**Retirement Community Employee**

ThriveMore

Provided by: McGriff Insurance Services, Inc.

ThriveMore recognizes that our people drive the business. As our most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by ThriveMore employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

ThriveMore is firmly committed to the safety of our employees. We are committed to providing a safe working environment for all employees and will do everything possible to prevent workplace accidents.

We value our employees not only as employees but also as human beings critical to the success of their families, the local community and Baptist Retirement Homes of NC.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents and incidents, no matter how slight, are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and facility policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, ThriveMore will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, ThriveMore subscribes to these principles:

1. Most accidents and close calls are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds ThriveMore in higher regard with patients and increases productivity. This is why ThriveMore will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of ThriveMore is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and facility rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of ThriveMore will set a positive example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor facility health performance, safety, working environments and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this facility. Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at ThriveMore must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries, keeping each other safe and healthy in the workplace.

Jessica McCollum Shannon Sears

Vice President Risk manager

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The primary responsibility of the employees of ThriveMore is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe and obey ThriveMore rules and established policies for health, safety and the prevention of injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, they are under instruction **NOT** to begin the task until they discuss the situation with their supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with their supervisor, an employee still has questions or concerns, they are required to contact the safety coordinator.

**NO EMPLOYEE SHOULD EVER BE ASKED OR REQUIRED**to perform work that they believe is unsafe, or that they think is likely to cause injury or a health risk to themselves or others.

**General Safety Rules:**

Follow these simple rules to stay safe in the workplace:

**Conduct**

* Horseplay and practical jokes are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or that threatens or intimidates others, is forbidden.

**Drugs and Alcohol**

* Use and/or possession of illegal drugs or alcohol on facility property or on company time is forbidden.
* Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

**Housekeeping**

You are responsible to keep your work area clean and safe. Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips and spills immediately and putting equipment away as you are finished with them.

The following areas must remain clear of obstructions:

* Aisles and exits
* Fire extinguishers and emergency equipment
* All electrical breakers, controls and switches

**Injury Reporting**

All work-related injuries must be reported to your supervisor as soon as practicable. Failure to report injuries can result in loss of Workers’ Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

ThriveMore provides transitional return to work—light duty—jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor’s care while they remain productive. Employees are required to return to work immediately upon release.

ThriveMore is committed to providing safety- and health-related orientation and training for all employees at all levels of the organization. ThriveMore will maintain and support a program to educate and familiarize employees with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but is not limited to, the following:

1. Facility-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment (PPE)
6. Emergency procedures
7. Employee accident-reporting requirements
8. Return to work program
9. Any OSHA-required training not included or addressed above

**Periodic Inspections**

It is the policy of ThriveMore that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, vendors and others.

All employees are responsible for cooperating during these inspections, and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

**Incident Reporting**

1. Any work-related injury or suspected injury must be reported to your supervisor and/or administrator. A **[insert form name]** form must be completed. Failure to promptly report an injury may result in a loss of workers’ compensation benefits or disciplinary action.
2. Your supervisor will issue a **[insert form name]** for the injured employee to take to the treating medical practitioner. The employee must return this form to your supervisor or administrator by the next business day.
3. After each practitioner appointment, the employee must report to their supervisor to review their progress.
4. ThriveMore provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
5. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both ThriveMore and its employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest feasible recovery and return to work.

ThriveMore has a workers’ compensation program available for employees who have suffered work-related injuries. The program’s administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

ThriveMore wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a return to work program, which includes transitional or light duty work. The return to work program is temporary, not to exceed six months.

