervisor and/or on-call as soon as possible.
- iv) National Suicide Prevention Lifeline: 1-800-273-8255 or text TALK to 741741.

## X. BODY MECHANICS

- a) Body mechanics is about keeping your back safe and healthy throughout your life. The concepts are straight forward and involve creating healthy habits to protect your back from injury. Keep the following key points in mind:
  - i) Bring the object/person close to you.
  - ii) Bend at your knees, not your back.
  - iii) Keep your back straight, do not twist.
  - iv) Know your size and your limits-ask for help
- b) Remember that most back injuries happen over time and are not the result of a single accident.

## XI. EMERGENCY PLANS AND PROCEDURES

a) **Missing Person**

- i) The unexpected or unauthorized absence of an individual for more than 4 hours or the unexpected or unauthorized absence of any duration if there is a health and safety concern when a person is receiving waiver services.
  - (1) Staff Procedures
    - (a) Report the missing person to your supervisor and on-call as soon as it is discovered.
    - (b) Assist in the search of the missing person, if requested by your supervisor or on-call.
    - (c) Report the incident through a GER. It will also be reported to the Developmental Disabilities Section within 24 hours.

b) **Medical or Behavioral Emergencies**

- i) A **medical emergency** occurs when someone needs more medical assistance than just basic first aid.
  - (1) Staff Procedures
    - (a) Call 911 and provide all necessary information.
    - (b) If injured parties are transported to the hospital via ambulance, a staff person will accompany the person.
    - (c) Notify your supervisor and on-call.

- (d) Report the incident through a GER. It will also be reported to the Developmental Disabilities Section within 24 hours.
- ii) **A behavioral emergency** occurs when a person is in crisis and keeping the person and others safe is vital.
  - (1) Staff Procedures
    - (a) Ensure the safety of the person and others. Assist others in leaving the area and observe the person to ensure safety.
    - (b) Call your supervisor and on-call for assistance.
    - (c) Report the incident through a GER. It will also be reported to the Developmental Disabilities Section within 24 hours.
- c) **Fire Emergencies**
  - i) **Building Fires**
    - (1) Staff Procedures
      - (a) If a fire is detected or the fire alarms go off, assist people in evacuating the area and going to the pre-determined safe spot.
      - (b) Call 911 and notify your supervisor and on-call.
      - (c) People should remain at the safe spot until it is safe to return to the building or until they are transported to the evacuation spot.
      - (d) Report the incident through a GER.
  - ii) **Wildfires**
    - (1) Staff Procedures
      - (a) Listen for radio and/or TV broadcasts for information on the wildfire. Information can also be found at <https://inciweb.nwcg.gov/state/52/>
      - (b) If evacuations are instated, assist people with gathering a bag with hygiene supplies, a few changes of clothing, medications, blanket, and pillow.
      - (c) Notify your supervisor and on-call as soon as possible.
- d) **Carbon Monoxide Emergency**
  - i) Staff Procedures
    - (1) If the carbon monoxide alarm goes off, assist people in evacuation the house or building and going to the pre-determined safe spot.
    - (2) Call 911 and notify your supervisor and on-call.
    - (3) People should remain at the safe spot until it is safe to return to the house or building or until they are transported to the evacuation spot.
    - (4) Report the incident through a GER.
- e) **Utility Failures**
  - i) Staff Procedures
    - (1) In the event of a utility failure, (electrical, natural gas, sewage, water, phone, etc.) locate emergency supplies and ensure the safety of all the persons in the area.
      - (a) Emergency lights are designed to last for a short period of time to allow people to evacuate safely.
    - (2) If the utility failure is lengthy, supervisors will determine if people should relocate to a place with utilities.
      - (a) If people need to relocate have them pack a small bag with toiletries, medications, a few changes of clothing, and a blanket and pillow.
      - (b) If relocation is not possible, please ensure that clients with oxygen have enough portable oxygen to last until the power comes back on.
        - (i) If the client needs more portable oxygen, please contact their supplier and ask for more to be delivered.
- f) **Violent Situation**
  - i) Staff Procedures



