



**PHYXIUS**  
**Minnesota employee right-to-know program**

**General company policy**

The purpose of this notice is to inform you our company is complying with the Minnesota OSHA Employee Right-to-Know standard by providing you with training about the hazardous materials, harmful physical agents and infectious agents you are exposed to on the job. As part of this effort, we have compiled a list of the hazardous chemicals used in our facility, collected material safety data sheets (SDS) from our vendors for these chemicals, received reference material about the other harmful agents employees are exposed to, ensured that containers are labeled and signs are present in the hazardous areas.

This program applies to all work operations in our company where you may be exposed to hazardous substances, harmful physical agents or infectious agents under normal working conditions or during an emergency situation.

Amber Jacobson is the Safety Director. See the “Safety Committee Policy and Procedures” for more information. Copies of all our written safety programs are at each location in the Safety Book as well as in the online STAR portal.

With this program, you will be informed of the contents of the Minnesota OSHA Employee Right-to-Know standard, the hazardous properties of the chemicals you work with, safe handling procedures and measures to take to protect yourselves from these chemicals. You will also be informed of the hazards associated with nonroutine tasks and the hazards associated with chemicals in unlabeled pipes.

**Training**

Everyone who works with or is potentially exposed to hazardous chemicals, harmful physical agents or infectious agents will receive initial training about the Employee Right-to-Know standard and the safe use of those chemicals or agents prior to work assignment. A program has been prepared for this purpose and is outlined below. Whenever a new hazard is introduced, additional training will be provided. Training updates will be performed at least annually and may be brief summaries of information included in previous training sessions. The Program Leaders and the Safety Director are responsible for ensuring this training is provided.

## **Training plan**

The employee right-to-know training will include:

- a summary of the standard and this written program;
- the chemical and physical properties of hazardous materials and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes);
- the physical hazards of chemicals (e.g., potential for fire, explosion, etc.);
- the name of the substance or agent and the level, if established, at which exposure to the hazard has been restricted according to standards adopted by the commissioner, or, if no standard has been adopted, according to guidelines established by competent professional groups;
- the health hazards, including signs and symptoms, associated with exposure to chemicals, harmful physical agents and infectious agents, and any medical condition known to be aggravated by exposure to these hazards;
- the procedures to protect against those hazards (e.g., use and maintenance of personal protective equipment; work practices or methods for proper use and handling of chemicals; and procedures for emergency response);
- the work procedures to follow to assure protection when cleaning up incidental spills and leaks of hazardous chemicals;
- the location in the facility where SDSs, physical agent data sheets (PADSs) and infectious agents information can be found;
- instruction about how to read and interpret the information on labels, SDSs and PADSs; and
- direction about how employees may obtain additional hazard information.

Records of training will be maintained for three years in OSHA Book or online via STAR and will include:

- the dates of training;
- the name, title and qualifications of the person/company who conducted the training;
- the names and job titles of the employees who completed the training; and
- a brief summary or outline of the information that was included in the training session.

Policy reviewed/revised approved by: Amy Larson, March 2023

**List of hazardous chemicals:** found in the attachment at the end

The Program Leader/Supervisor/Director has created the list of all hazardous substances and related work practices in the facility and will update the list as necessary. The list of chemicals identifies all of the chemicals used in work areas. A separate list is available for each individual work area. Any required SDS can be found in the SDS tab in the OSHA Book.

**List of harmful physical agents:** There are no harmful physical agents at any Phyxius Inc. facility.

**List of infectious agents:** There are no infectious agents at any Phyxius Inc. facility.

### **Safety data sheets (SDSs formally MSDS)**

SDS provide you with specific information about the chemicals you use. The Safety Director will maintain a binder titled “OSHA BOOK” at each facility with an SDS about every substance on the list of hazardous chemicals identified in the facility.

The Safety Director or designee is responsible for acquiring and updating SDSs. He or she will contact the chemical manufacturer or vendor if additional research is necessary, or if an SDS has not been supplied with an initial shipment. All new materials to be brought into the facility must be cleared by the Safety Director.

### **Labels and other forms of warning**

The Program Leader/Safety Director will ensure all hazardous chemicals in the facility are properly labeled and updated as necessary. Manufacturer's container labels should be left on the containers if possible and must list, at a minimum, the chemical's identity, the appropriate hazard warning, and the name and address of the manufacturer, importer or other responsible party.

If you transfer chemicals from a manufacturer's container into another container, the new container must have a label that identifies the chemical identity and any appropriate hazard warning. Immediate-use containers, which are containers of hazardous substances remaining under the control of one employee *and* that are emptied during the same work shift, need not be labeled.

Pipes or piping systems do not have to be labeled, but their contents will be described in the training session.

## **Non-routine tasks**

When you are required to perform hazardous nonroutine tasks, a special training session will be conducted by the Program Leader/Supervisor to inform you regarding the hazardous chemicals you might be exposed to and the proper precautions to take to reduce or avoid exposure. SDS will be available about the hazardous chemicals used. The Safety Director is responsible for ensuring about this training is provided.

## **Phyxius is not a Multi-employer workplace**

### **Reporting:**

Employees who have experienced a work-related injury should refer to the Phyxius Workers Compensation Policy for further direction. Workers have the right to report their own work-related inpatient hospitalizations, amputations, and all losses of an eye within 24 hours. This report is made directly to OSHA and is free from retaliation by the employer. If you choose to call this report in yourself, the toll-free number for MNOSHA is: 1-877-470-6742 You must call during their regular business hours of 8am-4:30pm Mon-Fri. If calling outside normal hours you may call the Federal OSHA: 1-800-321-6742.

### **Frequency of training:**

The Safety Director will review our employee training program on a regular basis and will advise management regarding initial or annual refresher training needs. Retraining is also required whenever a new hazard is introduced into the workplace. As part of the assessment of the training program, the OSHA Safety Director will obtain input from employees regarding the training they have received and their suggestions for improving it. This review will be performed annually; necessary revisions will be made to ensure currency and applicability.

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Safety Director:

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Date:

# Bloodborne Pathogen Exposure Control Plan

## **Responsibility:**

The Program Leader/Supervisor shall be responsible for ensuring their employees comply with the provisions of this plan. The company will provide all necessary supplies such as personal protective equipment (ie. glasses and masks), soap, bleach, Hepatitis B vaccinations, etc.