**Employee Procedures**

Follow these simple procedures to encourage safety in the workplace:

* All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
* If there seems to be a reasonable connection between the incident and the use of drugs or alcohol, the employee will be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.
* You must complete and sign a report of injury or illness form.
* When medical treatment is sought, the injured employee must advise his or her supervisor of the intention to seek treatment and obtain a return to work evaluation form. Regardless of the choice of physicians, the return to work form must be completed for each practitioner visit. ThriveMore will not accept a general note stating only that you are to be off work.
* Under this program, temporary light duty work is available for up to 60 days—with a review of your progress every 30 days—while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond 60 days, up to a maximum of six months, will be evaluated on a case-by-case basis.
* If you are unable to return to your regular job but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers’ compensation program and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
* Employees who are unable to work and of whose absences ThriveMore approves must keep supervisor and/or administrator informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
* If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the supervisor and/or administrator department. You must also have your practitioner complete both the return to work evaluation form and return to work request/physician’s authorization form.
* Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position if one is available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
* Employees must provide a return to work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
* Cooperate with our third party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact the supervisor and/or administrator department.

**General Emergency Guidelines**

* Stay calm and think through your actions.
* Know the emergency numbers:
* Fire/police/ambulance – 911 **[if applicable]**
* Internal emergency number **[insert number if applicable]**
* Page **[insert number and instructions if applicable]**
* Operator “0”
* Know where the exits are located.
* In the event of any emergency, do not take elevators; use the stairs.
* Do not hesitate to call or alert others if you believe that an emergency is occurring. If you act with good intensions, you will not be reprimanded if a situation turns out to be a false alarm.
* First aid supplies and emergency equipment are located **[insert location]** for use by those who are authorized and properly trained.

**Evacuation**

* Employees will be notified of a potential fire either by the fire alarm system or by a paged announcement.
* Upon becoming aware of a potential fire, employees should immediately evacuate the building. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. Never use elevators during fire alarm situations; always take the stairs.
* Supervisors should be the last people to leave the area and are responsible for checking the facility to be sure that all personnel have evacuated.
* Any employees having mobility, visual, hearing or any other condition that may hinder them from becoming aware of an emergency or evacuating should request special assistance through supervisor and/or administrator.
* Upon exiting the building, all personnel should report for a head count.
* If any employee is missing, an immediate report should be made to the incident commander, who will in turn report to the first available fire department officer.
* Employees should stay together in a group so that periodic updates on the situation can be issued.
* The order to reoccupy an area or building will be issued by the incident commander.
* In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

**Fire Safety**

* Alert other persons in the immediate hazard area.
* Activate a fire alarm or call **[insert name]** to page an emergency announcement.
* Have someone notify the incident commander of where the emergency is located. They will relay this information to the fire department.
* If you have been trained to, you can decide to use a fire extinguisher following these instructions:

**P**=Pull the safety pin

**A**=Aim the nozzle at the base of the fire

**S**=Squeeze the operating lever

**S**=Sweep side to side covering the base of the fire

\* When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.

\* Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.

**Severe Weather**

* The supervisor will monitor a weather alert radio. If a severe weather report is issued, he or she will immediately page the following announcement: **[insert announcement]**. This announcement will be repeated three times.
* Employees will shut down all equipment and will be instructed where to go for safety. The supervisor will take the weather radio with them. When the severe weather warning is cancelled, they will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

**FIRE DEPARTMENT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POLICE DEPARTMENT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMERGENCY MEDICAL SERVICES (AMBULANCE)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOSPITAL**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DOCTOR**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INTERNAL TELEPHONE NUMBERS:**

DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE/EXTENSION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DIRECT SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell/Home TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ThriveMore does not tolerate harassment of our job applicants, employees, clients, guests, vendors, patients or persons doing business with us. Any form of harassment related to an employee’s race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes—but is not limited to—slurs, jokes or other verbal, graphic or physical conduct relating to an individual’s race, color, sex, religion or national origin; sexual advances; requests for sexual favors and other verbal, graphic or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include, but are not limited to:

* Unwelcome sexual flirtation, advances or propositions
* Verbal comments related to an individual’s age, race, gender, color, religion, national origin, disability or sexual orientation
* Explicit or degrading verbal comments about another individual or their appearance
* The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer
* Any sexually offensive or abusive physical conduct
* The taking of or the refusal to take any personnel action based on an employee’s submission to, or referral of, sexual overtures
* Displaying cartoons or telling jokes that relate to an individual’s age, race, gender, color, religion, national origin, disability or sexual orientation

Appropriate action will be taken with respect to violation of this policy by any non-employee.

