Self-Directed Community First Choice & Personal Assistance Services

Safety Policy and Procedures

Summit Independent Living:

Recognizes that an effective health and safety program is an important component of our company's best business practices.

Works diligently in an ongoing effort to assure Personal Care Assistants, Consumers and Summit employees enjoy a safe and healthy work environment.

Believes health and safety are shared values: Summit works to obtain the lowest-cost premiums for worker's compensation coverage. Employees benefit through Summit's ability to offer the highest possible rate of pay.

Involves Summit Members, Personal Representatives and Employees in taking responsibility for understanding and complying with Summit safety policies.

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Workplace Safety Policy and Procedures

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To ensure a safe working environment is maintained, all Members, caregivers and employees must actively promote safety and accident prevention as an integral part of their normal job functions. Each Member, caregiver and employee is responsible for implementing this policy by continually observing safety practices, guidelines, and standards throughout the workday.

Full cooperation of all SD-CFC/PAS Members, caregivers and employees is essential for Summit to achieve the goals of this safety policy.

PURPOSE

It is the intent of Summit Independent Living to ensure a safe environment for Consumers and Personal Care Assistants. It is also our intent to properly manage any incidents that occur so as to minimize injury and other forms of loss. A well-managed workplace safety program can benefit our organization and its people in countless ways. In order for Summit to achieve its goals, we have developed a workplace safety program outlining the policies and procedures regarding the health and safety of employees, home care aides and volunteers. Each and every individual must become familiar with the program, follow and enforce the procedures, and become an active participant in this workplace safety program.

While Summit management will be responsible for developing and organizing this program, its success will depend on the involvement of each Member and Personal Care Assistant. We look forward to your cooperation and participation.

SCOPE

It is our policy:

- To conduct business in a manner that promotes occupational health, and Member, caregiver and employee safety.
- To provide the latest health and safety information and training as needed to protect our Members, caregivers and employees.
- To comply with all federal and state Health and Safety regulations and exceed compliance as appropriate.
- To involve Summit Members in taking responsibility for understanding and complying with Summit ILC safety policies.
- To provide programs to protect and enhance the health and safety of our Members, caregivers and employees.

ACCIDENT PREVENTION PROGRAM

- All Members, caregivers and employees are required to participate in our accident prevention program which emphasizes the integration of safety and health measures into each job.
- It is mandatory for all Members to have a safety orientation at the Members residence within two weeks of beginning services with Summit Independent Living's SD-CFC/PAS program.
- Caregivers are expected to attend the Member safety orientation at the Member's home.

ENVIRONMENTAL AND SAFETY PRACTICES

- Immediately report unsafe conditions or practices to the SD-CFC/PAS Coordinator. Take all necessary temporary measures to make conditions safe.
- Know the proper use and location of firefighting equipment and building exits. Keep access to fire extinguishers free from obstruction.

- Keep all exits, stairways and walkways free from obstructions.
- Make a prompt report of each injury regardless of the degree of severity (Initial Incident Report).
- No alcoholic beverages or illegal drugs are allowed during or after work at any Summit job site.
- It is the employee or Member's responsibility to report equipment malfunction to SD-CFC/PAS staff.
- Follow correct techniques to prevent injuries. i.e. Lift Properly – use your legs, not your back.
- Follow Universal Precautions guidelines regarding blood-borne pathogens and other infectious agents.

REPORTING ACCIDENTS/INJURIES ON THE JOB

It is the Personal Assistant/Caregiver's responsibility to comply with Montana State Fund regulations:

Montana State Fund

Do you know what to do in case of an accident?

Immediately reporting on-the-job accidents and filing an Initial Incident Report form ensures you get the medical care you need. **It is required by state law**. Here are some first steps:

- Get proper medical attention.
- Report your injury right away to the assigned person (if you don't know who to report to, ask your supervisor).
- With the help of your supervisor or assigned person, fill out a Initial Incident Report form within 24 hours of your accident.

- All work related incidents must be reported to Summit Independent Living staff immediately (no later than the next business day.)
- An Initial Incident Report form (see page 21 of this manual) must be filled out and forwarded to the Missoula Summit office.
- Fill out the Initial Incident Report completely and to the best of your knowledge. You will receive a copy of the report in your employee folder. If you need more copies, please call the Summit SD-CFC/PAS Coordinator.
- Summit will report all injuries to Montana State Fund, our Worker's Compensation provider.
- All reports will be followed up by Summit and Montana State Fund.

BLOOD-BORNE AND OTHER PATHOGENS EXPOSURE PREVENTION

Universal Precautions

Universal Precautions are actions that you take to place a barrier between yourself and potentially infected body fluids.

Biological hazards expose workers and clients to infectious disease risks. Blood and other body fluids (i.e., semen, vaginal fluids, saliva, urine, feces & vomit) may contain viruses and bacteria that can be passed on to another person through direct contact. Hepatitis B & C and HIV are diseases that can be transferred from one person to another through contact with infected blood and/or body fluids. Since there is no way to know without testing if a person has hepatitis B or C or HIV, **it is recommended that you treat <u>all</u> body fluids as though they were infected.**

Exposure Prevention

Exposure prevention means following the Universal Precautions guidelines.

Proper infection control practices will protect caregivers and Members from acquiring healthcare associated infections.

Anytime there is blood-to-blood contact with infected blood or body fluids, there is a potential for transmission.

Unbroken skin forms an impervious barrier against blood-borne pathogens. However, infected blood can enter your system through: Open sores, cuts, abrasions, acne, dermatitis, or blisters.

Health care workers with open lesions (injury or wound) or dermatitis (skin rash) should avoid direct contact with patients and their supplies and equipment until healed.

