

HEALTH AND SAFETY IN THE WORKPLACE

AWAIR: A Workplace Accident Injury Reduction plan

Lifeworks is required by Minnesota law to have a plan that specifies

- Methods used to identify potential hazards
- How supervisors and employees are responsible for implementing safety controls
- How the plan will be communicated to all employees
- How workplace accidents will be investigated
- Safe work practice goals

Job descriptions and physical demands and working conditions

Job descriptions contain the physical demands and working conditions, identifying the risk areas associated with each position.

Right to Know and Physical Demands

Right to Know (RTK) documents detail potential hazards of each job site and Lifeworks facilities. It is a requirement of the Occupational Safety and Health Administration (OSHA). There are kept in the health and safety manual at each office.

- They are reviewed with all employees annually and located in the health and safety manual.
- Material Safety Data Sheets (MSDS) are used to inform employees of chemical products that employee may be exposed to. The MSDS are obtained from the product manufacturer and list health hazard data and special protection and precautions for the product. They are kept in the emergency book located at each office and in the job site notebook. If the product is kept in its original bottle, a MSDS is not needed.

OSHA – Occupational Safety and Health Act

OSHA applies to employers with at least 10 employees. OSHA requires annual training and the opportunity to receive Hepatitis B vaccinations for those employees who may be exposed to blood and body fluids on the job.

OSHA Standards for Occupational Exposure to Bloodborne Pathogens

Infection control procedures are in place to minimize the transmission of communicable disease and prevent infection when possible, helping to insure optimum health for all clients and staff. Refer to the yellow health and safety manual for the procedures listed below.

- Universal Precaution guidelines
- Hand washing procedure
- Personal protective equipment procedures
- Cleaning procedures
- Laundry procedures

- Sharps procedure

Employees are required to report an exposure (defined as blood-to-blood contact) following the procedures outlined in Lifeworks yellow health and safety manual.

Workers Compensation

Workers compensation provides compensation to employees for the injuries that arise out of and during employment. Employees are covered the first minute of their first day of work.

Employees need to report injury to their supervisor and fill out a First Report of Injury and send to human resources. The First Report of Injury document can be found on Lifeworks Today.

ADA- Americans with Disabilities Act of 1990 and the amendment act of 2011

ADA applies to employers with at least 15 employees. ADA protects qualified disabled employees from discrimination.

It has two separate components:

1. ADA prohibits differential treatment of disabled employees
2. ADA requires a duty to reasonably accommodate disabled employees who can perform the essential functions of their position, unless doing so would impose an undue hardship on the employer. Undue hardship means that the accommodation would require significant difficulty or expense to the employer, or disruption or alteration of the nature or operation of the business.

Drug Free and Alcohol-Free Workplace

Lifeworks Drug and Alcohol-Free Workplace policy is in the employee handbook.

FMLA – Family Medical Leave Act of 1993

See the Lifeworks Employee Handbook for the FMLA policy and contact human resources with questions.

HIPAA - United States Health Insurance Portability and Accountability Act of 1996

There are two sections to the Act. HIPAA Title I deal with protecting health insurance coverage for people who lose or change jobs. HIPAA Title II includes an administrative simplification section which deals with the standardization of healthcare-related information systems.

Refer to the HIPAA policies in the Lifeworks Employee Handbook.

Areas of Training

New Employee Orientation

- Health and Safety module

- Physical Assistance module
- Transportation module
- Bloodborne pathogens and protective equipment
- Basic First Aid
- Medication Administration review
- Right-to-Know information both for office and job site
- Location of first aid kits, protective equipment and MSDS
- Employment module
- Emergency procedures
- Responding to injury/illness, filling out forms
- Worker compensation injuries and filling out a first report of injury form
- Review of Support Plan for persons served
- Reviewing the yellow health and safety module

Annual Training

- Basic First Aid
- Body Mechanics and Ergonomics
- Bloodborne pathogens and protective equipment
- Emergency procedures and drills
- Reviewing the yellow health and safety module
- Medication Administration review

Additional Trainings

- Wellness Initiative
- Community Support Initiatives
- Diversity Trainings

Facilities Department

This position is responsible for internal inspections of our facilities, arranging external inspections and ensuring that supervisors are made aware of the changes that need to be made according to our policies.

Required Posters

All offices/centers have a designated bulletin board with the required posters

- Minnesota laws
- Federal laws
- Drug Free and Alcohol-Free Workplace policy
- Maltreatment of adults and minor's policy
- Data Privacy Rights
- Emergency Procedures
- Program Abuse Prevention Plan
- Dept. of Human Rights- Contractor Non-Discrimination is the law
- Employee Assistance information
- Anything else as required

Harassment and Discrimination - see the Lifeworks Employee Handbook for legal definitions of each offense