## **Work Practice and Controls:**

Universal precautions will be observed by all employees in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

1. Employees must wash their hands or other skin with soap and water, or flush mucous membranes with water, as soon as possible following an exposure incident.
2. Employees must wash their hands immediately after removal of gloves or other personal protective equipment.
3. Employees who encounter improperly disposed needles shall notify their Program Leader/Supervisor. Needles shall be disposed of in labeled sharps containers.
  - Needles should never be recapped
  - Needles may be moved only by using a mechanical device or tool (forceps, pliers, broom and dust pan).
4. Breaking or shearing of needles is prohibited.
5. No eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses is allowed in a work area where there is a reasonable likelihood of occupational exposure.
6. Employees must perform all procedures involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, and generation of droplets of these substances.

## **Housekeeping:**

Decontamination will be accomplished by utilizing the following materials:

1. A disinfectant. EPA registered would be preferred
2. All contaminated work surfaces, tools, objects, ect., will be decontaminated immediately after any spill of blood or other potentially infectious materials. The disinfectant must be left in contact with the contaminated surface for at least 10 minutes before cleaning.
3. Equipment that may become contaminated with blood or other potentially infectious materials will be examined prior to use.
4. Broken glassware will not be picked up directly with the hand. Sweep or brush the material into a dustpan.
5. Known or suspected contaminated sharps shall be discarded immediately into sharps containers that are labeled with the appropriate biohazard label.
6. When containers of contaminated sharps are being moved from area of use or discovery, the containers shall be closed before removal or replacement to prevent spillage or protrusion of contents during handling, storage, or transport.
7. Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of injury

## **Laundry Procedures:**

Laundry contaminates with blood or other potentially infectious material will be handled as little as possible. Such laundry will not be sorted or rinsed in the same area as regular laundry.

**Personal Protective Equipment:**

The company will provide gloves, face shields, eye protection, and aprons at no cost to employees. The employees must:

1. Utilize protective equipment in occupational exposure situations
2. Remove garments that become penetrated by blood or other potentially infectious material immediately.
3. Remove all garments that are torn or punctured, or that lose their ability to function as a barrier to bloodborne pathogens.
4. Remove all personal protective equipment before leaving the work area.
5. Place all garments in the appropriate designated areas or container for storage, cleaning, decontamination, or disposal.

**Hepatitis B Vaccine:**

The Hepatitis B vaccination shall be made available after the employee has received the training in occupational exposure and within 10 working days of initial assignment. It shall be made available to all employees who have potential occupational exposure unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

If the employee initially declines Hepatitis B vaccination, but at a later date decides to accept the vaccination, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination offered shall sign the OSHA required waiver indicating their refusal.

If a routine booster of Hepatitis B vaccine is recommended by D.S Public Health Service at a future date, such booster doses shall be made available at no cost to the employee.

The Hepatitis B vaccine shall be offered to all staff that work with clients.

**Post-Exposure Evaluation and Follow-up:**

All exposure incidents shall be reported, investigated, and documented. All exposure incidents shall be reported immediately to a supervisor.

Following a report of an exposure incident, the exposed employee shall go to the nearest medical facility for a confidential medical evaluation and follow-up, including at least the following elements:

1. Documentation of the route(s) of exposure.
2. A description of the circumstances under which the exposure occurred.
3. The identification and documentation of the source individual (The identification is not required if the employer can establish that identification is impossible or prohibited by state or local law.)
4. The collection and testing of the source individual's blood for testing for HBV and HIV serological status if possible.
5. Post-exposure treatment for the employee, when medically indicated in accordance with the U.S. Public Health Service.
6. Counseling.
7. Evaluation of any reported illness.

The healthcare professional evaluating an employee will be provided with the following information:

1. A copy of this plan.
2. A copy of the OSHA Bloodborne Pathogen regulations (29 CFR 1910.1030)
3. Documentation of the route(s) of exposure
4. A description of the circumstances under which the exposure occurred.
5. Results of the source individual's blood testing, if available.
6. All medical records applicable to the treatment of the employee, including vaccination status.

The employee will receive a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for Hepatitis B vaccination is limited to the following:

1. Whether the employee needs a Hepatitis B vaccination.
2. Whether the employee has received such vaccination.

The healthcare professional's written opinion for post-exposure evaluation and follow-up is limited to the following information:

1. That the employee was informed of the results of the evaluation
2. That the employee was informed about any medical conditions resulting from exposure to blood or other infectious materials that require further evaluation or treatment.

All other findings or diagnoses will remain confidential and will not be in written report.

All medical evaluations shall be made by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional. An accredited laboratory at no cost to the employee must conduct all laboratory tests. All medical records will be kept in accordance with 29 CFR 1910.1020.

**Training:**

All employees shall participate in a training program. Training will occur prior to being assigned to a task where occupational exposure may take place and at least annually thereafter. Additional training will be provided when changes such as a modification of tasks or procedures occur.

Any employee who is exposed to infectious materials shall receive training, even if the employee was allowed to receive the HBV vaccine after exposure.

# Hepatitis B Vaccine

## \_\_\_\_Acceptance

I understand that due to my occupational exposure to blood or other infectious materials that I may be at risk of acquiring Hepatitis B virus infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccination at no charge to myself. **I accept the Hepatitis B vaccination at this time.** I understand that it is my responsibility to go to the clinic of my choice within 14 days of this signature and receive the vaccine. I will give the bill to Phyxius Inc. to pay. Failure to receive the vaccine within this timeline may cause me to be removed from the schedule, or other disciplinary action. Failure to submit a bill from the clinic to Phyxius for the vaccine may result in non payment.

OR

## \_\_\_\_Declination

I understand that due to my occupational exposure to blood or other infectious materials that I may be at risk of acquiring Hepatitis B virus infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccination at no charge to myself. However, **I decline the Hepatitis B vaccination at this time.** I understand that by declining this vaccination, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want the Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