Universal Precautions Guidelines

The following is a summary of the Centers for Disease Control's universal precautions and guidelines for control of AIDS, hepatitis B, and other infectious diseases:

a) Consider all blood and body fluids to be contaminated.
b) Always wash hands before and after (patient) contact.
c) Always wash hands if contaminated with blood or body fluids
d) Wear gloves when handling or touching blood, body fluids, body tissue, mucous membranes, non-intact skin, or contaminated equipment and supplies.
e) Wear gloves when performing venipuncture and other blood access treatments or procedures.
f) Change gloves after each patient contact.
g) Wash hands after glove removal. **Gloves do not replace handwashing**.
h) Wear gloves, gown, mask, goggles/face shield if splashing of blood or body fluids can occur or if exposure to droplets of blood or body fluids is a possibility. Examples of this are wound care and endoscopy.
i) Use extreme caution when handling needles, scalpels, and other sharp instruments (sharps) during procedures and when handling them after procedures are completed. Dispose of sharps in an approved puncture-proof container that should be located as close as practical to the work area.
j) Use a mouthpiece if performing cardiopulmonary resuscitation although saliva has not been implicated in transmission of human immunodeficiency virus (HIV), the virus that causes AIDS.
k) Clean blood and body fluid spills with disinfectant or a 10 percent solution of sodium hypochlorite (household bleach).
l) Report needle-sticks, splashes, and contamination by wounds or body fluids. Follow up with employee health services, physician, and other appropriate personnel.
m) Pregnant health care providers should be especially careful to adhere to the guidelines so as to protect themselves and the unborn child.

Occupational Exposure can be caused by:

- Accidental puncture from contaminated needles, broken glass, or other sharps
- Contact between broken or damaged skin and infected body fluids.
- Contact between mucous membranes and infected body fluids.

Post Exposure Actions

- Document the route of exposure and exposure event circumstances, following the Summit ILC reporting procedure.
- Identify and document the source individual.
- Test the source individual's blood for HBV and HIV as soon as possible.
- Have your blood tested.
- Have post exposure prophylaxes administered.

Preventing Back Injuries

Preventing a back injury is much easier than repairing one. Because your back is critically important to your ability to walk, sit, stand, and run, it's important to take care of it. Most back pain arises from using your back improperly, so learning a few basic rules about lifting, posture and proper exercise can help keep your back in good shape.

Lifting and Back Injury Prevention

- Never pick up a load without first determining how heavy it is.
- Always use lifting aides when possible.
- If you must lift, bend at the knees, hold the load close to your body, and use your legs to lift.
- Never try to lift heavy items above your head.
- Be sure to set items down correctly.
- Never twist when lifting an item. If you must turn, do so by turning your feet, not twisting your back.

EXERCISE TO STRENGTEN YOUR BACK AND REDUCE STRESS

Having a strong back and stomach muscles is important in order to ease the work your back is put through each day. By doing simple back-toning exercises, you not only strengthen your back but also reduce stress and improve your appearance too. Check with your doctor as to the best exercise for you.

LOSE EXCESS WEIGHT

Excess weight exerts extra force on back and stomach muscles. Your back tries to support the weight out in front by swaying backwards, causing excess strain on the lower back muscles. By losing weight, you can reduce strain and pain in your back. Check with your doctor for the most sensible diet plan for you.

MAINTAIN GOOD POSTURE

You can prevent back pains by learning to sit, stand and lift items correctly. When you sit down, don't slouch. Slouching makes the back ligaments, not the muscles, stretch and hurt, thus putting pressure on the vertebrae. The best way to sit is straight, with your back against the back of the chair with your feet flat on the floor and your knees slightly higher than your hips. Lean to stand tall with your head up and shoulders back.

MAINTAIN GOOD POSTURE WHILE YOU SLEEP

Sleep on a firm mattress or place plywood between your box springs and mattress for good back support. If your mattress is too soft it could result in back sprain or sway back. Sleep on your side with your knees bent on your back with a pillow under your knees for support.

MAINTAIN GOOD POSTURE WHILE YOU DRIVE

Drive with your back straight against the seat and close enough to the wheel so your knees are bent and are slightly higher than your hips.

PLAN YOUR LIFT
In order to lift correctly and reduce strain on your back, it's important to plan your lift in advance. This means to think about the weight of the object you will be moving and the distance you will be moving it. Is it bulky? Will you need help? Do you see any hazards that can be eliminated? Think about this whenever you do any lifting.

POSITION YOURSELF CORRECTLY IN FRONT OF THE LOAD
Once you have planned your lift, the next important step is to align yourself correctly in front of the load with your feet straddling the load, one foot slightly in front of the other for balance. Slowly squat down by bending your knees, not your back and stomach. Using both hands, firmly grab the load and bring it as close to your body as you can. This will help distribute the weight of the load over your feet and make the move easier.

LIFT WITH YOUR LEGS, NOT YOUR BACK
Once the load is close to your body, slowly straighten out your lefts until you are standing upright. Make sure the load isn't blocking your vision as you begin to walk slowly to your destination. If you need to turn the side, turn by moving your feet around and not by twisting your stomach.

SET THE LOAD DOWN CORRECTLY
Once you have reached your destination, it's equally important that the old is set down correctly. By reversing the above lifting procedures you can reduce the strain on your back and stomach muscles. If you set your load on the ground, squat down by bending your knees and position the load out in front of you. If the load is set down at table height, set the load down slowly and maintain your contact with it until you are sure the load is secure and will not fall when you leave.

GET HELP, IF NEEDED
If the load is too heavy, bulky or awkward for you to lift alone find a friend to help you carry it. If no one is available is it possible to break the load into two smaller loads? Or, can you locate a cart or dolly to help you move it? Look for simple solutions to help make the move easier on you.

Activities of Daily Living

Bathing & Dressing safety

Bathing is one of the most physically challenging care-giving tasks.

- Ensure the bathroom is set up to accommodate the type of assistance required for the needs of the Member. This will require an assessment of the room, as well as an assessment of the client's mobility.
- Use the appropriate tools, such as grab-bars and shower seats. These should be permanently installed, not only to make the bath safe and comfortable for the Member, but also safe for the care-giver.
- When bathing an individual, try not to reach too far, as this can cause shoulder and back strain.
- Make sure all the supplies you will need are within close reach.
- Make sure there are appropriate floor coverings in the bathroom. Use non-skid rugs that will not slide or roll up. Use indoor carpet tape to fasten the rug to the floor (available at hardware and home supply stores).
- Make sure any water on the floor is cleaned up immediately, before you or the client walk on the surface. Falls in the bathroom account for a large number of in-home injuries.
- If you must kneel when bathing a Member, kneel on one knee, and then alternate to the other. Always use a pad of some sort under your knee.
- Never bend at the waist when providing assistance. If the client is at a lower point than you are, either kneel or squat to offer assistance.
- When assisting the client out of the tub/shower, use mechanical lift aids whenever possible. If mechanical aids are not available, remember to lift properly. Always use arms and legs to perform the lifting task, not your back.
- As with bathing, it is important to avoid putting undue stress on your body when performing this task. Allow the client to complete as much of their dressing as possible. If you need to offer support, such as stabilization, be sure that you are not using your back as the primary support.
- Dress the client in the bedroom, not in the bathroom. Generally, there are fewer obstacles in a bathroom and you don't have to worry about water on the floor.
- If you must perform a task such as tying shoes, kneel or squat, never bend at the waist.
- Wear appropriate shoes when assisting in the bath. Slip-resistant, close-toed shoes are best.

