



## ***Safety Manual***

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## Appendix 1. Safety Inspection Checklist

# **SECTION I**

## **GENERAL PROVISIONS**

### 1. Purpose and Scope

- The purpose of this policy manual is to provide employees, volunteers and interns
- of Communities Connected for Kids with guidelines that promote safety in the workplace.
- It is the intent of this manual to address safety, health, and operational issues which apply circuit-wide at all agency sites.
- Procedures not addressed in this manual or which require clarification will be resolved by the CCKids Risk and Safety Committee.
- Communities Connected for Kids prioritizes the safety of all employees, volunteers, interns, and consumers who may visit our offices. Safety is a concern for all, and everyone is expected to follow the General Safety Rules as referenced in this manual.
- The supervisor is the key person in the Communities Connected for Kids safety program. The supervisor is most familiar with the jobs, potential hazards, and the employees working for them. For this reason, the supervisor must share in the responsibility of workplace safety implementation.
- Monitoring and enforcement of these policies will be accomplished through the CCKids Risk and Safety Committee with final approval from the Senior Management Team.
- The provisions of this policy manual are not intended to be comprehensive nor all-inclusive, but they are to be the minimum standards by which employees, volunteers and interns are held. Other statutes, laws, or standards may provide further guidelines and/or regulations of circuit wide activities.

### 2. Definitions

- |                    |   |
|--------------------|---|
| ✓ <b>CCKIDS</b>    | Refers to Communities Connected for Kids.                           |
| ✓ <b>SMT</b>       | Refers to Senior Management Team at Communities Connected For Kids. |
| ✓ <b>Volunteer</b> | Refers to un-paid personnel.  |
| ✓ <b>Intern</b>    | Refers to students participating in agency programs.                |

### 3. Applicability

The provisions of this manual apply to all Communities Connected for Kids (CCKids) employees, volunteers and interns, hereafter referred to as staff or staff members, and to all activities accomplished by them in the regular performance of their duties. Additionally, the provisions established will also be applicable to

certain non-CCKids employees if their property or activities are the responsibility of CCKids.

#### 4. Safety Directives

- 1. The CCKids Risk and Safety Committee Chair will have the authority to issue Safety Directives to departments on issues of health and safety, as an interim measure, until those directives can be incorporated into the next revision of this manual.
- 2. Safety Directives are regulatory, and the provisions are subject to inspection for compliance.

## **SECTION II**

### **RESPONSIBILITIES**

#### **5. Communities Connected for Kids Senior Management Team (SMT)**

The SMT serves as the approving authority for the implementation of this policy manual as well as for the approval of policy revisions, when deemed necessary.

#### **6. Department Directors/Supervisors**

- Ensure all staff members under their supervision comply with all applicable safety policies and practices.
- Inspect tools and equipment under current use at frequent intervals to ensure that they are being kept in safe and serviceable condition. If broken or unsafe tools are identified they will be removed and replaced immediately.
- Ensure prompt corrective action is taken following all accidents, incidents or safety violations.
- Ensure prompt corrective or disciplinary action is taken with any staff member or supervisor who knowingly fails to report an accident or incident; and
- Ensure any injured staff member is permitted the necessary time off in accordance with human resource policies.

#### **7. Staff**

- Shall report all unsafe conditions and acts to their supervisor or a representative of the CCKids Risk and Safety Committee.
- Shall report all on-the-job injuries or illnesses to their supervisor or a representative of the Risk and Safety Committee.
- Shall report to their supervisor or a representative of the Risk and Safety Committee damage to CCKids property or damage caused by the CCKids property to property belonging to others.
- Should never engage in horseplay or activity which will distract another staff member, or cause injury to another staff member.
- Should never remove safety devices without approval; and
- Should always exercise care and not purposefully abuse CCKids-owned property.