(print name) \_\_\_\_\_

\_\_\_\_\_

(date) \_\_\_\_\_

(signature) \_\_\_\_\_

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| <b>ALPHA House Chemical Use List</b>   |                       |
|----------------------------------------|-----------------------|
| <b>Chemicals</b>                       | <b>Amount of Use</b>  |
| All Laundry Pods                       | Daily                 |
| Hand Sanitizer                         | Daily                 |
| Clorox Toilet Bowl Cleaner             | Daily                 |
| Dial Antibacterial Hand Soap           | Daily                 |
| Car Wash Soap                          | Summer months Monthly |
| Bug Defense Spray                      | Quarterly             |
| Clorox Disinfectant Wipes              | Daily                 |
| Clorox Disinfectant Spray              | Daily                 |
| Windex                                 | Daily                 |
| Bleach                                 | Daily                 |
| Multipurpose Cleaner                   | Daily                 |
| Antibacterial All-purpose Cleaner      | Daily                 |
| Uric Acid                              | Weekly                |
| Vinegar Cleaner                        | Daily                 |
| Shower Cleaner (Dish soap and vinegar) | Weekly                |
| Upholstery Cleaner                     | Weekly                |
| Easy Off Oven Cleaner                  | Monthly               |
| Dish Soap                              | Daily                 |
| Dish washer pods                       | Daily                 |
| Rinse Aid                              | Weekly                |
| Stain Remover                          | Weekly                |
| WD-40                                  | Quarterly             |
| Great Value Carpet Cleaner             | Monthly               |
| Great Value Mold and Mildew            | Yearly                |
| Oboban Sanitizing Spray                | Daily                 |
| Pledge Surface Spray                   | Daily                 |
| CLR Septic Treatment                   | Monthly               |
| Purell Surface Disinfectant            | Daily                 |

| Beta House Chemical Use List                                     |               |
|------------------------------------------------------------------|---------------|
| Chemicals                                                        | Amount of Use |
| Tide Laundry Detergent                                           | Daily         |
| Tide Power Laundry Detergent                                     | Daily         |
| Germ X Hand Sanitizer                                            | Daily         |
| Liquid Plumber Gel                                               | Monthly       |
| Equate Antibacterial Hand Soap                                   | Daily         |
| Bug Defense Spray                                                | Quarterly     |
| Great Value Disinfectant Wipes                                   | Daily         |
| Great Value Disinfectant Spray                                   | Daily         |
| Windex                                                           | Daily         |
| Color Safe Bleach                                                | Bi-Weekly     |
| Tough & Tender Multipurpose Cleaner                              | Daily         |
| 409 Antibacterial Cleaner                                        | Daily         |
| Uric Acid                                                        | Monthly       |
| Soft Scrub                                                       | Weekly        |
| Shower Cleaner                                                   | Weekly        |
| Great Value Pledge                                               | Daily         |
| 409 Multipurpose Cleaner                                         | Daily         |
| Easy Off Oven Cleaner                                            | Monthly       |
| Bug Spray                                                        | As needed     |
| Oxy Clean Powder                                                 | Monthly       |
| Raid Maxx                                                        | Quarterly     |
| Lysol, Santeen & Soft Scrub Toilet Bowl Cleaner                  | Daily         |
| Diaper Rash<br>Spray(Lidocaine,Prilocaine,Bacteriostatic Water)? | Daily         |
| Fabuloso/Pine Sol                                                | Daily         |

## Delta Chemical List

Great Value Glass Cleaner - Daily  
Dawn Dish Soap – Daily  
Softsoap Handsoap – Daily  
Lysol Toilet Bowl Cleaner – Daily  
Lysol Lemon Scent All Purpose Cleaner – Daily  
G.V. Foaming Bathroom Cleaner – Daily  
Germ-x Hand Sanitizer – Daily  
G.V. Fabric Freshener – Daily  
Fabuloso Floor Cleaner Concentrate – Daily  
G.V. Disinfecting Wipes – Daily  
G.V. Disinfecting Spray – Daily  
Glade Air Fresheners - Daily  
Apothecary Home Antibacterial Soap - Daily  
Member's Mark Laundry Dishwasher Packs – Daily

Member's Mark Laundry Detergent Packs – Weekly  
Clorox Bleach – Weekly  
Vinegar – Weekly

Woolite Carpet Stainlift – Monthly  
Uric Acid Eradicator – Monthly  
Johnson & Johnson Drano Max Gel - Monthly  
Sprayway Goodnight Bed Bug Spray (Permethrin Active) – Monthly

### **Epsilon Chemical List:**

Dish Soap - Used Daily

Dishwasher Pods - Used Daily

Laundry Detergent - Used as needed or Daily

Glade Spray - Used Daily

Uric Acid - Used as needed or Daily

Disinfectant Spray - Used Daily

Windex - Used on windows or mirrors Weekly

Bathroom Cleaner W/Bleach - Used in the sinks or bathroom tub Daily

Toilet Bowl Cleaner - Used Daily

Bleach - Used as needed

Liquid Plummer - Used as Needed in drains in showers or sinks

Disinfectant Wipes - Used Daily

Hand Soap - Used Daily in the Kitchen and Bathrooms

Multi-purpose Cleaner - Used Daily on the floors throughout the house

Oven Cleaner - Used Monthly

Hand Sanitizer - Used Daily or as needed

Lime-a-way - Used as Needed

WD 40 - Used as Needed

## **GAMMA**

### **Items Used On a Daily Basis:**

Scrubbing Bubbles- Used Daily  
Dawn  
Dish Soap- Used Daily  
Equate Hand Soap- Used Daily  
Lysol and No Works Toilet Bowl Cleaner- Used Daily  
Great Value or Windex Glass Cleaner- Used Daily  
No Works Shower Cleaner- Used Daily  
Members Mark Hand Sanitizer- Used Daily  
Disinfectant Wipes and Spray- Used Daily  
All Laundry Detergent- Used Daily  
Febreze- Used Daily  
Fabuloso or Pinesol for floors - Used Daily  
Uric Acid Eradicater

### **Items Used On a Weekly Basis:**

Clorox Bleach-2-3 times a week  
Pledge  
2 times a Week  
Pine Sol-3 times a week  
Mr. Clean-antibacterial-2 times a week  
Vinegar-3 times a week  
Kabook Foamtastic Shower Cleaner

### **Items Used On a Monthly Basis:**

Draino-1 time a month as needed for clogs  
Proforce  
Oven and Grill Cleaner- 1 Time a Month  
MOLDEX Instant Mold & Mildew Stain Remover

## IOTA Chemical List

Great Value Glass Cleaner - Daily  
Dawn Dish Soap – Daily  
Softsoap Handsoap – Daily  
Lysol Toilet Bowl Cleaner – Daily  
Lysol Lemon Scent All Purpose Cleaner – Daily  
G.V. Foaming Bathroom Cleaner – Daily  
Germ-x Hand Sanitizer – Daily  
G.V. Fabric Freshener – Daily  
Fabuloso Floor Cleaner Concentrate – Daily  
G.V. Disinfecting Wipes – Daily  
G.V. Disinfecting Spray – Daily  
Glade Air Fresheners - Daily  
Apothecary Home Antibacterial Soap - Daily  
Member's Mark Laundry Dishwasher Packs – Daily

Member's Mark Laundry Detergent Packs – Weekly  
Clorox Bleach – Weekly  
Vinegar – Weekly