If you believe that you are being subjected to workplace harassment, take the following steps:

* 1. If you feel comfortable enough to do so, tell the harasser that his or her actions are not welcome and they must stop.
  2. Report the incident immediately to your supervisor and/or administrator department.
  3. Report any additional incidents that may occur to one of the above resources.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action, up to and including termination.

Any employee who feels that they have been threatened should immediately report their concern to the supervisor and/or administrator.

If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify supervisor and/or administrator; stay away from the person exhibiting threatening behavior.

Depending upon the level of concern, the police department (911) should be called immediately.

Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with supervisor and/or administrator so that a prevention plan can be developed.

Employees and former employees, who are, have been or will be exposed to toxic substances or harmful physical agents, can access exposure and medical records maintained by ThriveMore upon request.

**Hazard Communication**

1. All ThriveMore employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards and general safe handling guidelines. At Baptist Retirement Homes of NC, the SDS collection is located at [insert location]. Employees are free to use the SDS lookup as needed.
3. General rules for handling chemicals in this environment are:

* Read all label warnings and instructions.
* Follow instructions for quantity; using more of a chemical is not always better.
* Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin, and keep your face clear of the area to reduce inhalation.
* Always wash your hands after handling chemicals.
* If a chemical enters your eye(s), immediately hold open the injured eye(s) and rinse with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
* Any questions or concerns regarding chemicals should be reported to your supervisor and/or administrator.

1. All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

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| --- | --- | --- | --- | --- | --- |
| **Health Hazard**  Description: Health Hazard  • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity | **Flame**  Description: Flame  • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides | **Exclamation Mark**  Description: Exclamation Mark  • Irritant (skin and eye) • Skin sensitizer • Acute toxicity (harmful) • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer | **Gas Cylinder**  Description: Gas Cylinder  • Gases under pressure | **Corrosion**  Description: Corrosion  • Skin corrosion/burns • Eye damage • Corrosive to metals | **Exploding Bomb**  Description: Exploding Bomb  • Explosives • Self-reactives • Organic peroxides |
| **Flame Over Circle**  Description: Flame Over Circle  • Oxidizers | **Environment\***  Description: Environment  • Aquatic toxicity  *\*under EPA jurisdiction* | **Skull & Crossbones**  Description: Skull and Crossbones  • Acute toxicity (fatal or toxic) |

**Bloodborne Pathogens**

Given the nature of the health care industry, ThriveMore recognizes that its employees may be at an increased risk to come into contact with a variety of potentially dangerous pathogens conducted by blood or other bodily fluids. These pathogens are capable of causing serious disease, which is why ThriveMore has instituted the following work practices to keep employees safe.

1. Because you cannot tell by looking at a person if they are infected with a pathogenic disease, precautions must be taken every time bodily fluids are released.
2. Employees must wash hands and any other exposed skin with soap and water, or flush mucous membranes with water, immediately or as soon as feasible following contact with blood or other potentially infectious materials.
3. Contaminated needles and other contaminated sharps must not be bent, recapped or removed unless it can be demonstrate that no alternative is feasible or that such action is required by a specific medical or dental procedure.
4. Immediately or as soon as possible after use, contaminated materials must be placed in the appropriate containers until they can be properly reprocessed or disposed of.
5. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of occupational exposure.
6. Food and drink must not be kept in refrigerators, freezers, shelves, cabinets or on countertops or bench tops where blood or other potentially infectious materials are present.
7. All procedures involving blood or other potentially infectious materials must be performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.
8. Specimens of blood or other potentially infectious materials must be placed in a container that prevents leakage during collection, handling, processing, storage, transport or shipping.
9. Employees must wear the appropriate forms of personal protective equipment (PPE) during operations that could result in occupational exposure. The following rules apply to PPE:

* **Gloves.** Gloves must be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
* **Masks, Eye Protection and Face Shields.** Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin-length face shields, must be worn whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
* **Gowns, Aprons and Other Protective Body Clothing.** Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments must be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

1. All equipment and environmental and working surfaces need to be cleaned and decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning.

