

Safety First

Presented by: DON Services

VOLUME 1, ISSUE 10

OCTOBER 2017

SAFETY COMMITTEE

- Phillip Webster
- Justin Mastrantuoni
- Mark Tobin
- Tinna Miller
- Heather Rockwell
- Tom Franz
- Jennifer Troxell
- Shirley Goehring
- Neal Jones
- Dustin Chiarini
- Belinda Stouffer

Please contact anyone on the committee with any safety questions.

October's Training Topic: Hazard Assessments

Last month we discussed the purpose of a Safety Committee and the training that we go through. Another part of our responsibilities is to conduct hazard assessments. As a group assignment we conducted assessments on all three of our office locations.

The purpose of a hazard assessment is to detect potential hazards before an accident occurs, to determine conditions that need to be corrected and to improve operations in order to keep all of us safer.

In order to prepare to conduct an inspection we must follow these 6 steps.

- Develop an inspection form for the company
- Review the items to be inspected with the committee members
- Decide the frequency of the inspections
- Assign who will inspect which areas
- Set the inspections date
- Conduct the inspection



October's Training Topic Continued: Hazard Assessments

Once the inspection is completed the Safety Committee will be provided a copy of the form, during the meeting they will review and discuss the findings and design an action plan. The process of this action plan will be reviewed at every meeting until all issues are corrected.

There are several areas that are inspected, however the top five across all three offices were:

- **Transportation**-making sure all employees are safe when on the road.
- **Fire**-making sure all emergency response equipment is in good working condition and all employees know the evacuation plan of each building.
- **Workplace Violence**-making sure everyone is trained to know the signs that a situation is escalating and what to do to deescalate the situation.
- **Weather Conditions**-making sure we are as prepared as possible for any and all weather conditions at each building and in the consumer's homes.
- **Utility Failure**-if there were to be a power outage or any other type of utility failure we need to make sure that we have back up plans in place to make sure everyone in the office is protected and the attendants and consumers can still reach us in the case of an emergency.

These are not areas that necessarily have deficits they are the areas that everyone feels would affect our offices and consumers the most. Due to this, these are the areas we focused our discussions around.

If you ever have any questions or concerns regarding the safety of your workplace please contact any member of the Safety Committee.

PRIZE TIME!!!

Let's test your knowledge. If you can answer the following question correctly by emailing your answer to **hrockwell@donservices.org** you will be entered into our monthly prize drawing.

Question?

What is the purpose of a hazard assessment?