Light Housekeeping & Homemaking Safety Tips

Some Members with Summit Independent Living are given homemaking hours. These hours cover some activities that are not covered under the State Plan hours. Below is a list of some of the activities included under the homemaking portion of a contract. Please be sure to check with the program coordinator if you have questions about homemaking. If

there are no homemaking hours scheduled for the Member, please do not perform these duties.

Bathrooms

Blood and other body fluids may contain viruses and bacteria that can be passed on through direct contact. It is very important to follow Universal Precautions When cleaning a bathroom. (Refer to page 6 of this manual for more information)

- Wear disposable gloves.
- Make certain your disposable gloves are recommended for use with the cleaning product you are using.
- After properly disposing of your gloves, wash your hands with hot, soapy water.
- To avoid slips, trips, and falls when cleaning the bathroom: Always wear appropriate slip resistant, closed-toe shoes when cleaning the bathroom. Shoes that are soft plastic or rubber are generally the best type of shoe.
- Work your way toward the door, so you don't have to walk on previously cleaned surfaces. Always maintain 3 points of contact when scrubbing the shower: both feet firmly planted on the floor, one secure handhold and using your other hand to scrub.
- Ergonomic issues – consider the reaching, bending, twisting, stooping, kneeling, and other movements needed to complete the task. Try to minimize or eliminate these motions.
- When cleaning the tub or toilet, kneel on one knee at a time and use a pad under the knee.
- When leaning over the tub to scrub the bottom and lower sides, squat or kneel on one knee, don't bend straight at the back.
- Don't overreach. If the shower is abnormally deep, try standing in the shower on a non-slip surface to reduce your reach. Use a stepstool for high places.

Flipping the mattress

- Mattresses queen sized or larger should never be flipped by one person. Always request assistance in completing this task.
- Strip the bed of all linen. This includes mattress pads.
- To make the flip easier, slide a plastic bag between the mattress and the box spring on the side you will be pulling the mattress toward.
- Pull the mattress toward you (away from the side with the plastic bag) until it is standing on end. Have your helper steady the mattress while you move to the other side to be the "catcher" when the mattress is lowered.

Cleaning out the refrigerator/freezer

- Have several small boxes in which to place items to keep.
- If items are to be disposed of, have a trash can near the work area.
- Never overload boxes or trash cans. Remember, frozen foods can be heavier than normal items in a box, so be sure to check the weight of the box frequently.
- Remember, reaching into chest freezers can be dangerous. If you must reach to the bottom of a chest freezer, get a step stool and place it as close to the freezer as

possible. Additionally, remember to limit the amount of weight you are lifting from the bottom. The freezer will challenge your use of good lifting techniques.

Yard maintenance

- When mowing, always use proper personal protective equipment.
- Hearing protection is of utmost importance as lawn maintenance equipment produces noise loud enough to cause hearing loss.
- Eye protection should always be worn when trimming.
- Long pants and closed-toe shoes should be worn for protection. Never mow or trim in shorts and sandals.
- Watch for trip hazards.
- Avoid sticks, rocks, and other hard objects. These objects could become projectiles and hit you or bystanders.
- Make sure all the appropriate guards are in place on the mower or trimmer. Never remove guards.
- Always fuel the machine when the engine is off and cool. Hot engines are a source of heat and will ignite gasoline vapors.
- Never use riding mowers on steep slopes. They can tip and cause serious injury or death. When using a walk-behind mower, always go across the slope.
- Never tamper with or disable the grab bar shut off device.
- Never use a mower or trimmer for a purpose other than intended. Never trim hedges or trees with trimmers or mowers, and never reach under the mower when the power is on.
- Never mow in reverse. If you have to back up, disengage the blade on the mower.
- Make sure pets and children are inside and away from danger when mowing.

Vacuuming, sweeping, and mopping

- Cleaning floors consists of repetitive motions which can result in repetitive motion strain injuries. Always spread out this type of activity over an extended period of time to reduce the chances of developing a cumulative trauma disorder.
- Use adjustable or telescoping tools whenever possible. Make sure that the vacuum, broom and mop are all used at the appropriate height. Don’t try to carry vacuums. They are awkward and heavy and can cause back or shoulder injuries.
- Dusting and window washing can require work in high locations. Never reach above shoulder height as this can cause shoulder, neck, and back pain.

Floors

- Loose boards, slippery throw rugs, frayed carpet and loose kitchen tiles should be removed or repaired. Inform your Member of any potential safety hazards.
- Use throw rugs heavy enough to lie flat. Use rugs with nonskid backing. Use indoor carpet tape to fasten the rug to the floor (available at hardware and home supply stores).
- Wipe up spills immediately.
- Don't stretch electrical cords across rooms, and never run extension cords underneath a rug or carpet. Besides being a tripping risk, they can overheat or fray and catch fire.

- Arrange furniture so everyone can move through the house easily.
- Keep floors clear of toys, magazines, or other objects.
- Always use cleaning supplies according to their directions. Pay close attention to the directions for use: too much of the product in solution may cause the floors to be slippery.
- Make certain you are using the correct product for the job. The use of an incorrect chemical my cause the floor surface to become dangerous.