*Hepatitis B Vaccination*

All personnel who are assigned job duties where they are required to respond to potential exposure incidents will be offered the Hepatitis B vaccination series at no cost. The initial vaccination offer will be within 10 days of assignment. If the employee initially declines the vaccination, he or she can rescind the declination at any time.

**Personal Protective Equipment (PPE)**

1. Inspect PPE prior to each use.
2. Do not use damaged PPE.
3. You are required to maintain and keep PPE clean.

**Respirable Crystalline Silica**

Employees will take steps to limit their exposure to respirable crystalline silica in accordance with OSHA standards. A final rule from OSHA that sets the permissible exposure limit (PEL) for respirable silica to 50 micograms per cubic meter of air (50 µg/m3) will come into effect on June 23, 2018. Starting on this date, employees must follow ThriveMore written exposure plan for respirable silica at all times. Also starting on this date, employees who are exposed to levels of respirable silica at or above the PEL for 30 or more days a year will be offered medical examinations at least once every three years. These medical examinations will be offered to employees exposed to silica levels at or above OSHA’s action level for respirable silica (25 µg/m3) for 30 or more days a year beginning on June 23, 2020.

**Fire Prevention**

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the facility.
3. Contractors performing hot work must contact the Facilities Services Director for approval.
4. Only space heaters provided by ThriveMore are approved for use within the facility.
5. No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on Hazard Communication and fire safety.

**Electrical Safety**

1. With the exception of independently fused multi-tap cords for computers, extension cords are not allowed. This will be monitored by the maintenance team during monthly and quarterly room rounds.
2. Keep electric cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:

* Exit doors
* Aisles
* Electrical panels
* Fire extinguishers

**Infection Control**

Employees exposed to blood or other potentially infectious materials must follow proper safety precautions when working with needles (sharps). A needle stick or cut from a contaminated sharp is one of the easiest ways to expose yourself to potentially dangerous bloodborne illnesses, such as Hepatitis and HIV. However, by engaging in safe work practices, you can reduce this risk.

1. Do not bend, recap, remove, shear or purposely break any contaminated needles.
2. Discard disposable needles or medical sharps into the containers labeled "Biohazard Sharps" immediately after use.
3. Do not place contaminated sharps in a full or overfilled sharps container.
4. Never open, empty or manually clean a reusable sharps disposal container.
5. If there is any chance that the primary container has a leak, place primary sharps containers in secondary containers for disposal. Secondary containers should be closed, labeled and leak-resistant.
6. Do not reach into containers when discarding the sharp items.
7. If you are stuck by a needle or other contaminated sharp, immediately flood the exposed area with water and clean the wound with soap and water or a skin disinfectant. Report the incident immediately to your supervisor.
8. Wash or flush areas with water if your skin surface, eyes or mouth are splashed or spattered with blood or other bodily fluids.
9. Wear non-permeable gloves when contact with blood, non-intact skin, mucous membranes or other infectious materials is possible.
10. Do not use gloves if they are torn, cut or punctured.
11. When required to wear protective gloves, do not use hand-to-face movements when handling materials that are visibly contaminated with human blood.
12. Wash hands and other exposed skin surfaces on the arms and forearms with soap and water or a waterless cleaner immediately upon removal of protective gloves.
13. Wear latex or vinyl gloves and full face and body protection whenever large amounts of blood or body fluids are present or anticipated.
14. Place protective equipment contaminated with human blood in the red containers labeled "Biohazard"; these containers prevent leakage during collection, handling, storage and transport.
15. Wear full face protection whenever interacting with patients who are vomiting, coughing, choking or sneezing.
16. Use bag-valve masks or pocket "mask to mouth" devices when performing CPR.

