



Employee Safety & Right To Know Policy

1. Every employee may be exposed to multiple environmental substances.
2. It is the employee responsibility to make Service Recipient aware of any environmental allergies and/or sensitivities. An employee may be subjected to substances they are sensitive or allergic to, as Cherish has no control of what the client has or will have in their home. It is the employee's responsibility to remove themselves from the area and inform the service recipient of the situation.
3. Employees are responsible for reading the label on all items they may use or come in contact with at a service recipient's residence. This includes all cleaning, disinfecting, laundry and dish cleaning products; all pesticides, fragrances, lotions, body and hair cleaning products and all products of any kind that the employee is exposed to in any way.
4. Employees will inform Service Recipient of any reaction or suspected reaction to any environmental substance. It is the employee's responsibility to decide if/when they should seek medical attention for an exposure.
5. It is the employee's responsibility to follow Universal Precautions.
6. It is the employee's responsibility to review at least annually all Cherish policies and procedures as a condition of their employment.

Safety Committee

Cherish management reviews all worker safety and injury issues regularly. *See Cherish Policy regarding wages and conditions of employment.* Employees are encouraged to volunteer to participate in safety committee meetings. Call the Cherish HR department to volunteer.

Workplace Accident and Injury Reduction Policy

This policy was developed in response to the workplace Accident and Injury Reduction Act (AWAIR Act), which was made law by the Minnesota Legislature in 1990. The act is designed to reduce the occurrences of work-related accidents and employee injuries.

Cherish recognizes the importance of safe and healthy working environments and conditions for all employees. On-the-job accidents and injuries can cause pain and suffering; they affect our ability to provide the continued quality of care and services that our consumers need and deserve. Each Cherish employee is responsible to ensure that the workplace is safe and healthy for both consumers and employees by:

1. Using care and caution on the job, and
2. Correcting or bringing to the management's attention any unsafe conditions at the earliest opportunity.

Whenever an unsafe situation cannot be immediately corrected, employees will work cooperatively in alerting co-workers and consumers, and will work together in keeping the hazard to a minimum. Employees are responsible to know, understand, and implement all general safety and health rules of the organization.



Management accepts overall responsibility for the provision of training, guidance, and control of the safety program as outlined in this plan, and for the ultimate detection and correction of unsafe conditions in the workplace.

GENERAL SAFETY RULES

1. Report all work-related injuries and/or illnesses to your supervisor immediately, and report in writing as mandated by policy and procedure.
2. Know and understand all manufacturers' operating guidelines provided with each piece of equipment required to execute your duties and responsibilities in the workplace.
3. Know, understand and carry out all responsibilities and duties of your job description, including and especially those that encompass preventative practices to ensure the safety and health of employees and program participants.
4. Store all materials, equipment and property safely.
5. Use protective measures and clothing as provided/prescribed when carrying out responsibilities and duties in which exposure to health and safety risks are inherent in those responsibilities and duties. This includes, but is not limited to, protective measures and precautions associated with particular health hazards identified in specific work sites.
6. When special training is required by the supervisor in the lifting, positioning or transfer of persons, equipment and/or materials in the workplace, these responsibilities and duties will not be undertaken until after such training has been completed.
7. Never use materials, supplies or equipment for purposes other than those intended by the manufacturer.
8. Learn the location and proper use of all fire exits, alarm boxes and first aid supplies/equipment in the workplace.
9. Do not attempt to carry out responsibilities and duties not in your job description without permission from your supervisor and necessary training.
10. Keep all traffic areas, and access and egress routes in the workplace clear of obstructions and hazards such as ice, snow, equipment, etc.
11. If you see someone working carelessly and inconsistently with safe and healthful practices, advise that person to correct her or his procedures and report your observations to your supervisor.

Corrective action will be taken if violations of these safety rules or unsafe acts are noted. Corrective actions may include, but are not necessarily limited to: documented employee counseling with reprimand, verbal warning, conditional probation, suspension and/or termination. All documentation of violations of workplace safety and health rules will be submitted to and maintained in the permanent personnel file.

Policy reviewed and authorized by the Cherish owners at a formal Board of Directors meeting

Last policy review: 5/30/2019