- (1) If someone feels threatened by another person help them get indoors, ensure that their doors and windows are locked.
- (2) If at the main office, please press the "Page-All" button on your phone so others are made aware of the situation
- (3) Call 911 and notify your supervisor and on-call as soon as possible.
- (4) Report the incident through a GER.

g) **Bomb Threat**

i) Staff Procedures

- (1) If you are the person who received the threat, stay calm and listen carefully, do not hang up, even if the caller does. Gather as much information as you can from the caller.
- (2) Notify a co-worker to call 911 from a safe location.
- (3) Assist people in evacuating the area and going to the pre-determined safe spot.
- (4) Notify your supervisor and on-call.
- (5) People should remain at the safe spot until it is safe to return to the building or until they are transported to the evacuation spot.

h) **Blizzards:** a blizzard is a storm which contains large amounts of snow or blowing snow, with winds in excess of 35 mph and visibilities of less than ¼ of a mile for an extended period of time (at least 3 hours)

(1) Staff Procedures

- (a) If you are indoors, stay where you are whenever possible
  - (i) Gather emergency supplies (flashlight and extra batteries, portable radio, etc.).
  - (ii) Check the heater.
- (b) If on the road
  - (i) Dress for the weather (i.e. layers of clothing are more effective than single thick garments, mittens are warmer than gloves, head and ears should be covered).
  - (ii) Travel only in emergencies and in daylight and ensure the vehicle has a full tank of gas.
  - (iii) Tell people your destination, routes you are taking, and estimated time of arrival.
  - (iv) Use chains or snow tires if possible.
  - (v) If you are stuck, stay in the car and wait for help. Idle the vehicle 15 minutes every hour with the windows cracked for ventilation.
  - (vi) Stay tuned to the radio or other broadcasts for updates or call or visit WyoRoad for road conditions (1-888-WYO-ROAD (996-7623) or [www.wyoroad.info](http://www.wyoroad.info) or by calling 511 from a cell phone).
- (c) If a blizzard is predicted during work hours, day programs will close.
  - (i) Staff Procedures
    1. Residential Managers and Supervisors will ensure that clients get home safely and that the parents/guardians/providers for people that don't live in Ark's residential program are notified and arrangements are made for the clients to get home.

i) **Tornados:** a tornado is a rapidly spinning funnel-shaped cloud extending from the base of a thunder cloud to the earth. They are most frequent from spring to fall and usually occur from noon to midnight, travelling from southwest to northeast. They usually pass quickly. A tornado watch means that a tornado may develop. A tornado warning means that a tornado has been detected and is notice to take shelter.

(1) Staff Procedures

- (a) Go to the pre-determined safe spot in the house or building.
- (b) If you are in a public building follow their directions and go the building shelter.

- (i) If you are driving or in open country: move away from the tornados' path at a right angle or lie flat in the nearest ditch, with your hands shielding your head.
  - (2) Stay away from exterior windows.
  - (3) Stay in the pre-determined safe spot until the tornado warning has expired or until it is safe to leave the safe spot.
  
- j) **Floods:** a flood is an overflowing of a large amount of water beyond its normal confines, especially over what is normally dry land. Each year, more deaths occur due to flooding than any other severe weather-related hazard.
  - (1) If flooding occurs, get to higher ground. Avoid areas that are subject to flooding such as: low spots, canyons, dips, washes, etc.
  - (2) Roads may be washed out under the flood water. **Never** attempt to drive or walk through a flooded area. **"Turn Around Don't Drown"** (NOAA National Weather Service campaign).
  - (3) Do not camp or park your vehicle along streams and washes, particularly during threatening conditions.
  
- k) **Earthquakes:** an earthquake is a sudden and violent shaking of the ground, sometimes causing great destruction, as a result of movements within the earth's crust or volcanic action.
  - (1) Staff Procedures
    - (a) If you are indoors, stay there. Get under and hold onto a desk, table, or stand against an interior wall. Stay clear of exterior walls, glass, heavy furniture, fireplaces, and appliances.
    - (b) If you are outdoors, get into the open. Stay clear of buildings, power lines, or anything else that could fall on you.
    - (c) If you are driving, move the car out of traffic and stop. Avoid parking under or on bridges or overpasses. Try to get clear of trees, light posts, signs, and power lines.
    - (d) If you are in mountainous areas, be aware of the potential for landslides. Likewise, if you are near the ocean, be aware that tsunamis are associated with large earthquakes. Get to high ground.
  