**Reducing the Spread of Tuberculosis**

Tuberculosis (TB) is prevalent in long-term health care facilities and drug treatment centers due to the nature of the live-in population. However, BRH does not knowingly admit residents with TB due to not having negative pressure units for other resident’s protection.

Once affected with TB, individuals experience two stages of symptoms (can vary from person to person):

1. Primary Stage: Affected individual may be symptom-free or may have flu-like symptoms.
2. Secondary Stage:Affected individual may experience fever, night sweats, fatigue, weight loss and dry cough that can lead to coughing up blood. This is known as active disease and is the most contagious stage.

TB is spread from one person to another through air droplets projected when an infected person coughs, sneezes, sings or speaks. Once the TB germ is airborne, other individuals can breathe it into their airway unknowingly. ThriveMore conducts a Mantoux Tuberculin test to screen for TB. This test will be conducted upon hired and then there will be an annual screen, as all of ThriveMore communities are considered at low-risk.

**Handling Hazardous Medications**

Though medications are meant to aid in pain management and fighting diseases, some may also be dangerous when handled or administered. Employees working with these drugs may accidentally inhale, inject or ingest chemicals that are hazardous to their health. Exposure to hazardous drugs can lead to short- and long-term ailments for health care professionals. To protect yourself against hazardous drugs, consider the following safety measures:

1. Wear the appropriate chemical-barrier face and eye protection in the event that the drug splashes or sprays into your eyes, nose or mouth.
2. Prepare drugs in approved Biological Safety Cabinets (BSCs) that vent to the outside.
3. Wear two pairs of protective gloves when handling hazardous drugs. One should be placed under your gown and the other should be placed over your gown cuff. No skin on your arms or wrists should be exposed. Remove and replace the outer gloves after each task, and place them into a sealable container marked for disposal.
4. Change gloves immediately if they tear, puncture or if you have worn them for more than one hour.
5. Wash your hands before and after putting on safety gloves.

Employees cleaning up after patients who have received hazardous drugs within the past 48 hours must wear the appropriate protective clothing. Employees should also dispose of gloves worn while cleaning immediately after the task is complete and wash their hands well.

**Lifting, Reaching and Moving Equipment**

1. Plan the move before lifting—ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with your co-worker.
5. Position your feet six to 12 inches apart with one foot slightly in front of the other, face the load, bend at the knees, get a firm grip on the object using your hands and fingers, hold the object as close to your body as possible and stand in an erect position.
6. Perform lifting movements smoothly and gradually; do not jerk the load.
7. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
8. Set down objects in the same manner as you picked them up, except in reverse.
9. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects that have sharp corners or jagged edges.
12. When moving IV poles, oxygen canisters or x-ray machines, use a rolling device or attach wheels to the machinery for transport. Consider attaching handles to the equipment for easier transport.
13. Limit reaching into deep sinks, laundry bins or garbage bags. Instead, use a plastic basin to raise items up in a sink or wash items next to a sink. Also use handling bags with side openings to dispose of laundry and garbage.
14. Switch between tasks to avoid overuse injuries.
15. Do not bend to clean objects—move them to waist level instead.
16. Use extension handles to avoid excessive strain on your back.
17. Use carts to transport supplies versus carrying them in your arms.

If you need special accommodations to accomplish daily tasks, contact your supervisor immediately.

**Patient Handling**

ThriveMore employees may find difficulty assisting and handling patients if the patient’s size and weight exceeds your carrying abilities, if the resident is combative or unwilling to be moved or if the work area is restrictive (with a bed, tables or a toilet in the way). This can put your body at risk of ergonomic injuries when doing repetitive motions, putting your body in awkward poses and when overexerting yourself to assist someone else. To reduce your risk of injury, ThriveMore has created a Resident Handling Program to not only improve the quality of care for our residents, but to also eliminate worker pain and muscle fatigue. The tenants of this program shall be used during the following activities: (1) bathing and toileting; (2) moving from one room to another; (3) moving from the bed to a wheelchair and vice versa; (4) repositioning in bed.

