



# January's Safety Initiative:

## Sidewalks & Driveways

### Current Initiative, Tips, Info, & Helpful Hints:

- Keep sidewalks and driveways clear of snow and ice
- Lay ice melt before the ground freezes. Be proactive!
- Notify management when you see any trouble spots (pooling of water on the cement, leaks in the rain gutters, dips and lips on the sidewalk, etc.)
- Greet, aid and warn visitors when they get out of their car, if you notice a hazard. They will appreciate that!
- Let someone know if you run low on ice melt.
- Wear the correct shoes for the current conditions.
- If you work at night, ensure the walk ways are clear and well lit.
- If you see that something needs shoveled.....do it! Don't wait for someone else to do it!
- Be cautious not to track in water, and snow as this creates slip and fall hazards!
- Be careful not to track in ice melt because that can quickly stain and ruin carpets and other surfaces.
- Don't rush in hazardous weather.
- When you see the plow truck, go out and move your car so they can plow the entire lot.

**Think Smart, Work Safe!**



# February's Safety Initiative:

## Think Smart, Work Safe (Stop & Think)

### Tips, Info, & Helpful Hints:

You can put yourself and others at risk by:

- acting in an unsafe manner
- not following agreed safe work practices
- not acting to report a situation which could result in someone getting hurt

To ensure the safety of yourself and others, make sure you are aware of correct safety procedures by:

- listening carefully to safety information provided
- asking for clarification, help or instructions if you are not sure about how to perform any task safely

### STOP & THINK! (3 steps used to manage health and safety at work)

#### 1. Spot the hazard

- a. A hazard is anything that could hurt you or someone else for example:
  - Frayed electrical cords, boxes stacked precariously, noisy machinery

#### 2. Assess the risk

- a. Assessing the risk means working out how likely it is that a hazard will harm someone, and how serious the harm could be.
  - Questions to ask: How likely is it that the hazard could harm me or someone else? How badly could I or someone else be harmed?

#### 3. Make the changes

- a. Sometimes you may be able to fix simple hazards yourself, as long as you don't put yourself or others at risk. If you can't fix them yourself, notify your manager immediately so they can.
  - Examples of eliminating risk: clean high windows from the ground with an extended pole and this will eliminate the use of a ladder or other equipment or even risking a fall.

### Other Recommended Good Work Practices:

- ☐ Ask your supervisor for instructions and training before using equipment
- ☐ Ask for help moving or lifting heavy objects
- ☐ Tell your supervisor if you think a work practice could be dangerous
- ☐ Use a gait belt!
- ☐ Use safe work procedures
- ☐ If you question whether or not something is safe to do by yourself, stop and ask for help.
- ☐ If you don't know how to do something, ask.
- ☐ Lighten loads. Make two trips vs. one.

## Think Smart, Work Safe!



# March's Safety Initiative:

## Body Mechanics

### **Tips, Info, & Helpful Hints:**

#### **Maintain healthy lifestyle habits by:**

- getting proper rest
- eating a well-balance diet
- exercising regularly

#### **To ensure the safety of yourself and others, make sure you are aware of ...**

- your body and how it works. Each body is unique and you know better than anyone what works best for you
- your life-style and practice good behaviors to prevent work-related injury and promote optimal health and well-being.

#### **Other Recommended Good Work Practices:**

- Keep your work close to your body.
- Maintain your whole body in good alignment
- Refrain from repetitive movements when possible. Remember to relax and stretch when possible.
- Use a gait belt!
- Bend at the knees instead of at the waist
- Get close to the object being lifted
- Keep your back straight
- Push, pull or slide something rather than lifting whenever possible
- Encourage residents to participate during a transfer
- Stretch prior to going to work
- Do not bend and twist at the same time – Pay close attention to this when assisting our residents

**Think Smart, Work Safe!**



## April's Safety Initiative: Equipment Safety

### **Tips, Info, & Helpful Hints:**

#### **Maintain healthy habits by:**

- asking for help
- asking questions
- thinking smart and working safe

**To ensure the safety of yourself and others, make sure you are aware of the different types of equipment in our homes and how to use them properly.**

#### **Recommended Good Work Practices:**

- Read the manuals for all machines when available
- Use Hoyer lifts as the manufacturer instructs
- Do you know how to use a Sit-to-Stand? If not, ask someone.
- Hospital beds – make sure they are up when changing and down when the resident is sleeping
- Be aware of alarm chords when you enter a room. Are they a tripping hazard? If so, address immediately.
- Is the oxygen tubing a trip hazard?
- Know how to use portable oxygen tank properly – ask questions
- Wheelchairs
  - ☐ Lock the brakes before helping with a transfer
  - ☐ Adjust or lift foot rests and arm rests if needed before transferring
  - ☐ Avoid placing heavy items on the back of the wheelchair
- Walkers – assist and educate our residents on proper use
  - ☐ Make pathways are clear of debris and there are no tripping hazards
  - ☐ Lock when necessary & possible
  - ☐ Ensure the tables are not sat on