- l) **Thunderstorms:** a thunderstorm is a storm of heavy rain accompanied by lighting, thunder, wind, and sometimes hail. Thunderstorms occur when moist air near the ground becomes heated, especially in the summer, and rises, forming cumulonimbus clouds that produce precipitation.
  - (1) Staff Procedures
    - (a) Listen for radio and TV broadcasts of the latest weather bulletins.
    - (b) Thunderstorm rain may cause flash floods. Be careful where you take shelter.
    - (c) Lightning can be dangerous. Stay indoors and away from electrical appliances while the storm is overhead.
  
- m) **Vehicle Emergencies:** a vehicle emergency is any incident out of the ordinary while operating a vehicle. This could include: tire blowouts, breakdowns, accidents, winter conditions, etc. There are safety cards in each Ark owned vehicle with instructions on what do in each of these situations.
  - (1) Staff Procedures
    - (a) Review the safety cards periodically in order to become familiar with what to do in a vehicle emergency.
    - (b) Check each vehicle for current registration and insurance cards, safety cards, and first aid and spill kits.
    - (c) If you are in an accident you **must** do the following:
      - (i) Stop the vehicle at or near the accident scene and call 911 or the non-emergency police number to report the accident. Stay at the scene until police arrive and question everyone involved.

- (ii) Give aid to any injured persons. Do not move an injured person unless there is a danger of another accident or some other life-threatening situation.
- (iii) Obtain a report from the responding police officer. Make sure you have all the following information: name and addresses of witnesses and all involved in the accident, the other driver's name, insurance information, make, model, and year of their vehicle, license plate number, and damage to their vehicle.
- (iv) Inform your supervisor and on-call as soon as everyone is safe.
- (v) If you are driving an Ark vehicle contact the Director of Finance and turn in the police report, a blue staff incident report, and any other information as soon as possible.
- (vi) Complete GERS for any persons served that were involved in the accident.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

### **XII. PPE PROCEDURES**

- a) The Safety Committee Chair will identify sources of hazards by completing an annual review of the need for personal protective equipment (PPE). Accident and injury data (OSHA 300 Log, accident reports, Worker's Compensation injuries) will be considered and reviewed to assist and identify problems.
  - i) Each of the basic hazards will be reviewed and a determination made as to the type, level of risk, and seriousness of potential injury from each of the hazards found in the area. Consideration will be given to the possibility of exposure to several hazards at once.
- b) All personal protective equipment used at Ark will be provided without cost to the employee. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. Personal protective equipment will be provided to employees at their work location(s) by their supervisor.
  - i) Supervisors will ensure that PPE which provides a level of protection greater than the minimum required and fits the employee properly will be selected.
  - ii) Hypoallergenic gloves, glove liners, powder-less gloves, or other similar alternatives shall be made readily accessible to those employees who indicate they are allergic to the gloves normally provided.
- c) All staff will receive training on the proper selection and use of PPE. At a minimum each employee must know:
  - i) When PPE is necessary.
  - ii) What PPE is necessary and which PPE has been selected for each process the employee operates.
  - iii) How to properly put on, take off, adjust and wear PPE.
  - iv) How to determine if PPE is no longer effective or is damaged and the limitation of the PPE.
  - v) How to get replacement PPE.
  - vi) How to properly care for, maintain, store and dispose of PPE.
  - vii) Retraining of employees is required whenever there changes in the workplace or types of PPE render the previous training obsolete, or if the employer observes inadequacies in an employees' knowledge or use of assigned PPE.
- d) Area Supervisors shall ensure that employees use appropriate PPE.
  - i) In instances where the employee temporarily and briefly declines to use PPE under rare and extraordinary circumstances, it will be the employee's professional judgment that in the specific instance its use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the worker or co-worker. The supervisor should document the occurrence on an incident/accident report. When the employee makes this judgment, the circumstances shall be investigated by the Safety Committee and

- documented in order to determine whether or not changes can be instituted to prevent such occurrences in the future.
- e) Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and/or mucous membranes.
    - i) Disposable gloves used at Ark facilities are not to be washed or decontaminated for re-use. They are to be replaced as soon as practical when they become contaminated, if they are torn or punctured, or when their ability to function as a barrier is compromised.
  - f) Face shields shall be used where it is reasonably anticipated that employees will have exposure to splashes, splatters, or droplets of blood or other potentially infectious materials that contaminate the eye, nose, or mouth area of the employee.
    - i) Face shields can be disinfected and re-used. They should be replaced if they have any tear, holes, or become difficult to see out of.