Woolite Carpet Stainlift – Monthly  
Uric Acid Eradicator – Monthly  
Johnson & Johnson Drano Max Gel - Monthly  
Sprayway Goodnight Bed Bug Spray (Permethrin Active) – Monthly

## Kalimera Chemical List

### Daily

Hand Sanitizer  
Clorox Toilet Bowl Cleaner  
Dial Antibacterial Hand Soap  
Clorox Disinfectant Wipes  
Clorox Disinfectant Spray  
Windex  
Bleach  
Multipurpose Cleaner  
Antibacterial All-Purpose Cleaner  
Vinegar Cleaner  
Mr. Clean Floor Cleaner  
Fabulosa Floor Cleaner  
Ajax or Dawn Dish Soap  
Glade/Febreze Scented Spray

### Weekly

Laundry Pods (Tide)  
Shower Cleaner (Dish Soap/Vinegar Combination)  
Upholstery Cleaner

### Monthly

Easy Off Oven Cleaner  
Stain Remover  
Raid Ant Spray  
Endust (multi-surface dusting spray)

### As Needed

Uric Acid Cleaner

## **Kalinychta Chemical List:**

Drano Liquid – one bottle at a time down the bathroom tub drain

Scrubbing Bubbles Bathroom Grime Fighter- 5 sprays at a time, clean with water then spray 5 more times and repeat process until clean.

HDX Disinfectant Spray- 2 sprays on surface or around surface

Odor Ban Eliminates Odor Disinfectant

Windex with vinegar – only for windows

Hydrogen Peroxide Bathroom Cleaner Lysol- For toilet cleaning purposes

Kitchen Pro antibacterial cleaner- Lysol Dawn- For cleaning dishes in the kitchen or hands

Platinum 4x grease dish soap - 3x- For dishes with extra grease on them to clean in the sink

Pet odor eliminator or fabric freshener Vinegar- For the couches, and MF bed

Microband 24-hour bathroom cleaner- Cleaner for bathroom sink and tub cleaning

Glade spray - Clean Linen Glade spray - Lemon scent

Soft soap- Hand soap for hands in kitchen and bathroom

Antibacterial Disinfectant Spray Pine Sol- Spray on surfaces to kill germs

Oven Cleaner – Used per directions on box/bottle once a month to clean oven

Toilet bowl cleaner

Hand sanitizer - 2x- For staff and MF use to kill germs on hands

Fabulous All Purpose Floor cleaner- Lavender, Ocean Paradise- Floor cleaner to use to mop floors throughout the house.

## Kalispera Chemical List

Great Value Glass Cleaner - Daily  
Dawn Dish Soap – Daily  
Softsoap Handsoap – Daily  
Lysol Toilet Bowl Cleaner – Daily  
Lysol Lemon Scent All Purpose Cleaner – Daily  
G.V. Foaming Bathroom Cleaner – Daily  
Germ-x Hand Sanitizer – Daily  
G.V. Fabric Freshener – Daily  
Fabuloso Floor Cleaner Concentrate – Daily  
G.V. Disinfecting Wipes – Daily  
G.V. Disinfecting Spray – Daily  
Glade Air Fresheners - Daily  
Apothecary Home Antibacterial Soap - Daily  
Member's Mark Laundry Dishwasher Packs – Daily

Member's Mark Laundry Detergent Packs – Weekly  
Clorox Bleach – Weekly  
Vinegar – Weekly

Woolite Carpet Stainlift – Monthly  
Uric Acid Eradicator – Monthly  
Johnson & Johnson Drano Max Gel - Monthly  
Sprayway Goodnight Bed Bug Spray (Permethrin Active) – Monthly

## Omega House Chemical List

| Chemicals                             | Amount of Use |
|---------------------------------------|---------------|
| ALL Free Clear Oder Relief Pods       | Daily         |
| Germ X Hand Sanitizer                 | Daily         |
| Soft Soap Antibacterial Hand Soap     | Daily         |
| Great Value Lysol Toilet Bowl Cleaner | Daily         |
| Febreze                               | Daily         |
| Oxy Deep Cleaner (Shampooer)          | Use As Needed |
| Great Value Disinfectant Wipes        | Daily         |
| Great Value Disinfectant Spray        | Daily         |
| Windex                                | Daily         |
| Great Value Easy Off Oven Cleaner     | Monthly       |
| Lysol All-Purpose Cleaner             | Daily         |
| Palmolive Dish Soap                   | Daily         |
| Lysol Floor Cleaner                   | Daily         |
| Comet lemon Fresh Bleach              | Use as Needed |
| Great Value Dishwasher Pods           | Daily         |
| Uric Acid                             | As Needed     |
| Microban Bathroom Cleaner             | Daily         |

March 2023 Omega House Chemical List

| Sigma House Chemical Use List          |                       |
|----------------------------------------|-----------------------|
| Chemicals                              | Amount of Use         |
| All Laundry Pods                       | Daily                 |
| Hand Sanitizer                         | Daily                 |
| Clorox Toilet Bowl Cleaner             | Daily                 |
| Dial Antibacterial Hand Soap           | Daily                 |
| Car Wash Soap                          | Summer months Monthly |
| Bug Defense Spray                      | Quarterly             |
| Clorox Disinfectant Wipes              | Daily                 |
| Clorox Disinfectant Spray              | Daily                 |
| Windex                                 | Daily                 |
| Bleach                                 | Daily                 |
| Multipurpose Cleaner                   | Daily                 |
| Antibacterial All-purpose Cleaner      | Daily                 |
| Vinegar Cleaner                        | Daily                 |
| Shower Cleaner (Dish soap and vinegar) | Weekly                |
| Upholstery Cleaner                     | Weekly                |
| Fabuloso Floor Cleaner                 | Daily                 |
| Goo Gone                               | Monthly               |
| Easy Off Oven Cleaner                  | Monthly               |
| WD-40                                  | Quarterly             |
| Dish Soap                              | Daily                 |
| Dish washer pods                       | Daily                 |
| Rinse Aid                              | Weekly                |
| Stain Remover                          | Weekly                |
| WD-40                                  | Quarterly             |

# Spiti

## **Items Used On a Daily Basis:**

Dawn Dishwasher Soap  
Great Value Dishwasher Packs  
Dial Hand Soap  
Clorox Toilet Bowl Cleaner and The Works Cleaner  
Windex Glass Cleaner  
Hand Sanitizer comes in multiple brands  
Clorox Wipes  
All Laundry Detergent Febreeze  
Pine Sol Floor Cleaner  
Glade Air Freshener  
Febreeze  
Multi-Purpose Cleaner

