

LONGVIEW HOUSING AUTHORITY

SAFETY POLICY

Adopted August 23, 1999

I. OBJECTIVES AND ORGANIZATION

The personal safety and health of each employee of the Longview Housing Authority is of primary importance. The prevention of occupationally-induced injuries and illness is of such consequence that it will be given precedence over operating productivity whenever necessary. No employee should undertake a job that appears to be unsafe. Work should be stopped immediately when an unsafe act is taking place. Personnel should be moved to a safe position and a safe method of conducting the work initiated. To the greatest degree possible, the Housing Authority will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.

This policy is to aid and assist those employees in the understanding, the execution of safe practices and the development of safe working habits. This policy is for your information, guidance and welfare. All employees will be required to adhere to policies.

II. SAFETY COMMITTEE MEETINGS

LHA will hold Safety Committee Meetings monthly to ensure compliance with all items in this policy. The Safety Committee will include a representative from each department and consist of the following:

- A. A review of any unsafe work practice reports and the corrective action taken.
- B. A review of any safety training courses taken by staff.
- C. The subjects discussed and those in attendance shall be documented.

III. GENERAL SAFETY REGULATIONS

A. Instructions

1. No employee is expected to undertake a job until he or she has received job instructions on how to do it properly. Employees should ask questions if they are in any way unsure of how to perform a job.
2. It shall be the responsibility of the immediate supervisor to review the safety policy with all new employees and clarify any questions the employee may have regarding the policy.
3. LHA will maintain accurate records on all components of the safety program, i.e., OSHA-200 forms, safety meetings, safety inspections, accident reporting, safety training, accident investigations and other safety activities.
4. Supervisors must keep the line of communication open by on-the-job safety contact with employees, and working closely with the Safety Committee; also, by receiving safety recommendations, and seeing that safety suggestions are carried out.
5. LHA will encourage staff at all locations to be trained in first aid/CPR.

B. Housekeeping

Each employee must accept the responsibility of keeping their work area and/or equipment free

from hazards by maintaining orderliness and cleanliness. All work areas should be cleaned regularly. All spills should be cleaned up immediately. All areas should be kept free from objects which may cause accidents and/or injuries to staff and public and which may block access to office equipment and files.

C. Vehicles

All LHA vehicles shall have a basic first aid kits and safety equipment. All operators are responsible for proper maintenance and must recognize what specific safety requirements, precautions, and work area hazards exist. All persons, while traveling in appropriately equipped Housing Authority vehicles, either as drivers or passengers, shall use seat belts and obey all traffic laws.

D. Guards and Safety Devices

1. Such equipment shall be maintained in good condition and in place around machinery at all times.
2. All equipment requiring eye or ear protection shall be used in conjunction with such protective measures.
3. Individuals shall be expected to wear such protective clothing as will adequately meet the requirements for the type of work to which they are assigned.

E. Lifting

Before attempting to lift by hand, an employee shall ascertain whether additional help will be needed to safely lift the load. The employee will make sure of good footing and hands holds, then lift with his/her legs using a free, easy motion. Lifting should never be done while off balance or in an awkward position.

F. Cleaning Materials

Only approved commercial liquids which are not dangerous to the health or flammable should be used for cleaning purposes. Gasoline shall NEVER be used for cleaning. The Housing Authority shall provide non-flammable cleaners for all shops.

G. Reporting Unsafe Conditions and Practices

It is the duty of all employees to report immediately to their supervisor any unsafe physical or mechanical conditions which may jeopardize the safety of anyone. This also applies to unsafe practices or work habits. In addition to receiving employee safety reports, it is the supervisor's responsibility to observe and report unsafe working practices and conditions with the aim of immediate corrections. All observations of unsafe work practices must be reported immediately in writing to a member of the Safety Committee for evaluation.

H. Fire Precaution

1. Care must be taken to assure that no open flame or sparks are generated when flammable materials are exposed.
2. Absolutely no smoking is allowed around flammable materials.
3. The uniform rule in case of fire is "Sound the Alarm, then fight the fire".
4. Each employee will be expected to know the location of the fire extinguisher within their work area. Employees should learn how to operate these fire extinguishers. Access to all fire fighting

equipment shall be kept free and clear at all times.

5. Employees shall also acquaint themselves with location of all telephones.
6. Flammable liquids in bulk should be isolated in a safe location. Small quantities removed from the bulk supply shall be kept in safety containers. Glass or plastic containers shall not be used.
7. The necessary disposal of any flammable liquid will be done in accordance with all state, federal and local requirements.

I. In Case of Accident or Injury

1. Give first aid.
2. If a doctor or ambulance service appear to be needed, immediately notify 911. (If possible, have someone do this while you stay with the injured party.)
3. DO NOT move the victim unless necessary to do so in order to prevent death or further complications of the injury.
4. All injuries, regardless of severity, must be reported immediately to your supervisor.