## 8. Risk and Safety Committee

The CCKids Risk and Safety Committee is an important part of the organization's safety management effort. Managers and supervisors can gain valuable assistance in their areas by a joint effort with their committee members. All managers, supervisors, and staff members are required to fully support the efforts of the Risk and Safety Committee. Meetings will be regularly scheduled and may be conducted monthly, but no less frequently than quarterly.

## 9. Goals and Objectives of the Risk & Safety Committee

- Monitors the effectiveness of safety and health program and policies within CCKids.
- Maintains and evaluates departmental programs and policies.
- Ensures circuit wide compliance with all applicable standards.
- Ensures the applicable sections of this policy manual remain in compliance with current Worker's Compensation laws (Florida Statute 440) and that prompt service is provided to staff under those laws.
- Monitors current applicable laws and standards and revise this document when necessary.
- Provides safety training to CCKids staff as required or upon request.
- Investigate all accidents/incidents involving CCKids staff or property with the focus on cause and prevention.
- Conduct safety and health inspections of all CCKids facilities; and
- Ensure that new staff members are properly oriented and trained on the CCKids safety policies and practices.

## 10. Duties and Functions

### Risk and Safety Committee Chair:

- Schedule, coordinate, and chair the Risk and Safety Committee meetings; and
- Maintain a written record of each meeting for a period of twelve (12) months and make that record available upon request.
- Communicate new policies as well as changes to existing safety policies.

### Risk and Safety Committee Members:

- Establish and communicate procedures for conducting internal safety inspections of the workplace for the purpose of evaluating the effectiveness of engineering, administrative, and personal protective control measures provided by the department/division to protect staff.
- Evaluate the effectiveness of and recommend improvements to safety rules, policies, and procedures for accident and illness prevention programs.

- Assist as needed in the investigation of workplace accidents, incidents, injuries, illnesses, diseases, and fatalities.
- Provide or coordinate safety training for their respective department/division.

#### 11. Participation

Employee participation will be voluntary. Department supervisors will select representatives with an interest in learning about and contributing to safety issues. The selected representatives may receive specialized training to achieve these objectives. The committee will be large enough to adequately represent all departments yet have the most efficient number of members to assure accomplishment of committee goals.

The CCKids Risk and Safety Committee will meet on a Bi-monthly schedule. The schedule will be coordinated ahead of time and remain as such until a change in schedule becomes necessary. At which time, Committee members will select an appropriate new schedule or reschedule an existing meeting if there are holiday and/or work-related conflicts.

### **SECTION III**

## **SAFETY & HEALTH INSPECTIONS**

### **12. A. Frequency of Inspections**

- Facility Safety Inspections will be performed by a member of the CCKids Risk and Safety Committee at a frequency sufficient to ensure hazards are kept at a minimum and safe work practices are enforced, but will be accomplished at least once monthly (See appendix 1).
- Emphasis will be placed upon conditions of facilities, equipment, fire protection, as well as:
  - Good housekeeping, including but not limited to, kitchen areas, office and hallway fire and electrical safety, stairs (with carpet, linoleum or runners) and bathrooms areas.
  - Maintenance of electrical equipment, circuitry, and panels.
  - Proper maintenance of fire extinguishing equipment and first aid kits;
  - Staff members will be responsible for ensuring their workstations are free from recognizable hazards.

Staff will assist the CCKids Risk and Safety Committee in the conduct of accident/incident investigations.

### **B. After the Inspection**

- Inspection reports will be kept on in the Risk and Safety Committee Teams folder.
- All corrective action reports will be presented to the SMT and/or CCKids Risk and Safety Committee for final resolution.
  1. The Chair of the Risk and Safety Committee will inform all staff members of any hazardous conditions which cannot be corrected immediately and ensure all access is restricted and the necessary precautions are taken to prevent injury.

### **I. Safety Enforcement**

1. All staff, particularly those in a supervisory capacity, will report safety violations committed or observed in their areas to their immediate supervisor and/or a representative of the CCKids Risk and Safety Committee. If the violation is of an extremely serious nature, staff and their immediate supervisors shall abate the hazard to the greatest extent possible and then report the violation using the CCKids Incident Reporting system.