Safe use of household cleaners/chemicals

- Always work in a well-ventilated area.
- Never use chemicals unless you have been trained in their proper use, disposal, and safety precautions.
- Never mix chemicals.
- Never sniff or taste chemicals.
- Always keep chemicals in labeled containers.
- Always place chemicals back where they belong when done and out of the reach of children.
- Never set chemicals near heat or other sources of ignition.
- Never allow chemicals to contact food or drinks.
- Always wear the appropriate Personal Protective Equipment when working with chemicals
- Always read the Material Safety Data Sheet (available from the product manufacturer) for each chemical prior to using it.

Preventing Slips, Trips and Falls…….

In the KITCHEN

- Walk slowly and carefully on slippery surfaces.
- Wear shoes with good traction and/or traction devices.
- Keep floors clean and uncluttered and, if possible, treat floors with a slip-resistant coating.
- When spills occur, clean them up immediately.
- Never carry large loads that obstruct your vision.

On STAIRWAYS and STEPS

- Keep stairs and steps well lit and free of objects.
- Fasten any stair coverings securely. Do not put throw-rugs on stairs or steps.
- Provide sturdy handrails.
- Carry loads that are small enough to not block your vision and allow you a free hand.
- Take your time when going up or down stairs.
- Don't use stairways to store boxes, tools, equipment or odds and ends, even temporarily.
- Use extra care going up or down stairs when wearing high heels, house slippers, long dresses or robes.

- Never use small rugs at the top or bottom of stairways.
- For extra caution, paint the top and bottom steps white. Or, put white stripes on the front edges of steps.
- Mix sand with paint for a rough, non-slip surface on basement or outdoor steps.
- Keep a flashlight handy when using poorly lit stairways.
- Always fix broken stair treads.
- Take care on older stairs. They may be steeper, with narrower treads than newer stairs.

In the BATHROOM

- Be cautious around the wet, slippery surfaces, which are often seen in bathrooms. Keep rubber-backed or taped-down rugs on the floor.
- Use a nonskid mat or self-adhesive nonskid appliqués in the bathtub or shower.
- Install grab bars in and out of the bathtub or shower. Have a grab bar system installed around the toilet for household members with disabilities.
- When hanging wet clothes, be sure they drip into the tub or shower and not onto the floor where they could create puddles.
- Install night lights in the bathroom for nighttime visitors.

In the BEDROOM

- Never stand on the bed to perform tasks. Always use a step stool or a ladder.
- Never use dresser drawers as a step.
- Never stand on boxes or other stacked items.

OUTDOORS

- Watch for broken or uneven sidewalks or walkways.
- Watch for ice. If you must walk across ice, use the 'penguin walk' described on page 10 of this manual.
- Wear appropriate footwear**.** When working in the garden, wear shoes that have been designed for use in and around water. In winter conditions, avoid cowboy boots, hard soled shoes, and high-heeled shoes.
- Watch for tree roots, pets, and other obstacles that could be hiding in the grass.
- When getting in and out of your vehicle, use three points of contact at all times and be sure to watch where you are stepping (Three points of contact is defined as having one hand and both feet or both hands and one foot in contact with something at all times).

Assisting the Member with Bathing & Dressing

- Always keep your reaching to a minimum.
- Kneel or squat when performing tasks such as tying shoes. Never bend at the waist.
- Remember to keep your body in neutral posture when assisting the client. It is important that reaching above your head, bending, twisting, pushing, and pulling are done so as to not cause you pain or strain.

OTHER THINGS YOU CAN DO

- Reduce chances of falling by wearing shoes with pliable soles and low heels.
- Short garments or pants are safer to wear around the house than long dresses or robes.
- Install night lights throughout the house. Some plug into a socket, but all are cheap to buy and operate.
- Arrange furniture so traffic patterns within rooms are as straight and wide as possible. Keep furniture out of normal traffic areas.
- Close any open drawers, cabinets, doors or closets after use and before going to bed.
- Use a stepladder or step stool to reach high places. However, do not stand on the top step of a stepladder.

Wheelchair safety

- The Member should have the safety strap/seat belt
- When folding or unfolding the wheelchair, keep fingers and hands clear of any moving parts.
- Pushing and pulling wheelchairs up and down ramps can be dangerous. Always plan the move, and on ramps that are steep, proceed with caution. Always watch where the wheelchair is located on the ramp, and know where you are in relation to the sides of the ramp. Try to avoid ramps without hand-rails.
- Always read the manufactures instructions and receive proper training prior to using any mechanical lifts. These lifts have pinch points, and other operating parts that can cause serious injuries.
- When possible, push the wheelchair. Pulling puts extra strain on your back and shoulders, and can cause injury.

How to Maneuver a Wheelchair in Different Situations

UP STEPS BACKWARDS

- Reverse chair with back to steps.
- Tip chair back and balance weight on back wheels.
- Pull steadily upwards.
- Move back until sufficient room to put down all wheels this method can be used to go up multiple steps.

UP STEPS FORWARDS

- Tip chair back so front wheels clear step.
- Put front wheels on top of step.
- Push steadily and firmly (large wheels will ride up).
- Ensure chair is safely on flat surface.

DOWN STEPS

When going down multiple steps or a steep slope, the wheelchair should generally be maneuvered down backwards to prevent the passenger from being tipped forwards.

- Reverse to edge of step
- Lower rear wheels down step
- Lower front wheels

If there are only one or two steps, it may be easier to tilt the wheelchair backwards and gently lower as shown.

THROUGH DOORWAYS

Approach the doorway backwards. The assistant should use their body and hold door open and pull wheelchair through.

TO PUSH A WHEELCHAIR DOWN HILL

If the gradient is very steep it may be advisable to go down backwards to prevent the person in the chair from tipping out.

FOLDING A WHEELCHAIR

When folding or unfolding the wheelchair, keep fingers and hands clear of any moving parts. Remove cushion and lift foot plates. Stand to one side of the chair, place hands at the center of the front and back of the seat and pull upwards.

UNFOLDING A WHEELCHAIR

Lean the wheelchair to one side against your body. Locate each seat frame and place flat hands at the front and along the inside edge then push down. Keep fingers clear of the edges of the seat frame so they do not get trapped.

FOUR EASY STEPS TO PUT A WHEELCHAIR IN A CAR

- Remove footplates, armrests and wheels (if quick release wheels are fitted).
- Fold the chair and engage brakes.
- Hold the wheelchair frame and tilt the chair back towards you.
- Use your knees to lift and raise it to the trunk of the car.