## **Items Used On a Weekly Basis:**

Bleach  
Lysol Disinfecting Spray  
Tide Pods  
Ultimate Fresh Dryer Sheets

## **Items Used On a Monthly Basis:**

Uric Acid Eradicator  
Clorox  
Woolite  
Vinegar and Fabuloso Disinfecting Spray Rust  
Lime Calcium All Purpose Cleaner

## **Items Used On a Yearly Basis:**

Oven Cleaner

## Tarasso Chemical List

WD-40 Lubricant  
Drain-O Pipe Cleaner Toilet  
Bowl Cleaner  
Bleach  
Lysol Liquid Cleaner  
Raid Bug Spray  
Old English Wood Surface Protector  
Easy-Off Oven Cleaner  
Windex  
Febreze Air Freshener  
Cleaning Vinegar  
Disinfectant Spray Clorox  
Foamer  
Dawn Dish Soap  
Glade Laundry Detergent  
Borax Powder Dove  
Hand Soap  
Driveway Salt  
Toothpaste  
Baking Powder  
Laundry Detergent  
All-Purpose Cleaner  
Soft-soap Hand Soap  
Purell Surface Cleaner  
Hand Sanitizer  
Pledge Anti-Allergen and Dust Spray  
Multipurpose Disinfectant Wipes  
Rubbing Alcohol  
Hydrogen Peroxide

# The Office Chemical List

Uric Acid Eradicator - Monthly  
Goo Gone Adhesive Remover - Monthly  
Clorox Bleach Spray - Daily  
Glass Cleaner Spray - Weekly  
Lime-A-Way Hardwater cleaner - Monthly  
WD-40 Lubricant - Monthly  
Palmolive Dish Soap - Daily  
Spic and Span All-Purpose cleaner - Monthly  
Clorox Brand All Purpose cleaner - Daily  
Clorox Disinfecting Wipes - Daily  
Alcohol Mixture Hand Sanitizer - Daily  
Hand Soap - Daily  
Bissell Pet Stain cleaner - Monthly  
Camera Lens Wipes - Monthly  
Bissell Pressurized cleaning solution - Monthly  
Interior Home Paint Buckets - Yearly

| Theta House Chemical Use List                   |                      |
|-------------------------------------------------|----------------------|
| Chemicals                                       | Amount of Use        |
| Arm and Hammer Laundry Detergent                | Daily                |
| Germ X Hand Sanitizer                           | Daily                |
| Liquid Plumber Gel                              | Monthly              |
| Equate and Softsoap Antibacterial               | Daily                |
| Car Wash Soap                                   | Summer months weekly |
| Bug Defense Spray                               | Quarterly            |
| Clorox Disinfectant Wipes Handsoap              | Daily                |
| Lysol Disinfectant Spray                        | Daily                |
| Windex                                          | Daily                |
| Color Safe Bleach                               | Bi-Weekly            |
| Tough & Tender Multipurpose Cleaner             | Daily                |
| 409 Antibacterial Cleaner                       | Daily                |
| Uric Acid                                       | Monthly              |
| Soft Scrub                                      | Weekly               |
| Shower Cleaner                                  | Weekly               |
| Tub/Tile Cleaner                                | Weekly               |
| All Purpose Cleaner                             | Daily                |
| Easy Off Oven Cleaner                           | Monthly              |
| Easy Off Grill Cleaner                          | Monthly              |
| Lime Away                                       | Monthly              |
| Weed B Gone Weed Killer                         | Quarterly            |
| Clorox Disinfecting Wipes                       | Daily                |
| WD-40                                           | Quarterly            |
| Raid Bug Spray                                  | Quarterly            |
| Lysol, Santeen & Soft Scrub Toilet Bowl Cleaner | Daily                |
| Dish Washer Pods                                | Daily                |
| Febreeze/Glad Air Freshener                     | Daily                |
| Baking Soda                                     | Weekly               |

# Zeta House Chemical List

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## Items Used On a Daily Basis:

Liquid Dish Soap- Used Daily  
Tub & Tile Cleaner- Used Daily Dawn  
Dish Soap- Used Daily  
Equate, soft soap, and home store Antibacterial Hand Soap- Used Daily  
Clorox and No Works Toilet Bowl Cleaner- Used Daily  
Windex and glass cleaner- Used Daily  
All Purpose Cleaner -Used Daily  
Members Mark Hand Sanitizer- Used Daily  
Breezy dryer sheets- Used Daily  
Purex laundry detergent-used Daily Febreze-  
Used Daily  
Multi-Surface Floor Cleaner- Used Daily  
Cascade complete dishwashing soap-used daily

## Items Used On a Weekly Basis:

Clorox and Iysol Disinfecting Spray- 3-4 Times a Week  
Pine-Sol- 4-6 Times a Week  
Clorox Disinfecting Wipes – 4-6 Times a week  
Clorox Disinfecting Spray – 4-6 Times a week  
Fabuloso- 4-6 times a week  
Scrubbing bubbles-4-6 times a week  
Comet multi surface spray- 4-6 times a week Spic  
and span- 4-6 times a week  
All purpose cleaner- 4-6 times a week Ultimate  
clean dish soap-4-6 times a week  
Cascade dishwashing pods- 4-6 times a week

## Items Used On a Monthly Basis:

Oven Cleaner - Monthly  
Murphy Oil – Monthly  
Borax – Monthly  
Bleach – Monthly  
Mastermark dryer sheets-monthly  
All laundry pods-monthly  
Cleaning vinegar-monthly  
409-monthly



## CANBERRA CORPORATION SAFETY DATA SHEET

### 1. Identification

**Product Identifier:** HUSKY 401 URIC ACID ERADICATOR

**Application or recommended use:** Bacterial cleaner and deodorizer

**Restrictions on use:** Do not use in any fashion not specified on the product label.

**Manufacturer / supplier:** Canberra Corporation

3610 N. Holland-Sylvania Rd.

Toledo, Ohio 43615 USA

**Telephone:** 419-841-6616 **Emergency phone:** 800-832-8992 **National Poison Center:** 800-222-1222

### 2. Hazards Identification

**GHS Classification:** Classification of this mixture in accordance with paragraph (d) of §1910.1200.  
Eye Damage/Irritation - Category 2A

**Label Elements:**



**Symbol:**

**Signal word:** WARNING

**Hazard statements:** Causes serious eye irritation.

**Precautionary statements:** Wash hands, face and any skin contact thoroughly after handling.  
Wear eye protection/face protection.  
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention.