## II. Safety Items Requiring Approval

These items are prohibited and/or used within specified limitations unless special exceptions are approved:

1. Burning open flames (i.e. matches, incense, candles)
2. Fragrance producing electric appliances (e.g. potpourri pots, plug-ins)
3. Electric food warming devices (e.g. kettles, coffee pots, crock pots, slow cookers, cup warmers)
4. Office decoration and electric appliances
5. Any item that obstructs or in any way compromises the use or function of exits, corridors, fire alarms, fire sprinkler heads or electrical panels.
6. Live cut trees (e.g. Christmas trees) can pose a fire hazard and are prohibited. (This does not apply to potted plants) Live trees or other vegetation will not be decorated with electrical lights or fixtures while inside our facilities.
7. Flammable or combustible materials such as paint, oil, solvents shall not be left unattended in facilities and will be stored in a flame-proof cabinet as required.
8. Extension cords, used improperly, can present fire, electrical and tripping hazards. All cords should be UL approved and have a three-pronged plug. Protect from over-current loads by selecting extension cords with adequate current-carrying capacity. Locate safely so as to prevent tripping.
9. Artificial trees are permitted; however, they can only be placed in open areas. Do not: (i) place in elevators, stairways, or corridors; (ii) place near any heat source (e.g. a coffee pot); (iii) obstruct an exit way.

## III. Fire Safety

1. Fire and emergency evacuation plans shall be posted in each facility and reviewed periodically by the CCKids Risk and Safety Committee on an annual basis.
2. Building exits will be clearly marked and never blocked or locked so as to prevent egress in the event of an emergency.

## IV. Fire Drill Procedures

1. The CCKids Risk and Safety Committee, in conjunction with other applicable agencies, will conduct and document fire drills at all CCKids facilities. The purpose of the drill is to test the responsiveness of staff to emergency situations. Fire drills are designed to maximize the principal components of the fire plan and require the active participation of all personnel.

2. Total building or floor evacuation is required.
3. Procedures for Evacuation:
  - When alarm sounds, turn off your lights and close the door as you exit.
  - Evacuate building via closest emergency exit.
  - DO NOT TAKE THE ELEVATOR.
  - Assist any persons who appear unable to follow or unsure of the evacuation procedures..
  - The goal for evacuation is 2 minutes.
  - All persons must evacuate to their designated meeting area for their facility and remain there until the drill is completed and the signal to return to work is given.
4. A Fire Drill Evaluation Report will be utilized to document the overall effectiveness of the fire drill. SLC Court Services Director and the AA staff in Indian River, martin and Okeechobee will be forward the monthly fire drill reports to the Risk and Safety Committee Chair for review and discussion.

V. Lockdowns

1. A lock-down may be initiated by law enforcement personnel, the fire department or by a member of the senior management team for any outside/inside threat.
2. 9-1-1 must be called if they are not aware of the threat.
3. Protective measures will be taken that may include locking exterior doors and windows, moving staff and visitors to safe areas and alerting staff to stay away from the building.
4. All staff must remain in position until the situation clears, and they have been informed that it is safe to return to the building.

VI. Electrical Safety

1. Extension cords and power strips must be UL approved and will be placed so as not to produce a trip hazard to employees.
2. Locally manufactured or hand-made extension cords and “gang boxes” are prohibited.
3. Power cords which have been cut, sliced, or damaged will be removed from service.
4. Electrical repairs or modifications to cords or equipment will be made by authorized personnel only.
5. Any electrical appliance which overheats or whose cord overheats will be removed from service.
6. Electrical panels will have all cut-outs in place with a legend on the door which clearly indicates the purpose of each switch or circuit breaker.