<u>Remember:</u> Use each of these techniques with great care! Use proper lifting procedures, and don't place your body into unsafe situations.

Animal/Pet Safety for the Home Care Worker

Many of the Members who contract with Summit Independent Living have pets at their home. Additionally, many Members live in apartment complexes or other types of housing that have a common yard. In many of these housing units, there may also be pets and other animals that could pose a risk of harm.

As part of your assessment for hazards inside and outside the home, consider household pets and other animals. Sources of injury from animals, especially pets, may include bites, tripping, and allergic reactions.

Make sure all pets are current on their vaccinations, including rabies.
Unless it is absolutely necessary or you know the animal well, avoid contact with pets. An animal bite is painful and can cause a bad infection.

Cats often let you know when they have had enough attention by biting or scratching.

Dogs may appear friendly but can also be very protective of their territory and owners.

If aggressive action by the animal occurs, request that it be secured in a safe place prior to your visits.

You may encounter other animals outside of the Member's home. Remember, any animal can become aggressive it if feels its territory is being infringed upon.

When you are assisting the client, pets can get underfoot causing a safety hazard. It is advisable to work out an arrangement for containing the animal prior to the start of the session.

Some pets, including turtles, frogs, lizards, snakes, and other caged animals could pose a threat to your health. They may harbor infectious organisms which can cause serious illness. If you handle these pets, be sure to wash your hands with hot soapy water immediately after handling them.

Pet rodents can also pose health hazards to humans. It is advised that you not handle the Member's pet rodents; however, if you do come into contact with them, wash your hands with hot soapy water immediately after contact.

Sometimes pets can chew through electrical cords. If you notice this has occurred, turn off the power to that appliance and unplug it. Notify the Member and remove the appliance.

If you have allergies to certain animals, it is may be necessary to limit your clientele to Members without a pet. However, you may consult your health care provider for guidance. You may be able to protect yourself by taking an appropriate allergy medication prior to your home visits.

Electrical Safety in the Home

Working Safely

- Never allow electrical outlets to become overloaded. During the holidays, many outlets are stressed past their capacity due to the extra electrical components plugged into them.
- Never place electrical cords under rugs.
- Never plug extension cords into other extension cords, or into power strips. This can cause an overload on the plug. Additionally, the cord could heat and cause a fire.
- Never plug a power strip into another power strip. One power strip per outlet! **DO NOT OVERLOAD POWER STRIPS!**
- Always be aware of the overhead power lines. Never use a ladder in the vicinity of overhead lines, and always watch when moving items that extend above your head.
- Always use the correct amperage fuses and circuit breakers for the main circuit panel. If you have never been trained in the proper use of a fuses and circuit breakers, hire a professional to assist you with the task.
- Do not use appliances with frayed wires or broken cords. Always replace or fix frayed wires or broken cords, or replace the electrical item with a new one.
- Extension cords are to be used on a temporary basis. Never use extension cords for permanent wiring. A good rule of thumb when using extension cords is limit it to 30 days or less.
- Never store combustibles such as paper near electrical appliances. Always allow appliances room to breathe, to allow proper air circulation around the entire unit.
- Never staple, nail, or tack cords to hold them in place. This can cause damage to the wires.
- Never allow electrical appliances or tools to be used near water. If items, such as curling irons and hair dryers are to be used in the bathroom, always make sure there is no water near them. Close the lid on the toilet and empty the sink and tub. Always unplug the item when done using it. Never allow appliances, including cordless telephones, to be used while in the tub.
- If you see a downed power line, alert the electric company. Stay away from it.
- If digging, especially when planting trees or shrubs, always call for a utility locate. It is free, takes very little time, and could save your life.
- Never pull a tool or appliance by its plug. Always unplug items by firmly grasping the plug end and pulling straight out.
- Never alter a plug end. Always plug three pronged cords into three pronged outlets, and never alter polarized plugs to fit into non-polarized outlets.

Burn & Fire Prevention

- Install a smoke alarm and carbon monoxide monitor in every bedroom, outside every sleeping area, and on every floor of your home.
- Keep space heaters away from flammable materials.
- Don’t wear loose-fitting clothing with long sleeves near ranges or ovens.
- Store combustibles away from all heat-producing appliances.
- Keep a fire extinguisher handy in the kitchen.
- Keep potholders easily accessible.
- Provide adequate room for safe handling of pots on the range top.
- Reduce the temperature on your hot water heaters to reduce the potential for scalding when using hot water in sinks.
- Never allow chemicals to touch your skin. If contact is made, immediately wash it off with water and soap. If you have undiluted chemicals on your skin, run the affected body part under water for 20 minutes.
- If you have sustained a burn, seek medical treatment. Never put burn cream over a chemical burn, it may make it worse.
- Never leave dish rags or aprons near a hot surface.
- Never leave stoves or other equipment unattended when in use.
- Clean range hoods and stoves on schedule to help reduce build-up.
- Don't overload electrical outlets.
- Don't force three-pronged cords into two-prong outlets.
- Don't use equipment with a frayed cord or bent prongs.
- Don't use equipment that smokes, sparks or is otherwise damaged.
- Make sure your hands are dry and free of lotions and other products that may make them slippery. A good grip is essential to preventing burns.
- Unplug all electrical devices when done, wait for them to cool, and store them correctly, with their cords wrapped up. Never wrap a cord around a hot curling iron.
- Never leave hot curling irons unattended. Curling irons can cause fires if allowed to get too hot.
- Never overload the clothes washing machines. This can cause damage to the machines which could result in electrical overloads and fires.
- If you have to use a public or shared laundry facility, do so during daylight hours. Only use well lit facilities, and let someone know where you are and when you will be back.
- Clean the dryer lint trap after every load.
- Make sure the machine has proper air flow around it. Also, clean the lint trap with warm soapy water at least monthly.
- **Develop and practice an emergency fire escape plan.**

Fire Extinguisher Safety Handout

P-A-S-S

Pull the pin
Aim at base of fire
Squeeze the handle
Sweep from side to side

Extinguishers are classed by the type fire they can put out. Some extinguishers are **Combination** types that can be used on several different types of fires

Types of Fires

Class A
Combustible material such as paper and wood

Class B
Fires involving flammable liquids such as gasoline, paint, diesel fuel or solvents

Class C
Fires started in electrical equipment by arching or overheating

Class D
Fires involving combustible metal powders, flakes or shavings

Smart Safety Rules

Stand 6 to 8 feet away from the fire.