IV. MATERIAL SAFETY DATA SHEETS (MSDS)

The Safety Committee will have on hand at the main office copies of all material safety data sheets where all employees will be able to review. Each off site area will have copies of material safety data sheets and will review incoming data sheets for new and significant health and safety information. Purchasers should request data sheets from vendors any time new chemicals products are ordered. If data sheets are not available, or if new chemicals in use do not have data sheets, please contact a Safety Committee representative.

V. BLOOD-BORNE ILLNESS PREVENTION

It is the policy of LHA to use "Universal Precautions" in handling blood or body fluids of potentially contaminated materials.

A. Universal Precautions

This is a term that refers to a method of controlling infectious diseases and assumes that any direct contact with body fluids is infectious and requires every employee exposed to be protected as though such body fluids are infected with a blood-borne pathogens. (HIV/HBV are only two of many blood-borne pathogens).

B. Purpose

Universal Precautions are intended to prevent employees from parenteral, mucous membrane and non-intact skin exposures to blood-borne pathogens, and must be used. DO NOT dismiss universal precautions because you know the person.

C. Body Fluids

The CDC recognized the following bodily fluids as being directly linked to the transmission of HIV and/or HBV and to which universal precautions apply: Blood, semen, blood products, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, amniotic fluid, and concentrated HIV or HBV viruses.

D. Hand Washing

Employees shall wash their hands:

1. Immediately after hand contact with blood or other bodily fluid or any infectious material.
2. After removal of gloves and/or protective clothing.

E. Provision and use of PPE

1. LHA is committed to its safety program and will do its utmost to see that you, "The Employee" have the personal protection equipment (PPE) required for the job at hand and also the proper instruction in the use of your PPE. However, as with any safety program, you, the employee, has the ultimate responsibility to see that this instruction and equipment is understood and utilized. The equipment list includes, but is not limited to the following: Head and foot coverings, face shields or mask, eye protection, mouth pieces, resuscitation bags, pocket masks or other ventilation devices.
2. Proper protective equipment will be accessible at all LHA sites and in all LHA vehicles.
3. PPE shall be removed immediately upon leaving the work area, (accident scene) and placed in an appropriate area or container for storage, washing, decontamination or disposal.

F. Gloves

1. Gloves shall be worn by the employee when potential for direct skin contact exist with: Blood, infectious materials, mucous membranes, non-intact skin and when handling any items of surfaces soiled with blood or other infectious material.
2. When body fluids are handled, the employee must use disposable type gloves provided by LHA.
3. Gloves with evidence of deterioration such as cracks, peels, punctures, tears or discoloration shall not be used.

G. Masks, Face Shields and Safety Glasses

Eye protection or chin length face shields shall be worn whenever splashes, spray, spatter, droplets or aerosols of blood or other potentially infectious material may be generated and there is potential for eye, nose or mouth contamination.

H. Cleaning and Disposal of Contaminated Articles/Areas

1. A "Bio-Bag" will be provided by LHA for disposal of contaminated materials.
2. Areas where blood or body fluids have been generated shall be cleaned as soon as reasonably possible, with appropriate cleaning agents such as sodium hypochlorite (household bleach) diluted between 1:10 and 1:100 with water and prepared fresh daily.
3. This method of cleaning requires the removal of all organic matter first and sufficient application of the cleaning solution to allow for ten minutes of wet exposure.
4. Disposal of all waste will be in line with State and Federal regulations.

I. Performing First Aid

1. Always wear gloves.

2. Have the person cover his/her wound with a bandage if the person is able to do so without discomfort or danger of further injury.
3. Avoid contact with blood when possible.
4. Wear protective equipment appropriate for the exposure. Place contaminated articles in plastic bag and seal for laundering, cleaning or disposal.
5. Clean up spills promptly with fresh diluted bleach, disinfectant or soap and water.
6. Clean equipment and clothing.
7. Wash hands and exposed areas.

J. Performing CPR

1. Wear gloves if you need to clear blood, mucous, saliva etc. prior to performing CPR.
2. Use a pocket face mask with one-way valve.
3. Avoid any contact which would expose the mucosal lining of your mouth to the person's blood.
4. Clean hands, face, equipment and your clothing.

K. Other Work Place Practices

1. Keep all wounds covered with dressing or bandage to avoid exposure to possible infected body fluids.
2. Wash hands thoroughly after contact with body fluids, blood, contaminated items and after removing gloves. Wash other exposed skin areas as well.
3. Keep all equipment (flashlights, first-aid box, splints, etc.) clean.
4. Keep all PPE and supplies clean and available.

L. Hepatitis B Virus/HIV-AIDS

The potential for HBV in the work place setting is greater than for HIV. The modes of transmission for these two virus are similar. Both are transmitted by contact with open wounds, non-intact skin such as chapped, abraded, weeping or dermatitic areas.