## VII. Housekeeping

1. Work areas will be kept clean, neat, and orderly at all times.
2. Air conditioning closets and mechanical rooms will not be used for storage of any materials or supplies except for air filters.
3. Nothing is to be placed within 36 inches of any electrical panel or circuit box.
4. Cords, cables, and hoses will not extend across walkways if they create a trip hazard.
5. Liquids spilled on floors or walking surfaces will be cleaned up and dried immediately.
6. Each staff member is required to clean up after themselves and ensure that kitchen countertops, microwave, toaster oven, refrigerator and bathrooms etc. are kept clean at all times.
7. Food left in the refrigerator will be properly labeled, including staff member name and date food was placed in the refrigerator. Each staff member is responsible for discarding all their perishable items from the refrigerator by Friday of every week,
8. The CCKids Risk and Safety Committee will routinely inspect common areas to ensure a clean and healthy work environment.

## **SECTION IV**

### **WORKPLACE INJURY AND ILLNESS REPORTING PROCEDURES**

#### **General**

A workplace injury or illness is a personal injury or illness arising out of, and in the course of, employment. It also includes any injury by the willful act of a third person directed against an employee because of his or her employment. In the event of a medical emergency, severe injury, or death, the following steps are to be taken:

1. **FOR ALL MEDICAL EMERGENCIES, CALL 911.**
2. Administer First Aid or CPR (cardiopulmonary resuscitation), if qualified, as necessary until help arrives.
3. The injured person's supervisor or rescue personnel will, when possible, advise the hospital emergency room of the nature of injuries of the patient being sent to them.
4. Fatalities and injuries within this emergency category will be reported by telephone to the SMT and the CCKids Risk and Safety Committee Chair immediately after the emergency is under control. Provide the name of the victim, when, how and where the accident occurred. **THIS DOES NOT ELIMINATE THE NEED TO COMPLETE AN INCIDENT REPORT.**

#### **13. Injuries/Illness Not Constituting an Emergency**

1. Upon notification that a staff member has been injured or becomes ill on the job, the supervisor or co-workers will ensure that:
2. First Aid is administered as applicable and if qualified to do so.
3. The injured staff member is to be taken to the hospital. Depending upon the circumstances, staff should not be permitted to drive for medical treatment themselves if there is danger or their capacity to do so has been impaired.

#### **14. Reporting Procedures**

The purpose for reporting incidents is to provide staff and management with a system to document incidents, critical incidents and accidents so that trends can be analyzed to prevent further like incidents, critical incidents and accidents. Timely reporting of any incident is mandatory. Ensuring full benefits under Workers' Compensation Law with no delay is dependent upon proper reporting. It is the responsibility of each employee to report all incidents in accordance with this section.

1. When a staff member is injured on the job, he or she must report the injury to their

- supervisor as soon as possible.
2. When the injury does not require medical attention by a doctor, the employee must still complete an incident report.
  3. When the injury does require medical attention by a doctor, the supervisor should refer to the Worker's Compensation Reporting Procedures.

## **SECTION V**

### **WORKPLACE SAFETY**

#### **15. Compliance with all CCKids safety rules is a requirement of employment.**

These rules are the minimum guidelines for working safely. Additional safety training and instruction will be provided to inform each staff member of specific safety regulations established by state and federal government which apply to work being performed.