**Other Hazards:** None known

### 3. Composition / Information on Ingredients

**Chemical characterization:** Mixture of water, detergents, bacterial spores and auxiliary agents.

**Hazardous ingredients:** The exact percentage of composition has been withheld as a trade secret.

1 - 1.4% Alcohol ethoxylate

CAS 68439-46-3, EINECS/ELINCS NLP

1 - 1.4% Sodium dodecylbenzene sulfonate

CAS 25155-30-0, EINECS/ELINCS 246-680-4

**Other ingredients (> 1%):**

> 90% Water

CAS 7732-18-5, EINECS/ELINCS 231-791-2

### 4. First-Aid Measures

**Symptoms:** Irritation of affected areas. Causes serious eye irritation.

Have the product container or label with you when calling a poison control center or doctor, or going for treatment.

**Inhalation:** Move person to fresh air. If respiratory irritation or dizziness occurs, seek immediate medical assistance.

**Skin Contact:** Remove contaminated clothing and wash before reuse. Wash contaminated area with soap and water for 15-20 minutes. If irritation occurs, get medical advice/attention.

**Eye Contact:** Hold eye open and rinse slowly and gently with water for 15-20 minutes. Remove contact lenses, if present, after first 5 minutes, then continue rinsing eye. Immediately call a POISON CENTER or doctor/physician.

**Ingestion:** Call a poison control center or doctor immediately for treatment advice. Have person sip a glass of water if able to swallow. Do not induce vomiting unless told to do so by the poison control center or doctor. Do not give anything by mouth to a person who is unconscious or convulsing. If vomiting occurs, keep head below hips to reduce risk of aspiration.

**Note to Physician:** Treat exposed patients symptomatically.

### 5. Fire-Fighting Measures

**Suitable Extinguishing Media:** Not applicable. Product is not a fire hazard.

**Unsuitable Extinguishing Media:** High pressure water jet. **Specific hazards in case of fire:** None known.

**Special Fire Fighting Precautions:** Prevent human exposure to fire, smoke, fumes or products of combustion. Fire fighters should wear appropriate protective equipment, including self-contained breathing apparatus and impervious clothing.

### 6. Accidental Release Measures

**Emergency Procedures:** Depending on the extent of release, consider the need for restriction of access to spill area.

**Personal Precautions:** Do not eat, drink or smoke during clean up. Wear protective clothing, eye protection and impervious gloves (e.g. neoprene). Wash thoroughly after clean up.

**Environmental Precautions:** Prevent spills from entering storm sewers/drains or contact with soil.

**6. Accidental Release Measures (cont.)**

**Clean up Methods:** Small spills may be wiped up and rinsed with water. For larger spills, contain spill with inert material (sand, clay). Transfer material to labeled containers for recovery or proper disposal. After removal, flush area with water. Follow good industrial hygiene practices.

**7. Handling and Storage**

**Precautions for Safe Handling:** Read label before use. Avoid contact with skin or eyes. Wash hands, face and any skin contact thoroughly after handling. Do not eat, drink or smoke when using this product. Wear protective gloves, eye protection, face protection. Use product only according to label directions. If unsure about safe use, contact your supervisor.

**Conditions for Safe Storage:** Keep out of reach of children. Do not contaminate water, food or feed by storage and disposal. Store in tightly closed, original container in a cool (10° - 30°C), dry area.

**Incompatibility:** None known.

**8. Exposure Controls / Personal Protection**

**Components with occupational exposure limits:** None

**Engineering Controls:** Proper ventilation in accordance with good industrial hygiene should be provided.

**Personal Protective Equipment**

**Respiratory:** Respiratory protection is not necessary under normal conditions of use.

**Gloves:** Recommended.

**Eye Protection:** Chemical resistant goggles or face shield.

**Other:** Protective clothing (long sleeves, pants), eyewash, safety shower are always advisable when working with chemicals.

**9. Physical and Chemical Properties**

|                             |                   |                             |                                 |
|-----------------------------|-------------------|-----------------------------|---------------------------------|
| Physical State -            | Liquid            | Auto-ignition temperature - | Not applicable                  |
| Color -                     | Light purple      | Flash Point -               | None                            |
| Odor -                      | Vanilla           | Flammability -              | Not applicable                  |
| Odor Threshold -            | No data available | Flammability Limits -       | Not applicable                  |
| Boiling Point -             | 212°F             | Partition coefficient -     | Not applicable                  |
| Decomposition temperature - | No data available | Solubility (Water) -        | Complete                        |
| Freezing Point -            | 32°F              | Vapor Density -             | No data available               |
| pH (Neat) -                 | 6.5 - 8.0         | Vapor Pressure -            | No data available               |
| Relative Density -          | 1.000             | Viscosity -                 | Water thin                      |
| Evaporation Rate -          | Similar to water  | % VOC -                     | < 1 (Excluding exempt material) |

**10. Stability and Reactivity**

**Reactivity:** No specific reactivity test data is available for this mixture. Under normal conditions of storage and use, hazardous reactions are not expected.

**Incompatible materials:** Oxidizers.

**Chemical stability:** This product is stable at ambient temperatures and pressures.

**Conditions to avoid:** Temperatures above 50°C or below 10°C.

**Hazardous decomposition products:** None known.

**11. Toxicological Information**

**Acute Toxicity:** Toxicity data is not available for this mixture. Data below are estimates based on summation methods.

| Test                   | Results        | Classification (A.0.4.1(c)) | Basis (A.1.3.6.1)                        |
|------------------------|----------------|-----------------------------|------------------------------------------|
| Oral                   | > 2000mg/kg    | Not applicable              | Ingredient literature (Additive formula) |
| Dermal                 | > 2000mg/kg    | Not applicable              | Ingredient literature (Additive formula) |
| Inhalation             | > 20 mg/L      | Not applicable              | Ingredient literature (Additive formula) |
| Eye Damage/Irritation  | Irritation     | Category 2A                 | Ingredient literature                    |
| Skin Damage/Irritation | Not applicable | Not applicable              | Ingredient literature                    |

**Summary:** Skin and eye contact are most likely routes of exposure. Causes serious eye irritation.

**Subchronic/Chronic Toxicity:**

| Test               | Results          | Classification | Basis                  |
|--------------------|------------------|----------------|------------------------|
| Skin Sensitization | Not a sensitizer | Not applicable | Ingredient literature. |

**Summary:** Repeated or prolonged contact causes serious eye irritation.

**Carcinogens -** Ingredients are not listed on the NTP Report on Carcinogens, IARC Monographs or by OSHA

**Other data -** No other toxicological information is available for this mixture.

**12. Ecological Information**

This material has not been tested for acute environmental effects.