Mucous membrane of the eyes or mouth would put a person at risk of HBV and contrary to HIV, saliva injected through a human bite can transmit HBV.

BLOOD IS THE SINGLE MOST IMPORTANT SOURCE OF
HIV AND HBV IN A WORK PLACE SETTING.

M. Reporting & Management of HIV/HBV

If you experience a "substantial exposure" to another persons blood or body fluids, you can request HIV testing of the source individual through your state and local health officers providing:

1. The exposure occurred on the job.
2. The request to the health officer is made within seven days of the occurrence.

3. The health officer may determine that testing is unnecessary.

N. Eyes/Mouth

1. If your eyes are splattered with blood or body fluids, flush immediately with water for at least five minutes. It is best to use clean running water rather than bottled water.
2. If blood or any body fluid gets into your mouth, rinse your mouth with a 50/50 mix of hydrogen peroxide and water and rinse with plain water.
3. For BOTH incidents involving your eyes and mouth, report to your health care provider or medical authority immediately for follow-up treatment and care.

O. Bite or Scratch Wound

For any bit, scratch or lesion that may have blood or body fluid exposure, do the following:

1. Wash the area thoroughly with soap and water, or pour a small amount of hydrogen peroxide on the wound. (Hydrogen peroxide is known to destroy HIV and other viruses with seconds).
2. Cover the wound with sterile dressing.
3. Get medical care/counseling.

P. Record Keeping

1. LHA will establish and maintain an accurate record for each employee with occupational exposure. This record will include:
 - a. The name and social security number of the employee,
 - b. a copy of all results of examinations, medical testing and follow-up procedures; and
 - c. LHA's copy of the health care professional's written opinion and a copy of the information provided to the health care professional.
2. LHA shall ensure that employee medical records are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the work place except as required by law.
3. LHA shall maintain the records required for at least a duration of 7 years.
4. Training records shall include the dates of the training sessions; the content or a summary of the training session; the names and qualifications of persons conducting the training; and the names and job titles of all persons attending the training session.
5. Training records shall be maintained for three years from the date on which the training occurred.

VI. VEHICULAR SAFETY

A. Pre-Operational Safety Check

1. The driver shall be responsible to periodically check the vehicle to make sure it is in safe operating condition. Any deficiencies found shall be corrected. Vehicles shall remain free of debris at all times.

2. A vehicle or piece of equipment that is personally assigned to an individual that is used on a daily, 8 hour basis, will not need to be checked ever day. Weekly may be sufficient. That determination will be left to the employee.
3. The driver will be held accountable for any repairs or damages that are not the result of normal operating procedures.
4. No one will be asked to operate a vehicle which is deemed unsafe.
5. It will be the responsibility of the immediate supervisor to provide an orientation program for all new employees on daily procedures regarding vehicles and equipment. It is the responsibility of the immediate supervisor to insure that an employee has the ability to operate any assigned equipment before they are allowed to use said equipment without direct supervision.
6. All drivers must provide verifiable proof of valid drivers license & personal insurance.
7. Passengers unrelated to Housing Authority business are allowed in vehicles only in special circumstances.
8. The cleaning of Housing Authority vehicles is required and will be done when needed.

B. Defensive Driving

1. Professional drivers must realize that defensive driving is the key to accident-free safe operations. Defensive driving embraces more than legal responsibility; it includes emphasizing safety and doing the utmost in order to avoid involvement in an accident.
2. Do not tailgate, allow sufficient room between vehicles.
3. Yield the right of way at all times.
4. Look first, then sound your horn before backing.
5. Obey all traffic laws at all times.
6. Use of alcoholic beverages or illegal drugs before or during working hours is prohibited. If an employee is under the care of a physician or is using a prescription or non-prescription drugs that may affect his/her work performance, the employee is required to inform his/her supervisor.
7. All employees operating passenger vehicles, pick-ups, and trucks will use the seat belts while in transit. All drivers will be responsible for insuring that passengers use seat belts.

C. In Case of Highway Vehicular Accident

1. Stop at once, identify yourself by name, address and employer.
2. Immediately notify the appropriate outside law enforcement agency before moving the vehicle.
3. Immediately notify your supervisor.
4. Collect all witnesses names and addresses.
5. Do not provide any additional information other than items listed above.

VII. THIS IS YOUR POLICY

We ask you to take the time to do your job safely, thereby assuring continued and safe satisfactory service.

Carelessness, disregard, or violation of this safety policy by any employee may result in disciplinary action. The degree of discipline administered will depend on the severity or the repetitiveness of the infraction. It is the responsibility of the supervisor to evaluate thoroughly the circumstances and facts as objectively as possible.

Participate in the program, make safety habits a part of standard operation.

If you have any questions or do not understand any of the regulations in this policy, consult your supervisor.