1. The use of illegal drugs is strictly prohibited at all work locations.
2. The consumption of alcoholic beverages is strictly prohibited at all work locations unless it is during a CCKids approved function after regular business hours. Staff members may not report to work under the influence of alcohol.
3. Report all on-the-job incidents/accidents the same day the incident/accident occurs. An incident report must be completed.
4. All non-emergency treatment for accidents by a health care provider must be coordinated and authorized by the Human Resources Department first.
5. Report any unsafe conditions or practice that you think might cause an accident or injury.
6. Use tools and equipment only when authorized and trained to operate them safely and properly. Use the proper tool or equipment for the job being performed. Do not use any tool or equipment that you think is not in safe working condition.
7. Use required safety and personal protective equipment during work operations, ensuring that safety equipment is in good working condition. Do not remove any guards on any machinery at any time. Make sure power is off before making repairs to any electrical appliance.
8. Always maintain good housekeeping in work areas. Place waste materials in dumpsters. Store tools properly when they are not being used. You are responsible for keeping your work area clean and neat at all times.
9. When lifting, get help when the weight exceeds your limits. Always lift items carefully and avoid twisting motions. Slightly bend your knees, grasp the load firmly, lift with your legs and keep your back straight.
10. Avoid boisterous play, pranks, or other behavior that might distract or startle others and contribute to accidents or injuries.
11. Be conscientious of surroundings and potential safety hazards while doing work in the field.
12. Do not operate cellular phones while operating a personal vehicle on agency business unless you utilize a hands-free cellular phone device.
13. Staff members who use a motorcycle to conduct CCKIDS business are not permitted to transport either clients or co-workers on the motorcycle.
14. Obey all CCKIDS safety rules, instructions and signs, and comply with governmental safety regulations.

#### A. Lifting Techniques

1. Proper, safe lifting techniques will be utilized at all times, employing the use of the leg and not the back muscles.
2. Staff should request assistance when lifting oversized or awkward shaped loads, regardless of the weight.
3. Mechanical assistance (e.g., dolly, pallet jack or powered lift devices) should be used when necessary and where available.

#### B. Building Access and Security

To provide staff with guidelines that promotes safety in the office.

1. Communities Connected for Kids is interested in the safety of all staff who may visit our offices. Safety is a concern for all and everyone is expected to follow the General Safety Rules as referenced in this manual.
2. At no time should visitors be allowed to wander unescorted through the office areas. It is best practice for staff members with visitor appointments to meet the visitor in the reception area and escort them to the designated office. Visitors will sign in at the CCKids reception desk and be given a visitor badge. When the appointment is concluded, visitors should be escorted back to the reception area so that they may return their visitor badge and exit the building.
3. No visitors should be in the office areas of a CCKids site unaccompanied by a staff member. All staff members are encouraged to politely ask anyone they do not know if they can be of assistance and determine why the unknown person is in the area. If necessary, the staff members can escort the visitor back to the area where they should be waiting for their party.
4. All doors, except those monitored for staff or visitor entrances, should remain locked from the outside during business hours. Anyone wanting to enter through back or side entries should be directed to the main entrance unless they are known to staff and prior entry arrangements have been made to use that entrance.
5. Before and after office hours, all doors should remain locked. Only those who are attending a scheduled meeting or class should be allowed to come inside the building.
6. A regular system should be established for the closing of the office at all CCKids sites each evening. This system should include what equipment is to be turned off (coffee pot, copiers, lights, etc.) and what equipment is to be left running (computers, lights, etc.). Staff responsible for closing the office should be well trained in checking that all doors and windows are secure.
7. Each staff member is expected to secure their personal work area prior to departure from the premises. Staff are encouraged to keep their personal belongings as well as agency assets (client records, equipment, etc.) safe by locking their office file cabinets, desks and office doors prior to leaving the site. When leaving for the day, please be sure that lights are off, computers are logged off and client information is secure.
8. When working after hours in a CCKids location, staff should confirm that the office/site is secure. If a staff member is alone in the office, they should make