Use an extinguisher ONLY if you have been trained to use it.

Fire Extinguishers are for small fires in the early stages.

Know where fire extinguishers are located.

Never place a pressurized fire extinguisher upright unless you are holding it - if it falls over the nozzle can break off.

All fire extinguishers should have an inspection tag and a trigger seal and a pin.

After use, do not put a fire extinguishers back on its mounting – it must be refilled before being returned to its location.

Emergency/Disaster Planning

Disasters can happen at any moment. By planning ahead you can avoid waiting in long lines for critical supplies, such as food, water and medicine and you will also have essential items if you need to evacuate. For your safety and comfort, have a disaster supplies kit packed and ready in one place before a disaster hits.

- Assemble enough supplies to last for at least three days.
- Store your supplies in one or more easy-to-carry containers, such as a backpack or duffel bag.
- You may want to consider storing supplies in a container that has wheels.
- Be sure your bag has an ID tag.
- Label any equipment, such as wheelchairs, canes or walkers, that you would need with your name, address and phone numbers.
- Keeping your kit up-to-date is also important. Review the contents at least every six months or as your needs change.
- Check expiration dates and shift your stored supplies into everyday use before they expire. Replace food, water and batteries, and refresh medications and other perishable items with “first in, first out” practices.

Community Disaster Plans

Ask about the emergency plans and procedures that exist in your community.

Know about your community’s response and evacuation plans (e.g., hurricane, nuclear emergency, severe weather). If you do not own a vehicle or drive, find out in advance what your community’s plans are for evacuating those without private transportation or make arrangements with a neighbor who would drive you.

If you receive home care, speak with your case manager to see what their plan is in times of emergency and how they can assist with your plan.

When a disaster strikes, you may not have much time to act. Planning ahead reduces anxiety. Prepare now for a sudden emergency and remember to review your plan regularly.

Meet With Your Family and Friends

Explain your concerns to your family and others in your support network and work with them as a team to prepare. Arrange for someone to check on you at the time of a disaster. Be sure to include any caregivers in your meeting and planning efforts.

Assess yourself and your household. What personal abilities and limitations may affect your response to a disaster? Think about how you can resolve these or other questions and discuss them with your family and friends. Details are important to ensure your plan fits your needs. Then, practice the planned actions to make sure everything “works.”

Carry family/friends contact information in your wallet. Choose an out-of-town contact person. After a disaster, it is often easier to make a long-distance call than a local call from a disaster area.

Develop a plan

- Plan the best and quickest escape routes out of your home and evacuation routes out of your neighborhood.

- Decide on a meeting place outside your neighborhood in case you cannot return home.
- If you or someone in your household uses a wheelchair, make sure all escape routes from your home are wheelchair accessible.
- Know the safe places within your home in case you need to shelter during extreme weather events *(e.g., tornado).*
- Practice your escape drill every six months.
- Plan for transportation if you need to evacuate to a shelter.

Utilities

Talk to your utility company about emergency procedures and know how and when to turn off water, gas and electricity at the main switches or valves. Share this information with your family. Keep any tools you will need nearby. Turn off the utilities only if you suspect the lines are damaged, you suspect a leak or if local officials instruct you to do so (*Note:* If gas is turned off for any reason, only a qualified professional can turn it back on. It could take several weeks for a professional to respond. Heating and cooking would need alternative sources).

Smoke Alarms and Carbon Monoxide Alarms

Test your smoke alarms and carbon monoxide alarms regularly. Consider strobe or vibrating alert systems that might meet your needs. Change the batteries in all alarms at least once a year or according to the manufacturer's instructions.

Post emergency numbers near all of your phones

Include the numbers of those in your support network. Remember that in some emergencies telephone lines might not be working. Consider having alternative plans for contacting those in your network.

Keep support items like wheelchairs and walkers in a designated place so they can be found quickly. This step is essential for those who have home-health caregivers, particularly for those who are bed bound.

Plan for Your Pets or Service Animals

Take your pets with you if you evacuate. However, be aware that pets (except service animals)are not permitted in emergency public shelters for health reasons.

Prepare a list of family, friends, boarding facilities, veterinarians and 'pet-friendly' hotels that could shelter your pets in an emergency.

Vital Records and Documents

Keep copies of vital family records and other important documents such as birth and marriage certificates, social security cards, passports, wills, deeds, and financial, insurance and immunizations records in a safe location, like a fire safe or safe-deposit box.

Every Six Months Maintain Your Kit and Practice Your Plan

- Review your plan with all of your friends and family.
- Check your disaster supplies kit and refresh all expiring items (e.g., food, water, medications and batteries).
- Conduct fire and emergency evacuation drills on a regular basis with your family. Make sure all your plans "work."

If an employee is injured or an accident occurs:

- If an accident occurs to an employee while on the job but **no** injury has occurred and no medical treatment has been necessary;

  (1) Call the Summit SD-CFC/PAS staff and leave a brief message regarding a non-injury accident with your contact information,

  (2) Fill out an Initial Incident Report and mail to Summit. If follow up is necessary, you will be contacted by Summit staff.

  - If an injury occurs that requires medical treatment;

  (1) Have the injured employee seek medical attention. When medical evaluation/treatment is given, the employee informs the provider this is covered under Summit's workers compensation insurance. The medical provider will contact Summit or Montana State Fund for a claim number.

  (2) Call Summit SD-CFC/PAS staff and leave a brief message regarding an injury accident with your contact information within 24 hours of the incident.

  (3) Fill out an Initial Incident Report and mail to Summit. You will be contacted by Summit staff.

  (4) Provide the injured employee with a Grab and Go packet included in the Member manual. The employee needs to take this to their medical provider to see if they can participate in the Return-To-Work program and any work restrictions they may have.

  (5) Summit staff will contact the Member or Personal Representative and the employee regarding the incident. A First Report of Injury will be filled out by Summit and mailed to the employee for their review and signature. This report is then mailed to Montana State Fund. Summit staff contacts Montana State Fund as well to let them know of the incident.