## **INFECTIOUS DISEASE PLAN**

### **XIII. COMPREHENSIVE MANAGEMENT PLAN**

- a) **Infectious disease outbreak and/or pandemic.** Ark's leadership team, Health and Safety Officer, and the Health Services Supervisor will form the Infectious Disease Committee and plan a response to the outbreak and/or pandemic.
  - i) The Health and Safety Officer will be a part of the community emergency response committees, such as CHEMP and Community Partners.
  - ii) The Infectious Disease Committee will stay abreast of all current information from Albany County Public Health, State of Wyoming Department of Health, The Center for Disease Control (CDC), and The World Health Organization (WHO).
  - iii) The Infectious Disease Committee will implement a plan of action with information gathered from Albany County Public Health, State of Wyoming Department of Health, CDC, and WHO.
    - (1) This could include, but is not limited to:
      - (a) Limiting exposure risks
      - (b) Using screening and testing tools for staff and clients
      - (c) Implementing additional PPE requirements
      - (d) Increased sanitation
      - (e) Limited visitor policy
      - (f) Isolation of affected locations/staff
      - (g) Information about or access to vaccines and/or medications
    - (2) Staff and clients will be made aware of the plan of action through written communication from the Infectious Disease Committee
    - (3) The policies and procedures will be updated on ongoing basis as needed
- b) **Hepatitis B**
  - i) The Director of Human Resources shall ensure individuals are informed of their options and the Hepatitis B vaccination shall be made available at time of hire or anytime thereafter. The Director of Human Resources shall ensure that the Hepatitis B vaccine and vaccination series are:
    - (1) Made available at no cost to the employee at Albany County Public Health or
    - (2) If staff prefers to go to their primary care provider, the vaccine cost will be covered, but the office visit fee is not covered.
- c) **Tuberculosis (TB)**
  - i) An initial TB Assessment will be completed with all new employees and annually thereafter

- (1) If any of the questions on the assessment, with the exception of the "Employment" section, indicate a yes response, the employee will be directed to Albany County Public Health, who will evaluate the assessment, and conduct a TB test if necessary
  - (a) The evaluation by Albany County Public Health and possible TB test must be completed within 30 days of the date of the assessment.
  - (b) Employees who do not complete the TB assessment within one year and 30 days of the previous test or assessment will NOT be permitted to work.
- (2) If initial TB assessment shows no significant risk and annual assessment shows now significant risk, but employee contracts TB, OSHA assumes that the conversion is job related. Therefore, an investigation will be made to try to determine the cause of the conversion, at Ark's expense.
- (3) A record of employee test results, annual assessments and any subsequent treatment will be maintained in each employee's permanent file.
- (4) A record of employee exposure to TB will be maintained by the Infectious Disease Committee and recorded on the OSHA 300 log and confidentiality will be maintained
- ii) Symptoms of TB include cough, hemoptysis, fever, malaise, fatigability, anorexia, weight loss, and irregular menses.
  - (1) If employee is exhibiting any of these symptoms they should contact Albany County Public Health and/or his/her primary care provider to be tested for TB.
  - (2) The employee cannot return to work until their private physician provides a written statement of non-infectiousness and notice of treatment.
  - (3) The employee should be aggressive in seeking diagnosis and treatment for TB if that person knows or suspects he/she has HIV infection or other conditions causing an increased risk of rapid progression of TB.
  - (4) All TB skin tests classified as positive will be promptly reported to and reviewed by Albany County Public Health.
- iii) Appropriate respiratory protection will be worn by any employee in any area where there is a risk of contracting TB. This includes any room used to assess a person suspected of having TB and any vehicle used to transport a person suspected of having TB.
  - (1) HEPA or N-95 respirations will be provided and available and will meet the OSHA Respiratory Protection standard and meet approval by NIOSH.
  - (2) Before using a N-95 respiratory, employees must: have a medical evaluation, have the respirator fit tested, and be trained on respirator use.