**Persistence and degradability:** Material is not persistent. All organic components > 1% are readily biodegradable.

**Bio-accumulative potential:** No evidence to suggest bio-accumulation will occur.

**Mobility:** Accidental spillage may lead to penetration of soil and groundwater.

**13. Disposal Considerations**

Do not contaminate water, food or feed by disposal. If these materials cannot be disposed of by use according to label directions, contact your State Environmental Control Agency, or the hazardous waste representative at the nearest EPA Regional Office for guidance. Rinse container promptly after emptying. Then offer for recycling or reconditioning, or puncture and dispose of in a sanitary landfill. If container is one gallon or less, wrap empty container in plastic bag and discard in trash.

**14. Transport Information**

Proper Shipping Name: Not regulated

RQ - Not Applicable

Shipping emergency phone: 800-424-9300

Transport hazard class: Not Applicable

Hazard Label: Not Applicable

Packing Group: Not Applicable

Emergency Guide No.: Not Applicable

Marine Pollutant: No

**15. Regulatory Information**

Inventory status: All components are listed on TSCA(US), EINECS/ELINCS(EU), DSL(Canada), AICS(Australia), ENCS(Japan).

OSHA Hazard Communication Standard: This product meets the §1910.1200 definition of a "Hazardous Chemical".

Superfund Amendments and Reauthorization Act of 1986 Title III (EPCRA) Sections 311 and 312

Immediate (Acute) Health Hazard

Yes

Delayed (Chronic) Health Hazard

No

Fire Hazard

No

Reactive Hazard

No

Sudden Release of Pressure Hazard

No

Superfund Amendments and Reauthorization Act of 1986 Title III (EPCRA) Section 313

\*Chemicals marked with an asterisk in "3. Composition/Information on Ingredients" are subject to reporting requirements for Section 313 of Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986 and 40CFR Part 372.

Pennsylvania/New Jersey/Massachusetts Right to Know

See "3. Composition/Information on Ingredients" for hazardous and top five ingredients over 1% (w/w).

California Proposition 65: This product does not contain a listed substance known to the State of California to cause cancer, birth defects or other reproductive harm, at levels which would require a warning under the statute.

**16. Other information**

Date issued: 31. 12. 2014

F401-001 Revision: N/A

**Disclaimer:** No representation or warranty, either expressed or implied, of merchantability, fitness for a particular purpose, or of any other nature, is made with respect to information concerning the product referred to in this document. The information contained herein is, to the best of our knowledge and belief, accurate. However, since the conditions of handling and use are beyond our control, it is impossible to foresee every health effect or exposure risk incurred by the use of this product. All chemicals present some degree of hazard and should be used with caution. The information and recommendations contained herein are presented in good faith. The user should review this information in conjunction with their knowledge of the application intended to determine the suitability of this product for such purpose. In no event will the supplier be responsible for any damages of any nature whatsoever, resulting from the use, reliance upon, or the misuse of this information. Furthermore, it is the direct responsibility of the user to comply with all applicable regulations governing the use and disposal of this material.

Prepared by: R&amp;D, Canberra Corporation



## **A Workplace Accident and Injury Reduction Program (AWAIR)**

***How managers, supervisors and employees are responsible for implementing the program and how continued participation of management will be established, measured and maintained;*** All team members must follow all safety rules. Owners, Directors, AD, Supervisors will be responsible for authorizing and funding the AWAIR program, writing safety policies, investigating accidents/injuries, creating a culture of safety and compliance. Program Leaders will serve as safety coaches in the areas they work. They will fairly and uniformly enforce safety rules, provide guidance and training, assist in accident/injury interviews, fill out First Report of Injury paperwork, Incident Report/Internal Investigations when needed, and work closely with the Safety Director and designee. Direct Care Staff and Office Advisors will observe all safety requirements, complete ongoing safety training, be competent in Therapeutic Intervention (DCS), make a timely report of hazards and accidents/injuries (within 24 hours).

***The methods used to identify, analyze and control new or existing hazards, conditions and operations;*** Phyxius maintains a Safety Committee, safety policies and procedures, staff training (at hire, annually and as needed), and direct communication to and from all employees. Annually all safety data will be reviewed, compared to previous years, presented, and analyzed. Refer to the specific safety policies for additional details.

***How the plan will be communicated to all employees so they are informed of work-related hazards and controls;*** In addition to in-person conversations and phone calls, Deputy is our main communication tool for all employees and management to use amongst each other. We have safety training for new and existing employees, on-sight copies of our Employee and Client Policy book and Safety book containing all safety policies and procedures for reference, online training portal, safety postings at each location.

***How workplace accidents will be investigated and corrective action implemented;*** Injuries/accidents are to be reported to the direct supervisor (Program Leader, Office Supervisor, Operations Supervisor, Assistant Director, Director, Owners) as soon as possible but within no more than 24 hours. The direct supervisor has the most understanding of the site specifics as well as the employee so they will interview the employee and any witnesses, fill out the First Report of Injury including documented witness statement, if applicable, and Incident Report/Internal Investigation if the injury was serious or caused death. They will contact the Safety Director who will review the First Report of Injury paperwork and any other documents and process it. The Safety Director will interview the injured employee/witnesses to get additional details surrounding the accident/incident when necessary. A member of the Safety Committee will report to the accident site to investigate any unusual circumstances or any serious injury or death. Any additional training or corrective action needed, or environmental/program changes will be presented by the Safety Director to the Director team within 24 hours.

***How safe work practices and rules will be enforced.*** The safety of all our employees and clients is very important. Failure to follow safe work practices may lead to employee counseling, a reduction of hours, relocation, or termination. Staff will be required to stay current with safety training to remain on the schedule. Refer to the Employee & Client Policy Book and safety policies and procedures for additional details.

Policy reviewed/revised approved by: Amy Larson, March 2023



## **Safety Committee Policy and Procedures**

To help in the detection and elimination of unsafe conditions and work procedures, we maintain a Safety Committee with representation from employees and management.

An active Safety Committee can be an important tool for implementing an effective AWAIR program.

The Safety Committee will keep the scope of their work to only health and safety in the workplace.