SUMMIT INDEPENDENT LIVING

INITIAL INCIDENT REPORT

Today's Date: _____

Date of accident or injury: _____

Time of accident or injury: _____

Name of injured employee and any involved person(s):

_____

_____

WHO witnessed the incident? _____

WHAT was the employee doing when the injury or the accident occurred?

_____

_____

_____

_____

_____

WHAT part of the body received the injury? _____

WHERE did the incident take place? (for example: in the bathroom, bedroom, etc.)

_____

_____

_____

WAS there any emergency care provided for this incident? Yes ☐ No ☐

If yes, list name of hospital or urgent care facility where treated:

_____

Date of emergency care visit: _____

I hereby acknowledge that the information given above is accurate to the best of my knowledge.

_____ _____

Signature of Employee Signature of Supervisor

Provide original copy to Summit Safety Officer in the Missoula office.
When received it will be placed in the employees personnel file.

Early Return to Work Program
An Employee Benefit

The goal of the Return to Work Program is to help our employees who have been injured on the job return to work as soon as possible. The program promotes active management of incidents, open communication between all parties, and options such as appropriate transitional work duties for an injured worker upon their return to the workplace.

Worker's Compensation payments cover only two-thirds of an injured employee's pay. By returning to work as soon as possible, injured employees receive their normal compensation sooner, minimizing lost wages and time.

Studies show Return to Work Programs help injured employees heal more quickly and completely.

Return to Work Programs have been proven to reduce depression and alleviate emotional stress common among injured employees.

As an employee, you play a key role in the success of our Return to Work Program. If you are injured on the job, report the injury to your employer immediately. All injuries must be reported to Summit on the same day the injury occurred. Tell your health care provider of your coverage under the Return to Work Program. Ask him/her to complete a Medical Status Form (contained in the Grab and Go kit). Communicate regularly with your employer.

Grab and Go kit

The Grab and Go kit is to assist with communications between the injured employee, medical provider(s), Summit and Montana State Fund. he employee should take the kit with them to the treating medical provider if possible. If not on the first treatment, on the next visit and return the completed forms to Summit ILC. The Grab and Go kit contains:

- A letter to the medical provider describing the Return-To-Work policy and Summit's commitment to getting the employee back to work as soon as medically appropriate.

- A Medical Status form. This form outlines the physical activities the employee is able to do and should be completed by the treating medical provider at the initial appointment and each follow-up visit as necessary. The employee should provide Summit with an updated form following each appointment.

RE: Company Return to Work Program

Dear Medical Provider:

Our employees are the most important assets of our company.

When one of those employees is injured, we are committed to helping him or her return to work as soon as it's medically appropriate, both for the well-being of the employee and our company.

That is why we have implemented a Return to Work program. Through this program, we work with medical providers and injured employees to facilitate recovery and a return to the workplace. Our program includes options such as temporary modifications of work schedules and duties. We can also create temporary positions to accommodate an injured employee's physical capabilities. If an injury results in permanent restrictions, we strive to accommodate the employee's needs in compliance with the Americans with Disabilities Act.

If you have any questions about our Return to Work Program or you would like to learn more about our workplace safety programs, please contact me directly.

Thank you for your assistance on this matter.

Sincerely,

Contact Information:

Name: Michael Giddings

Position: Safety and Workers Compensation

Phone: (406) 728-1630 ext. 118

MEDICAL STATUS FORM

Employer Contact Information (Optional) _____

Employee Info

Employee's Name (Last, First) _____ Date of Birth (mm/dd/yyyy) _____ Provider Timestamp _____

Claim Number _____ Date of Injury (mm/dd/yyyy) _____ Provider Contact Information _____

Released for Work?

- ☐ Employee Released to Full Duty — Date _____ To _____
- ☐ Employee Released to Modified Duty (See Work Abilities) — Date _____ To _____
- ☐ Employee May Work Limited Hours: ___ hours per day — Date _____ To _____
- ☐ Employee May Work Part-time: _____ — Date _____ To _____
- ☐ Employee Not Released to Work — Date _____ To _____
- ☐ Capacity Duration (estimate days): ☐ 1-10 ☐ 11-20 ☐ 21-30 ☐ 30+ ☐ permanent

Modified Work Abilities

Blank Space = Not Restricted (NR)	Continuous	Frequent	Occasional	Never
Hand/Wrist ☐ L, ☐ R, ☐ B	☐	☐	☐	☐
Grasping ☐ L, ☐ R, ☐ B	☐	☐	☐	☐
Pushing/Pulling ☐ L, ☐ R, ☐ B	☐	☐	☐	☐
Fine Manipulation ☐ L, ☐ R, ☐ B	☐	☐	☐	☐
Reaching ☐ L, ☐ R, ☐ B	☐	☐	☐	☐
Bending	☐	☐	☐	☐
Climbing	☐	☐	☐	☐
Lifting 01-10 lbs.	☐	☐	☐	☐
Lifting 11-20 lbs.	☐	☐	☐	☐
Lifting 21-25 lbs.	☐	☐	☐	☐
Lifting 26-50 lbs.	☐	☐	☐	☐
Lifting 51-70 lbs.	☐	☐	☐	☐

Number of Hours Employee May: Sit _____ Stand _____ Walk _____

List Other Restrictions:

Signatures

Employee Signature	Date
Provider Signature	Date

☐ Copy of Medical Status Form to employee Date of Next Visit _____

DLI-ERD-WCCA-MR-029
Revised 12/2013

Employer Copy

Montana Department of LABOR & INDUSTRY Employment Relations Division

Medical Status Form Instructions

The purpose of the Medical Status Form is to:

1) facilitate communication between a worker with a work-related injury or occupational disease, the employer, and the health care provider for Stay at Work/Return to Work; and
2) provide necessary medical status to the insurer.

The Medical Status Form is a statutory requirement. MCA 39-71-1036 says, "The department shall create a medical status form to be provided to a health care provider providing treatment for a compensable injury or occupational disease." An insurer may request additional information not contained in the form from the health care provider. The treating physician (or a designee) is now required to complete the form following every office visit with the worker.

