

NOCAC SAFETY GUIDELINES

Northwestern Ohio Community Action Commission (NOCAC) is sincerely concerned for the health and well being of each employee, your safety is the constant concern of this agency. NOCAC's Safety Coordinator will make regular inspections and will meet with management to plan and implement further improvements in our safety program. Common sense and personal interest in safety are still the greatest guarantees of your safety at work & on the road. We take your safety seriously and any willful or habitual violation of safety rules will be considered cause for discipline up to and including termination. The cooperation of every employee is necessary to make this agency a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor or to the Safety Coordinator.

Accident/Incident reporting: Any injury at work—no matter how small—must be reported immediately to your supervisor.

Specific safety rules and guidelines: To ensure your safety, and that of your coworkers, please observe and obey the following rules and guidelines:

- In case of sickness or injury, report at once to your supervisor.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury. Keep machine guards in their intended place.
- Where required, you must wear protective equipment, such as goggles, safety glasses, respirators, fall harness equipment, gloves, hair nets, etc.
- Assure no material or equipment block aisles, exits, fire extinguishers or power panel. **FIRE DOORS AND AISLES MUST BE KEPT CLEAR.**
- Observe No Smoking rule.
- Shut down your office machines and turn off all lights when you end your day.
- Do not tamper with electric cord or switches. (Only 3 prong electric cords are approved)
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- Wear proper shoe attire and appropriate clothing per personal policy.

Safety checklist. It's every employee's responsibility to be on the lookout for possible hazards. If you spot a safety issue or any other possible hazardous situation—report it to your supervisor immediately!

- The NOCAC Head Start/ECE Safety Checklist is to be completed during the first week of each month by a designated employee at each work site and emailed to Kelly Feeney; Housing & Energy Director/Safety Coordinator at kfeeney@nocac.org.
- The Safety Coordinator will put the safety concerns found on the NOCAC Head Start/ECE Safety Checklist on an excel spreadsheet and forward it to the Head Start/ECE Director, the Center Manager, and the Transportation/Facilities/Safety Assistant (TFS). The TFS Assistant will use the spreadsheet to follow through with the Center Managers to assure safety concerns are addressed. Once all safety concerns are completed the TFS Assistant will forward the completed spreadsheet to the Head Start/ECE Director, Center Manager and the Safety Coordinator.

Safety equipment. Your supervisor will see that you receive the protective clothing and equipment required for your job. Use them as instructed and take care of them. You will be charged for loss or destruction of these articles only when it occurs through negligence.

Vehicle Safety. All employees must use seat belts and shoulder restraints whenever they operate a vehicle for agency business; it is the driver's responsibility to see all passengers are buckled up. There is to be NO TEXTING or CELL PHONE USAGE while driving a NOCAC vehicle for business use. If you need to answer a phone call, you must pull over the side of the road or into a driveway/parking lot before doing so.

Good housekeeping. Your work location should be kept clean and orderly. Clean up spills, drips, and leaks immediately to avoid slips and falls.

2016 SAFETY COMMITTEE

Kelly Feeney, Housing & Energy Director and Safety Coordinator

RULES:

- Regular attendance - We need regular participation to make this an effective committee. Please notify me before the meeting if you are unable to make it.
- Be on time and be prepared - If we are not on time we will delay the start of the meeting wasting the agency and co-workers time. If you were asked to bring something to a meeting, please do so.
- Participation – We will all benefit from each other’s knowledge in safety and hazards in the workplace. Please share your knowledge with the group.
- Respect – Please respect the other committee members and agency staff at sites we visit.

SAFETY PROGRAM REQUIREMENTS

1. Senior Management promotes the belief that safety is an organizational value to our agency.
2. Employee involvement and recognition that affords employees the opportunity to participate in the safety process.
3. Enforce a safety program on safety & health issues to keep all employees informed and to get feedback and suggestions.
4. Training for all employees.
5. Published safe work practices so employees have a clear understanding of how to safely accomplish their job requirements.
6. Assigning an individual the role of coordinating safety efforts for the agency.