#### **XIV. EXPOSURE DETERMINATION**

- a) In accordance with OSHA regulations, all jobs at Ark have been analyzed to determine which are "occupationally exposed" to blood or other potentially infectious materials. These are jobs where there is reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious material. Jobs that have been classified as "occupationally exposed" are specifically identified on job descriptions.
  - i) **Compliance Methods**
    - (1) Standard precautions will be observed at all Ark facilities in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
    - (2) Hand washing facilities are available to employees who incur exposure to blood or other potentially infectious materials.
    - (3) Area supervisors shall ensure that after the removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately, or as soon as feasible, with soap and water.
  - ii) **Work Area Restrictions**
    - (1) In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious material, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses.

- (2) Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.
- iii) **Specimens**
  - (1) If a refrigerator is used to store specimens, it must be clearly labeled for storage of specimens and must not be used for food storage.
  - (2) Specimens of blood or other potentially infectious materials (such as urine) will be placed in a container which prevents leakage during the collection, handling, processing, storing and transporting of the specimens.
  - (3) Standard precautions will be used in the handling of all specimens as long as the containers are recognizable as containing specimens. This applies only while the specimens remain in the facility.
  - (4) Any specimens which could puncture a primary container will be placed within a secondary container which is puncture resistant. If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container which prevents leakage during the handling, processing, storing, transporting, or shipping of the specimen.
- iv) **Contaminated Equipment**
  - (1) Area Supervisors are responsible for ensuring that equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible. Equipment not decontaminated shall be tagged/labeled.

## **XV. PROCEDURE FOLLOWING EXPOSURE**

- a) **Employee Procedures**
  - i) Cuts, Scratches, or Bites – Area contaminated with potentially infectious materials should be washed with soap and water. Blot the area gently and cover the wound.
  - ii) Eye, Mouth, and Mucous Membrane Exposure – Splashes of potentially infectious materials to the face, eyes, nose and mouth or a skin lesion warrants immediate, gentle flushing the affected area with large amounts of room temperature tap water for 10 minutes, if available. If the affected area includes the eyes, use eyewash when present. The goal is to promote rapid dilution of the material without irritating the mucous membranes or underlying tissues. The nose or abraded skin, BUT NOT THE EYE, can then be rinsed with diluted soap as a gentle wash solution when feasible. Then the area should be rinsed with water.
  - iii) Needle stick Injury – If near a sink, immediately rinse the injured area in flowing cold tap water. Wash the injured area for 10 minutes with soap. Rinse with water.
  - iv) Clean up spills and splattering of any bodily fluids using the instructions provided in the spill kit.
  - v) Contact your supervisor to report the incident. If you choose to seek medical attention, you will need to inform your supervisor so you can be relieved from duty.
    - (1) You may choose to seek medical evaluation or treatment, but are not required to do so. Medical evaluation and treatment will be paid for by Ark.
    - (2) Ark personnel cannot give you advice on whether or not you should seek medical care.
  - vi) When relieved from duty, you may contact your personal physician or IMH Emergency Room.
    - (1) Take exposure packet with you to your personal physician or medical professional.
    - (2) Explain that you have been exposed to unknown (or if known, what) blood borne pathogens.
    - (3) Begin treatment as prescribed.
  - vii) Complete incident/accident report and give it to your supervisor.
  - viii) Work with your supervisor and health care professional for any additional follow-up needs.