*Bathing and Toileting:*

1. Use a shower chair that sits over the toilet and is then moved into the shower for bathing.
2. Use a bath cabinet or adjustable tub for bathing with minimal movement.
3. Use a toilet seat riser to equalize the height of the seat and a wheelchair for easy transfer.
4. Use a mechanical lift for patients who cannot support their own body weight.

*Moving from Bed to Wheelchair and Back:*

1. Use a lateral transfer to move residents from the bed to a wheelchair or gurney.
2. Place a sliding board underneath the resident to minimize lifting when transferring from the bed.
3. Use adjustable, electric beds to move residents to their specific wheelchair height for easy transfer.
4. Use wheelchairs with removable arms for easier lateral transfers.
5. Use a sitting-standing chair that can move the resident from sitting to standing and vice versa.

*Repositioning in the Bed:*

1. Use slip roller sheets to reduce friction when repositioning residents and to reduce the force needed from you.
2. Use a repositioning device to mechanically pull residents up in the bed.
3. Use a trapeze lift suspended over the bed to allow residents with decent upper body strength to reposition themselves.

**Laundering Concerns**

Sheets, towels, gowns and blankets used by patients often come in contact with body fluids that can be dangerous to your health, as they may carry diseases. If you are handling or washing these linens, you must take specific safety precautions to prevent accidental exposure to bloodborne pathogens.

1. Touch laundry as little as possible when sorting it with your hands. If you notice that items are soiled, bag them separately in the location where they were used.
2. Place wet, contaminated laundry in a leak-proof biohazard bag/container. Hold these bags/containers as far away from the body as possible and avoid squeezing the materials inside.
3. Do not wash soiled linens with other laundry.
4. Pay close attention when stripping beds, gathering towels and collecting gowns; even small amounts of dangerous body fluids can cause adverse health problems.
5. If you perceive the possibility of a physical threat, use the emergency telephone number listed near the telephone.
6. If you perceive no immediate physical threat:
7. Notify other staff members and have a standby to render assistance.
8. State clearly who you are and what you can do to help.
9. If you perceive the possibility of severe physical injury:
   1. Assume a non-threatening physical posture and voice tone.
   2. State in clear, concise terms what you want the individual to do.
   3. State what you can do to help.
   4. Speak with authority.
   5. Make direct commands.
   6. Set a time limit. At the end of set time, seek assistance from a staff member.
10. If you are assaulted:
11. Leave the area.
12. Report assault to appropriate party or parties.
13. Do not return alone; bring assistance with you.

**Responding to Violent Patients**

Many episodes of violence in the health care field are due to unruly behavior from patient/resident to caregiver. ThriveMore is concerned for your safety with regard to residents who may become violent for one reason or another. As a valued member of our staff, you should feel comfortable reporting violence so that our management team can implement changes to protect your safety.

In the event of a violent act on the premises, contact your Administrator immediately. Members of administrative team will investigate the situation and provide you with necessary medical care. By reporting the incident, ThriveMore can hopefully prevent a similar situation from occurring in the future.

ThriveMore is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community and Baptist Retirement Homes of NC. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents and incidents, no matter how slight, are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and ThriveMore policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, ThriveMore will make every reasonable effort to provide a safe workplace that is free from any recognized or known potential hazards. Additionally, ThriveMore subscribes to these principles:

* + 1. All accidents are preventable through implementation of effective safety and health control policies and programs.
    2. Safety and health controls are a major part of our work every day.
    3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds ThriveMore in higher regard with patients and increases productivity. This is why ThriveMore will comply with all safety and health regulations that apply to the course and scope of operations.
    4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of ThriveMore is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
    5. Employees are responsible for following safe work practices, facility rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
    6. Management and supervisors of ThriveMore will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the facility’s safety and health performance, working environment and conditions to ensure that program objectives are achieved.
    7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at ThriveMore must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of ThriveMore employee safety manual. I have read and understood all policies, programs and actions as described, and I agree to comply with these set policies.

Employee signature Date