This three-part form is designed to transmit the correct and essential information to the appropriate parties, easily and accurately.

Employer Contact Information: Enter the name, address, phone number and facsimile number of the Employer. (Optional)

Employee Info: Enter Patient/Employee Name, Date of Birth, Claim Number and Date of Injury.

Provider Time Stamp: Health Care Provider may enter timestamp if necessary.

Provider Contact Information: Enter the name, address, phone number and facsimile number for the Provider.

Released for Work? The Medical Status Form will allow for more than one option to be selected. Check all the applicable boxes and enter the effective date, which in most cases is the date of current office visit. The "To___" box is in most cases is the follow-up visit date and can be considered the "Anticipated MMI date" by the payer. See below for steps for each option.

Patient/Employee Released to Full Duty: If selected, enter the effective date, and skip to Signature and Treatment Plan.

Patient/Employee Released to Modified Duty: If selected, enter the effective date, answer the Capacity Duration (estimate days) and continue to the next section (Modified Work Abilities).

Patient/Employee Released to Limited Hours: If selected, enter the number of hours per day, enter the effective date, answer the Capacity Duration (estimate days) and skip to the questions at the bottom of the next section (Modified Work Abilities).

Patient/Employee Released to Work Part-time: If selected, enter days of the week, enter the effective date, answer the Capacity Duration (estimate days) and skip to the questions at the bottom of the next section (Modified Work Abilities).

Patient/Employee Not Released to Work: If selected, enter the effective date, answer the Capacity Duration (estimate days) and "To__" date. Skip to Signature and Treatment Plan.

Capacity Duration (estimate days) is the provider's estimation of how long the current work restrictions will last. Are the work restrictions permanent? The capacity duration can also be used to estimate "Anticipated MMI Date" by the payer.

Modified Work Abilities: This section must be completed if Patient/Employee Released to Modified Duty was checked in the previous section. All categories should be completed if there are restrictions. If there is no restriction; BLANK SPACE means this area is normal and not restricted.

Work Abilities (Continuous/ Frequent/ Occasional/ Never): Check the appropriate box for each activity. If there is limitation to use just one side or hand check the appropriate "L" for left, "R" for right or "B" for bilateral box.

Number of Hours (Sit/Stand/Walk): Enter the maximum number of hours for each activity the patient/employee is limited to per day if these hours of limitations exceed normal break and lunch periods and are not accommodated by normal breaks and lunch periods in an 8 hour day.

List Other Restrictions: Is the patient/employee involved in treatment and/or medication related to the work-related injury/occupational disease that might affect their ability to work safely in any capacity? --*A response is required.* Enter in free text area of **List Other Restrictions. Will the patient/employee be required to use any devices or braces? --*A response is required.*** Enter in free text area of **List Other Restrictions. Additional comments specific to patient/employee's work abilities --*A response is required.*** Use the **List Other Restrictions** area to indicate any unaddressed limitations, such as driving restrictions.

Signatures: *The signature of the patient/employee is for the sole purpose of acknowledging receipt of the information on the form.* Provider Signature to complete and date as indicated. Check box if copy of form is given to employee. Date of Next (scheduled) Visit.

The information above is automatically transferred to the Page Two (yellow copy of triplicate form) and Page Three (pink copy triplicate form) of the form. Page Three (pink copy) is for employer ONLY. The bottom section on Page One (white copy) and Page Two (yellow copy) contains confidential information for the medical provider, insurer, and patient/employee only and is NOT given to the employer without the patient/ employee's authorization.

Employee Progress: When slower than expected is checked this communicates to payer that more intervention or assistance may need to be undertaken to improve employee's progress.

Current Rehab: select appropriate category if applies.

Surgery: select one.

Comments: free text area to communicate further information regarding treatment plan or special circumstances or need for aggressive interventions to the payer; or Stay At Work/Return to Work.

Treatment concluded by this provider: select if this provider has no further treatments or interventions to offer the Employee. Enter effective date.

Max Medical Improvement (MMI): select if the Employee has reached MMI. Enter effective date.

Care Transferred to: complete if transferred indicating name of provider and specialty.

Consultation needed with: complete if necessary and indicate specialty and/or name of provider.

Study Pending: complete if there are diagnostic studies ordered and awaiting results.

Medications: complete for all medications whether OTC or prescribed for the work injury.

Opioids Prescribed for: indicate if Employee is receiving opioids and whether they are for acute (less than 30 days) pain or for chronic (greater than 30 days) pain.

Diagnosis: Enter the work injury/work disease diagnosed condition(s).

Community First Choice &
Self-Directed Personal Assistance Services

Safety Policy Statement

The Member or personal representative is responsible for assuring all employees have read, understand the Summit Safety Policy and Procedures manual. After which the Personal Care Attendant will sign and date the Safety Policy Statement, thereby agreeing to practice safety in the work environment. Additional copies of the Safety Policy and Procedures manual may be requested by calling the Summit SD-CFC/PAS staff at (406) 728-1630.

It is the intent of Summit Independent Living Center, Inc. to assure a safe and healthy work environment for Members and caregivers in the SD-CFC/PAS program. Summit expects each Member and caregiver(s) to recognize their obligations in the effort to maintain a safe work environment.

Members, caregivers and Summit employees must actively promote safety and accident prevention as an integral part of their normal job functions. Each Member, caregiver and Summit employee is responsible for implementing this policy by continually observing safety practices, guidelines, and standards throughout the workday. Full cooperation of all SD-CFC/PAS Members, caregivers and Summit employees is expected.

If an injury does occur, seek medical attention if necessary. Summit ILC has Workers Compensation Insurance for on the job injuries.

All injuries must be reported to Summit ILC, including emergency room visits. Summit ILC must receive prompt notification of all on-the-job injuries. An Initial Incident Report must be completed and sent to Summit ILC without delay. Summit ILC has a short time frame to report on the job injuries to our Workers Compensation carrier. The Member or their Personal Representative will provide a “Grab and Go” packet to the employee. This contains forms and information for a treating physician to fill out.

By my signature below, I certify that I have reviewed and understand the Safety Policy and Procedures. I understand that I have the opportunity to discuss any questions or concerns with Summit SD-CFC/PAS staff.

_____ _____

Employee Signature Date