**b) Supervisor Procedures**

- i) Immediately upon notification by employee of the exposure, relieve the employee from duty, if requested.
  - (1) Reassure employee that medical attention, if sought, will be paid for by Ark.
- ii) All employees incurring an exposure will be offered post-exposure evaluation and follow-up in accordance with OSHA standards.
  - (1) Offer the post-exposure evaluation to the employee.
  - (2) Assist the employee with completing the incident/accident report. Include all circumstances under which the exposure occurred.
  - (3) Notify the Safety Committee Chair and the Director of Human Resources as soon as possible.
  - (4) Begin gathering documentation of route of exposure, and identification and documentation of source individual. Documentation includes any known infection of HBV or HIV.
    - (a) Step One: check for existing documentation. If documentation shows infectivity, go to Step Four. If no documentation exists, or documentation shows no infectivity, go to Step 2.
    - (b) Step 2: Try to obtain consent to test the blood of the source individual for HBB or HIV infectivity. If consent cannot be obtained, the Director of Human Resources is to certify that the required consent cannot be obtained.
    - (c) Step 3: When the source individual's consent is received, the source individual's blood shall be tested and the result documented. Testing shall be done by a certified lab.
    - (d) Step 4: Results of the source individual's testing shall be made available to the exposed employee and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
    - (e) Step 5: Obtain consent to collect and test the exposed employee's blood. The employee will be offered the option of having their blood collected for testing immediately or having the sample preserved for up to 90 days to allow the employee to decide if their blood should be tested for HIV serological status.

**c) Director of Human Resources Procedures**

- i) Will ensure that all exposure incidents will be investigated by the Safety Committee Chair and documentation will be added to the incident/accident report.
- ii) Ensure that healthcare professionals responsible for an employee's post exposure evaluation are provided the following:
  - (1) A written description of the exposed employee's duties as they relate to the exposure incident.
  - (2) Written documentation of the route of exposure and circumstances under which the exposure occurred.
  - (3) Results of the source individual's blood testing, if available.
  - (4) All medical records relevant to the appropriate treatment of the employee including vaccination status.
- iii) Obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of completion of the evaluation.
  - (1) The healthcare professional's written opinion for post exposure follow-up shall be limited to the following information:
    - (a) A statement that the employee has been informed of the results of the evaluation.
    - (b) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
    - (c) All other findings or diagnosis shall remain confidential and shall not be included in the written report.

- iv) Medical records shall be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records shall be kept confidential, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:
  - (1) The name and social security number of the employee.
  - (2) A copy of the employee's HBV vaccination status, including the dates of the vaccination.
  - (3) A copy of all results of examinations, medical testing, and follow-up procedures.
  - (4) A copy of information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

## **XVI. TRAINING ON AND PREVENTION OF EXPOSURES**

- a) Training is provided within 30 days of hire; training must be repeated within 12 months of the previous training. It shall be tailored to the education and language level of employee, and offered during normal working hours. Trainers must be knowledgeable in the subject matter. Training will include the following:
  - i) An explanation of modes of transmission of blood borne pathogens.
    - (1) Causes and symptoms of blood borne diseases.
  - ii) An explanation of Ark's Health and Safety program and where the manual can be obtained.
  - iii) What to do in the event of an exposure.
  - iv) The use of PPE's and what PPE is available.
    - (1) Classroom training records will be kept in the employee's personnel file and are available to the employee upon request.
- b) The Health and Safety Program is also reviewed, in part, monthly at staff meeting. The entire Health and Safety Program is reviewed in its entirety at least once a year.

## **HAZARD COMMUNICATION PLAN**

## **XVII. TRAINING AND SAFETY DATA SHEETS (SDS)**

- a) **Training** on the hazard communication plan and the SDS book will be done prior to using hazardous chemicals.
  - i) It is the staff's responsibility to ask their supervisor for training on the hazardous material before use.
  - ii) If there are any tasks which are not done on a routine basis, they will be handled through specific training. It will be the responsibility of the individual's supervisor to provide training on the specific hazardous of non-routine tasks.
- b) **Safety Data Sheet Books**
  - i) Area supervisors shall ensure that necessary SDS's for hazardous materials are obtained and ensure that the SDS books are maintained and up to date.
  - ii) The SDS book for all hazardous chemicals to which employees may be exposed will be maintained in alphabetical order and will be available to all employees during each work shift.
  - iii) The SDS book must have an index (table of contents) at the front of the book and the index must be maintained and kept up to date.
  - iv) Employees will be advised to take a copy of the applicable SDS sheet to the medical facility if emergency treatment is necessary due to exposure.
- c) **Container Labeling**
  - i) All products used at Ark Regional Services will be kept in the original container
    - (1) The only exception to this is the Hil-Phene in the spill kits. Each spill kit will have a SDS for the Hil-Phene.