- sure that their supervisor is aware of their location and expected time of departure and return home.
9. Any unusual occurrence or threat to staff safety in the office or elsewhere should be documented as an incident using the required forms and process.
  10. All staff working in, or otherwise needing access to, CCKids facilities are required to have an ID/badge to gain entry and must always display their ID/badge on their person or be ready to produce it quickly when requested. Anyone not displaying his/her ID will be asked to produce it or return to the receptionist's desk to obtain a Visitor Badge. Staff ID Badges may be requested from the Human Resources Director or the IT Department. All visitors will be issued a Visitor Badge, which must be obtained daily at the receptionist's desk.
  11. Access to CCKids facilities will be available during normal workdays (Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m. Staff may access the building using their personally assigned key or keycard outside of normal business hours. Keys and keycards are assigned and or replaced by the Network Administrator. Staff members are solely responsible for the safe-keeping of their assigned key or keycard and may not give or assign their key or key cards to another staff member. Staff is required to immediately report both to their supervisor and to the IT Supervisor a lost, stolen or malfunctioning key or keycard. Staff members are required to return all keys, keycard, and ID Badges received during employment upon the end of their employment
  12. Staff members are encouraged to report all crimes to the local police by calling 911. If a staff member is a victim of a crime, witness a crime or suspicious activity, or observe a potential security problem or safety hazard, they should notify their supervisor immediately. The primary responsibility for crime prevention and personal safety rests with everyone. Staff working after hours and on weekends should exercise good judgment and take simple common-sense precautions. The following are some tips and guidelines to help with that responsibility:
    - If possible, avoid working alone at night or at weekends.
    - Be aware of the surroundings and those people around you.
    - Park car in well-lit areas, well-populated areas or very close to a building's entrance or exit.
    - Inform a co-worker or family member if you are going to be working late at night after regular hours or on weekends.
    - Two members of staff must be in the building when visitation is taking place.
    - Ensure that entrance doors are securely locked while you are working in the office. Also, take care to close all doors open before you leave.
    - Do not prop open locked doors.
    - Carry a telephone with you at all times and ensure the GPS locator is functioning.

#### C. Animals in CCKIDS Facilities

1. For the purposes of this policy, the term "animal" shall refer to any personal pets, wildlife, rodents, reptiles, or insects.



2. Under the Occupational Safety Health Administration Standards (OSHA), General Clause, 29 CFR 1910.5(a), an employer is responsible for maintaining a safe and healthful working environment for all staff.
3. Based on sanitary, safety and health concerns, animals and personal pets are prohibited from indoor CCKIDS facilities. Failure to implement this directive could pose a significant health risk to staff who experience allergic reactions to the presence of animal dander or hair. Additionally, animal droppings can create an unsanitary and unhealthful work environment.
4. **Exceptions:** Guide dogs and service animals are exempted under the provision of the Americans with Disabilities Act of 1990. Guide dogs and service animals shall be properly trained, licensed, and kept on a leash or restraint at all times. Dogs assisting law enforcement authorities with criminal investigation duties or search and rescue proceedings are exempt from this policy.

#### D. Universal Precautions

Universal precautions are a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other blood borne pathogens when providing first aid or health care. Under universal precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV and other blood borne pathogens.

Universal precautions include the following:

1. Wash hands before and after each procedure (may use a waterless hand cleaner)
2. Wear gloves whenever there is a possibility of coming in contact with blood or other potentially infectious materials (body fluids and tissues)
3. Wear face masks and eye protection whenever there is a possibility of blood splashing into the employee's face
4. Dispose of all contaminated sharp objects in an appropriate puncture-proof container
5. Dispose of all contaminated personal protective equipment in an appropriate container marked for bio-hazardous waste

Disposable Personal Protective Equipment (PPE) is provided to our employees at no cost to them. Training in the use of the appropriate Personal Protective Equipment for specific tasks or procedures is provided during orientation.

### Tuberculosis Testing Program

Communities Connected for Kids has been designated as at a very low risk for tuberculosis and does not need to have a testing program in place.

If a change in work environment or job function is made that the Risk and Safety Committee chair will contact the Health Department to confirm if a TB testing program needs to be implemented.

In the event of an outbreak, Communities Connected for Kids will contact the Department of Health and follow their instructions on how to reduce the risk of infection.

If the Health Department determines that Communities Connected for Kids is at high risk for tuberculosis, Communities Connected for Kids will work with the Department to put a TB testing program in place.