### **Procedure:**

- The Safety Director will be designated and will serve as the lead person for safety and health issues and be a member of the Safety Committee.
- The Safety Director will review all accident investigation reports with the Safety Committee and take appropriate action to prevent reoccurrence.
- The Safety Director will complete and manage all work comp duties including working directly with our insurance carrier, First Report of Injuries, Return to Work, Suitable Job Offer, Restrictions, etc.
- The Safety Director will assist with OSHA requirements annually and as needed.
- The Safety Director will work with the Supervisors/Program Leaders to ensure they are training team members properly at each location to assure a safe workplace.
  
- Employees shall elect a fellow worker to represent them on the committee. The method of voting is optional.
  
- Employees on the Safety Committee will be paid their regular base wage when working on Safety Committee duties. Overtime will not be allowed.
  
- The term of employee-elected member shall be a maximum of one year. When a vacancy occurs on the committee a new member shall be elected.
  
- The Chairperson and Secretary (who will be taking the meeting notes/minutes) will be elected by the committee.
  
- We will have regularly scheduled meetings. At least quarterly. Specifically, we will plan to meet on Wednesday's at 1pm on or about Feb 15, May 15, Aug 15 and Nov 15 of each year. Additional meetings will be scheduled PRN if the committee determines necessary.
  
- Meetings will be held via Zoom to encourage participation and social distancing. We will encourage all members to attend every meeting. The length of each meeting shall not exceed one hour except by majority vote of the safety committee.
  
- Those in attendance, subjects discussed, and recommendations shall be documented and maintained on file electronically. Copies of the minutes must be provided to owners/Directors at the next Director meeting and provided to employees by posting on the bulletin board in each group home/office.



-The committee will appoint members responsible for safety committee duties such as:

Conduct in-house safety inspections.

Assist in accident/injury investigation.

Review accident/injury reports and recommend corrective action.

Monitor safety and address environmental complaints/concerns.

Accept and evaluate employee safety suggestions.

Review job procedures with safety in mind and recommend environmental/safety improvements.

Review and provide input for the creation/modification of workplace safety and health rules and policies at least annually.

Review and make recommendations based on previous years review of annual OSHA300 logs, work comp incidents, COVID case review, and any other health/safety data tracked.

Promote and communicate safety.

Ensure new employees are being trained about safe working procedures.

Present safety and health information at regularly scheduled staff/team meetings.

*Attached tool:*

*-Inspection Checklist*



## Inspection Checklist

Location: \_\_\_\_\_

Inspector: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions:** Any recognized hazard shall be corrected immediately, and interim protection provided for any serious hazards not readily corrected. Keep completed forms on file.

| Hazard                                                                                                                                            | Yes | No | Not Applicable | Corrective Action<br>(for "No" responses) |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|----------------|-------------------------------------------|
| Are Federal and State required posters, 300A OSHA, After Hours On-Call procedure, DPF-003 Emergency Phone Numbers, Floor Escape Plan, all posted? |     |    |                |                                           |
| Are all electric cords in good condition? No frays or damage?                                                                                     |     |    |                |                                           |
| Are knives, sharps locked up in locations they are a weapon?                                                                                      |     |    |                |                                           |
| If extension cords are used, are they used properly? Not connected to other extension cords.                                                      |     |    |                |                                           |
| Are cleaning supplies/chemicals locked up in locations they are a hazard?                                                                         |     |    |                |                                           |
| Are all electrical outlets enclosed with appropriate covers, plugs or plates? Not missing or broken.                                              |     |    |                |                                           |
| Are all staff following Dress Code?                                                                                                               |     |    |                |                                           |
| Winter-walkways shoveled, and salt/sand applied?                                                                                                  |     |    |                |                                           |
| Are staff current in Therapeutic Intervention training?                                                                                           |     |    |                |                                           |
| Are staff current in Basic First Aid                                                                                                              |     |    |                |                                           |
| Are all circuit breakers/water shut offs labeled?                                                                                                 |     |    |                |                                           |
| Are fire extinguishers up to date and in readily accessible locations?                                                                            |     |    |                |                                           |
| Are Carbon/smoke detectors up and in working order                                                                                                |     |    |                |                                           |
| Is proper clearance kept around heater/heat source and wall vents?                                                                                |     |    |                |                                           |
| Are fire/storm drill reports current?                                                                                                             |     |    |                |                                           |
| Are all exits kept free of obstructions?                                                                                                          |     |    |                |                                           |
| Only heat source used is furnace/baseboard heat? Confirm no space heaters are on site or used.                                                    |     |    |                |                                           |
| Are there any trip/fall hazards inside or outside?                                                                                                |     |    |                |                                           |
| Is a current Employee & Client Policy Book onsite?                                                                                                |     |    |                |                                           |
| Is a current Safety Book onsite?                                                                                                                  |     |    |                |                                           |
| Are appliances (stove/washer/dryer) functioning properly?                                                                                         |     |    |                |                                           |

| <b>Hazard</b>                                                                                     | <b>Yes</b> | <b>No</b> | <b>Not<br/>Applicable</b> | <b>Corrective Action<br/>(for “No” responses)</b> |
|---------------------------------------------------------------------------------------------------|------------|-----------|---------------------------|---------------------------------------------------|
| Has dryer lint trap been cleaned out and vent properly attached from dryer to outside?            |            |           |                           |                                                   |
| Are staff actively engaged in work and not on their cell phones or holding them in hand?          |            |           |                           |                                                   |
| Are all work areas adequately illuminated?                                                        |            |           |                           |                                                   |
| Are guardrails/stair-rails in place where required?                                               |            |           |                           |                                                   |
| Are medication sharps safely disposed?                                                            |            |           |                           |                                                   |
|                                                                                                   |            |           |                           |                                                   |
| Has routine cleaning/sanitizing been completed and recorded in cleaning log?                      |            |           |                           |                                                   |
| Are all areas clean, sanitary and orderly?                                                        |            |           |                           |                                                   |
| Are work surfaces kept dry or appropriate means taken to ensure the surfaces are slip-resistant?  |            |           |                           |                                                   |
| Are trip hazards on floors, stairs, and sidewalks removed and walking/working surfaces made safe? |            |           |                           |                                                   |
| Are first aid kits easily accessible to each work area, and stocked with necessary supplies?      |            |           |                           |                                                   |
|                                                                                                   |            |           |                           |                                                   |
| Is PPE being used when necessary?                                                                 |            |           |                           |                                                   |
| Is the red contaminated PPE bin easily accessible and properly labeled?                           |            |           |                           |                                                   |
| Is PPE inventory sufficient?                                                                      |            |           |                           |                                                   |
|                                                                                                   |            |           |                           |                                                   |
|                                                                                                   |            |           |                           |                                                   |