## HAZARD IDENTIFICATION, ASSESSMENT, AND CONTROL

### **XVIII. HAZARD IDENTIFICATION**

- a) Hazard identification and elimination to ensure a safe living space for clients and work space for employees is an inherent responsibility for area supervisors, but also requires employee involvement. It is the responsibility of everyone (management, supervisors, and all employees) to identify, report, and correct all possible hazards. Employees are particularly important in this process as they are in the best position to identify hazards in the work place and day-to-day operations. **Reporting hazards is a protected activity and no action will be taken against anyone identifying unsafe conditions.** Reports should be made to the safety committee chair for appropriate action.

### **XIX. HEALTH AND SAFETY INSPECTIONS**

- a) **Health and Safety Inspection Procedure**
  - i) Area Supervisors will conduct regular inspections of the work area, not in conjunction with the quarterly inspections performed by the Safety Committee.
  - ii) The Safety Committee conducts formal quarterly Health and Safety Inspections of all facilities owned, operated or leased by Ark Regional Services. The purpose of the inspections is to identify hazards or unsafe practices before they cause an injury or accident.
    - (1) Ark Regional Services will not perform inspections of facilities that are not owned, operated or leased by the organization. If a health or safety issue is noticed by an individual living or working at one of these sites, or by a staff member providing services at one of these sites, Ark Regional Services will notify the appropriate person (landlord, owner, employer, etc.). Depending on the severity of the issue, Ark Regional Services may recommend that the individual not return to the area until the issue has been corrected.
  - iii) External Agency Inspections are completed annually. This is usually completed by the local fire department.
  - iv) Wyoming Workers' Safety may provide technical assistance, private consultation services as requested.
  - v) Insurance company representatives may conduct on-site consultation and inspections as requested.
- b) **Follow-Up Procedures**
  - i) Area supervisors will discuss findings with employees/clients responsible for creating the condition.
  - ii) Area supervisors will ensure recommended corrections/changes are discussed with the proper person to ensure correction is completed.
  - iii) Area Supervisor will follow-up on changes, corrections and other actions.
  - iv) Inspection checklists and corrective action documents are retained in the Safety Committee files.

### **XX. LOCKOUT/TAGOUT PROGRAM**

- a) Only employees trained in lockout/tagout procedures will perform maintenance or repairs on equipment.
- b) A copy of the lockout/tagout program can be found in the Director of Maintenance and Technology's office.

## HEALTH AND SAFETY RULES

## **XXI. GENERAL VEHICLE INFORMATION**

- a) Do not text or use cell phones when driving.
- b) Follow all traffic laws.
- c) Do not do U-Turns while driving an Ark vehicle.
- d) Do not leave a vehicle running unattended. If you want to warm up a vehicle in the winter you must stay in the vehicle while it is warming up.
- e) Clients should not be left unattended in vehicles unless otherwise specified in their plan of care.
- f) Plan ahead, allow plenty of time to reach your destination so there is no need to rush. Be aware of factors that may increase your driving time (weather, traffic, road construction, etc.)
- g) Address any distracting behaviors immediately. Pull over if necessary.
- h) Never leave an Ark vehicle with the gas tank less than ½ full. It is your responsibility to fill the tank.
- i) Remove all trash from the vehicle after use. It is your responsibility to assist the clients in keeping the vehicles clean.
- j) It is your responsibility to transport clients in a safe manner and to take care of Ark vehicles.
- k) Before you drive an Ark vehicle you should do the following:
  - a. Visually check the vehicle, including all tires
  - b. Ensure that the vehicle emergency safety cards and the registration and insurance cards are in the glovebox.
  - c. Check the gas level. Fill the tank if it is at ½ tank or less.

## **XXII. GENERAL WORK PLACE SAFETY RULES**

- a) Report unsafe conditions to your immediate supervisor.
- b) Promptly report all accidents/injuries/incidents to your immediate supervisor.
- c) Use personal protective equipment when necessary.
- d) Properly care for and be responsible for all personal protective equipment.
- e) Wear appropriate clothing for your department or work area.
- f) Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
- g) Training on equipment is required prior to unsupervised operation.
- h) Never use defective tools or equipment. Report defective tools or equipment to immediate supervisor.
- i) Compliance with all governmental regulations and all company safety rules is required.

