

OAKRIDGE

AWAIR ACT (A WORKPLACE ACCIDENT AND REDUCTION PLAN)

2022

At Oakridge, our AWAIR program will describe:

1. How managers, supervisors and employees are responsible for implementing, measuring and maintaining the program with the continued participation of management.
2. The methods used to identify, analyze and control new or existing hazards, conditions and operations.
3. How the plan will be communicated to all affected employees of existing and new work-related hazards and controls.
4. How workplace accidents and near-misses will be investigated.
5. How safe work practices and rules will be enforced by using education and corrective action.

Our program is in writing and addresses all five of the proceeding points.

We will review our program at least annually and document how the five points are applied in our company to achieve our safety goals and objectives.

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A workplace accident and injury reduction (AWAIR) program for Oakridge:

It is our policy at Oakridge to ensure a healthy workplace for all employees. Managers, supervisors and employees are all responsible for implementing this program. We have committed resources to ensure safety at our work site. Workplace safety is included in every Oakridge staff job description. It requires all employees to: assure a clean, attractive and safe and healthy environment, take appropriate actions in emergency situations, follow emergency drill procedures, use safe food handling procedures, provide safe transportation of clients and report all safety concerns to supervisor immediately.

Employees are responsible for cooperation with all aspects of this safety and health program, including compliance with all rules and regulations for continuously practicing safety while on the job. The safety Coordinator will work together with the owner in enforcing the provisions of this policy.

Oakridge has designated the following positions to orchestrate the safety program:

Location Safety Coach

The Location Safety Coach role will be completed by the PC (or designee) of each house. Their responsibility is to use the safety checklist provided on the back of the Monthly Safety Review form as a guide to review areas for safety concerns prior to the staff meeting. The safety coach gives a report to staff during their monthly house meeting, addressing reported safety concerns and the current status of each concern, discuss any other safety concerns staff may have at the time and provide a written report to the Safety Coordinator each month. The report will include a description of the monthly house safety concerns, the resolution of those concerns or the request for additional assistance to address the safety concern. Employees of each house should report safety concerns to the Location Safety Coach.

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Safety Committee Member

Members of the Safety Committee will include administrative staff and employees from Oakridge regional areas. The Safety Committee will meet quarterly during the all PC meeting to review the past 3 month staff injury report, address any pending safety concerns, and review the progress in the AWAIR program's annual safety goals. The Safety Committee members will include more non-administrative members than administrative members. Safety Committee meeting minutes will be recorded and sent to all Oakridge homes to be placed in a conspicuous area for staff to review. The Safety Coordinator will send final report to Oakridge senior leadership for review and make any necessary final decisions on pending safety concern for that quarter.

Safety Coordinator

The coordinator will receive completed monthly reports from all Oakridge locations for review of any immediate action needed to resolve safety concern. Any safety item needing immediate attention will be sent to senior leadership immediately. This position will track and monitor all safety issues and develop an all-inclusive safety report for administrative meetings on a quarterly basis. This position will facilitate safety meetings, set up training programs with the help of Human Resources and ensure employees receive the necessary personal protective equipment as needed.

Oakridge will review the current Personal Protective Equipment/Job Hazard Analysis Program on an annual basis.

Oakridge employees will continuously be educated about Oakridge's safety program at initial time of hire, during monthly staff meetings and during annual training. Safety meetings will be conducted quarterly with a focused safety topic each quarter. All Oakridge staff are required to attend the monthly staff meetings or read minutes of monthly staff meeting to review the safety concerns for that month.

Injury forms will be completed by the injured staff and inform Program Coordinator of the injury. The PC will investigate accidents and near-miss events and review report with employee. The report will be sent to Human Resource department for review and follow up as needed. Safety Coordinator and Q/DC/Administrator will receive a copy of the injury report from Human Resource department. Safety Coordinator will review and determine if any staff training, environmental changes or corrective action are needed in an attempt to reduce the risk of similar injury reoccurring. The Safety Coordinator will review all accident and near-miss reports and will make recommendations to senior leadership on how to improve the safety and health program on an annual basis.

Safety is a very important part of our overall company program. A violation of our safety and health rules will be treated with the same disciplinary action as our other policies described in our company handbook under "Disciplinary actions" (i.e., drug abuse, absenteeism or tardiness). Our employees are our most important asset. We are serious about safety and health at Oakridge.

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Oakridge Safety Goals

Central to Oakridge AWAIR program are the safety goals and objectives set for its safety and health of its employees. Oakridge Safety Committee will establish safety goals specific to our needs and include actions that will be taken to achieve each goal. The safety goals will be measurable and integrated into our business plan. Oakridge's safety goals will be reviewed annually by the Safety Committee, including senior leadership and reestablished annually.

Goal: *Oakridge will re-establish a working Safety Committee that will meet 4 times per year.*

Objective:

- 1) Program Director(s) will ask for volunteers from different regions of Oakridge.
- 2) Safety Coordinator will train new committee members of their role.
- 3) Dates will be established for upcoming meeting every three months.
- 4) Committee members will review any safety concerns from the house meetings for that quarter and make recommendations to senior leadership. All immediate safety concerns will be addressed by administrative staff, these actions will be noted by the committee.
- 5) Safety Committee will elect one member to log minutes which will be kept in a binder. A copy will be provided to the senior leadership team to be reviewed at the Administrative meeting monthly. These minutes will include safety recommendations for the company.
- 6) Administrative team will approve and implement any new or revised safety policy.

Goal: *Oakridge will continue to develop an ongoing educational program for staff to reduce the frequency of injuries to staff related to slip/fall and patient lift from the previous calendar year.*

Objective:

- 1) Staff meetings will include educational material on what each home should have to help reduce the risk of slips/falls to staff at the home. These items include shovel, salt/sand and reminder to staff to wear proper footwear.
- 2) Staff will be reminded during winter months to report any slippery or unsafe walking area on Oakridge property.
- 3) All staff are required to be trained on any device used during a patient lift prior to providing this service to a client with the device.
- 4) Program Director / Administrator or designee will determine which homes have clients requiring assistance in mobility. This includes clients needing full mobility assistance (Hoyer lit) to stand-by-assist with a gait belt.

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- 5) Program Director / Administrator or designee will review adaptive equipment book to ensure any device used for patient lift has the current manual on how to use the equipment. These manufacture recommendations will be used to train new and existing staff.
- 6) If a staff is injured doing a patient lift, that staff will be required to be retrained on the type of lift being provided during the injury.

Goal: *Oakridge will establish and maintain a company culture that is committed to workplace safety and health.*

Objective:

- 1) To develop safety practices that enable Oakridge to offer a safe place to work and live. environment of safety place to work and live.
- 2) All staff will be trained in Oakridge AWAIR policy and safety goals at new employee orientation.
- 3) We will conduct monthly safety meeting during the regional staff meetings to indentify, discuss and eliminate safety concerns.
- 4) Q/DC/PD or Administrators will perform monthly safety checks in all client homes, removing any immediate dangers and reporting safety concerns directly to Safety Coordinator.

Safety Coordinator _____

Date: _____

President or Vice-president _____

Date: _____