## **XXIII. HOUSEKEEPING**

- a) Proper housekeeping is the foundation for a safe work environment. It definitely helps prevent accidents and fires, as well as creating a professional appearance in the work area.
- b) All work areas, floors, aisles, and stairways will be kept clean and orderly, and free of hazards. Spills will be immediately cleaned up.
- c) Combustible scrap, debris, and garbage shall be removed from the work area at frequent and regular intervals.
- d) Stairways, walkways, exit doors, areas in front of electrical panels, and areas in front of firefighting equipment will be kept clear of materials, supplies, trash, equipment and other debris.
- e) No items are to be stored in furnace or water heater closets.
- f) Only charcoal that does not require lighter fluid is to be used and it must be stored in a metal cabinet not in the living quarters when not in use.
- g) Ashes from charcoal grills must be placed in a tightly sealed metal container until completely cool.

## **XXIV. ELECTRICAL**

- a) Live electrical parts shall be guarded against accidental contact by cabinets, enclosures, location, or guarding. Open circuit breaker openings or knock out holes, broken receptacles/switches, missing cover plates, etc., will be reported to supervisors for repair or replacement.
- b) Space around electrical equipment and distribution boxes will be kept clear and accessible.
- c) Circuit breakers, switch boxes, etc., will be legibly marked to indicate their purpose.
- d) Extension cords are not to be used in any Ark facility without approval from the Safety Committee Chair.
- e) All lamps that are at a significant risk of breakage will be protected.
- f) Halogen lamps will not be used in any Ark facility.

## **XXV. SPACE HEATERS**

- a) All space heaters must be approved by the Director of Maintenance and Technology before usage.
- b) Space heaters should only be used occasionally and not as a permanent heat source.
- c) Turn off and unplug space heater when leaving the area.
- d) All space heaters used in Ark facilities must be equipped with a tip over switch and a heat limit switch.

## **XXVI. COMPRESSED GAS CYLINDERS**

- a) All gas cylinders shall have their contents clearly marked on the outside of each cylinder.
- b) Cylinders must be transported, stored, and secured in an upright position, in a proper storage container. They will never be left lying on the ground or floor, nor used as rollers or supports.
- c) Cylinder valves must be protected with caps and closed when not in use.
- d) Oxygen cylinders and fittings will be kept away from oil and grease. Oxygen cylinders will be stored at least 20 feet from any fuel gas cylinder, or separated by a fire barrier at least five feet high.

## **XXVII. LADDERS**

- a) Ladders will be inspected frequently to identify any unsafe conditions. Those ladders which have developed defects will be removed from service.
- b) Portable ladders will be placed as to prevent slipping, or if used on other than stable, level, dry surfaces, will be tied off or held. A simple rule for setting up a ladder at the proper angle is to place the base from the vertical wall equal to one-fourth the working length of the ladder.
- c) Portable ladders will extend at least three feet above the upper level to which the ladder is used to gain access.
- d) The top of the stepladder will not be used as a step.
- e) Only one person will be on a ladder at a time.

## **XXVIII. SAFETY RAILING AND OTHER FALL PROTECTION**

- a) All open sided floors and platforms four feet or more above adjacent floor/ground level must be guarded by a standard railing.
- b) All stairways of four or more risers will be guarded by a handrail, or stair rails on the open side. Handrails or stair rails will be provided on both sides if the stairs are more than 44 inches wide.
- c) When a hole or floor opening is created during a work activity, a cover or a barricade must be installed immediately.

## **XXIX. MISCELLANEOUS**

- a) Only trained employees will operate fork lifts.
- b) Only properly trained drivers will operate ATVs.
- c) Ark Regional Services is a smoke free workplace. Smoking is not permitted in any Ark facility or vehicle.
- d) Ark Regional Services is a drug free workplace. Ark prohibits the unlawful use, possession, transfer or sale of illegal drugs or controlled substances and the misuse of alcohol by employees in any Ark facility, vehicle, operation or activity.
  - i) Any employee who violates the drug free policy will be subject to disciplinary action up to and including termination, and may be required to complete a drug abuse assistance or rehabilitation program.