**Think Smart, Work Safe!**



## May's Safety Initiative: Garage Safety

**This month we will focus on cleaning and accident-proofing our garages. The garages are everyone's responsibility. Many hands make light work. Let's do it together!**

### **Recommended Good Work Practices:**

- Keep the garage organized
- Clean out the clutter & empty boxes
- Make sure that all walkways are clear of debris at all times
- Would storage totes or shelves be beneficial
- Don't let medical, cleaning, and food supplies clutter up this space. Put it away as soon as possible.
- Make sure you have a clear path before you move something to the garage. It takes 1 extra minute.
- Do you have an idea to de-clutter the garage? Tell someone!
- Is there adequate lighting in the garage!
- Clean up any dampness from the floor immediately
- If you aren't sure you can reach or put something up safely.... ask for help.
- Do not use boxes or other items as a stepping stool. Use the proper equipment.
- Does it look like something will tumble down at any minute? Tell your Administrator.
- Keep the garages locked
- Do you know what is in your garages? Are there old medical supplies that we could be using?
- Always store heavier items closest to the ground
- Ensure electrical outlets and breakers are clear of any/all debris

**Think Smart, Work Safe!**



# June's Safety Initiative:

## Needle-stick & BBP Awareness

**Injury can occur when you use, disassemble, or dispose of these items. Sometimes injury can occur through unexpected encounters (improper disposal)**

**Needle stick injuries have the potential of spreading blood-borne pathogens (BBPS), such as Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV)**

### **Recommended Good Work Practices:**

- Consider all needles and sharps as potentially infectious and handle them with care
- Wash your hands immediately after handling anything that may be contaminated with infectious materials
- Use gloves and protective clothing
- Limit the use of needles and syringes to situations where there are no other alternatives
- Never shear, break, bend, or recap a needle
- Direct the sharp end away from yourself and others
- Dispose of needles and sharps in the proper containers
- Never reach into or overfill a sharps container
- Do not put your unprotected hands where you cannot see
- Avoid compressing trash against your body with your hands
- Get vaccinated

**Think Smart, Work Safe!**



# July's Safety Initiative

## Kitchen Safety

**Kitchen safety.... what a huge topic!! It includes (among other things):**

- ☐ Electrical and grease fires
- ☐ Scalding
- ☐ Food safety and preparation
- ☐ Cleanliness
- ☐ Handling hot items
- ☐ Electrical safety
- ☐ Handling appliances safely
- ☐ Handling sharp objects safely

**Recommended Good Work Practices:**

- Make sure all wires, cords, and plugs on appliances are not frayed
- Don't use extension cords
- Notify your Administrator of broken or damaged appliances
- Avoid wearing loose clothing while cooking
- Keep towels, pot holders, and oven mitts away from the stove
- Be aware of sharp edges
- Keep floors clean and dry
- Don't rush
- Use hot pads
- Use caution when using knives
- Watch out for steam – use caution
- Don't let temperature-sensitive foods sit out
- Always wash your hands before and after handling food
- Be aware of where the fire extinguisher is located

**Think Smart, Work Safe!**



# August's Safety Initiative:

## Gait Belt

### **Transfer Belt Checklist:**

- Perform beginning tasks
- Lock bed or chair wheels, if appropriate
- Ensure the person is appropriately attired including non-slip footwear
- Apply transfer belt firmly around the person's waist
- Assist the person to a standing position
- Stand at the person's affected side, if applicable, while balance is gained
- Ensure the person stands erect with head up and back straight, as tolerated
- Assist the person to walk. Walk to the side and slightly behind the person
- Hold the gait belt using under hand grasp
- Encourage the person to ambulate normally with the heel striking the floor first
- Discourage shuffling or sliding
- Assist the person to return to bed or chair
- Remove transfer belt appropriately

**Think Smart, Work Safe!**



# September's Safety Initiative:

## Transfer Safety

Continued from page 1

### Helpful Caregiver Advice for Moving a Person

These pointers are for the *caregiver* only. Be sure to get training for the steps for a specific move or a transfer.

- 1** • Tell the person what you are going to do.  
• Before starting the move, count with the person, "1-2-3."
- 2** • To feel in control, get close to the person you are moving or lifting.  
• Keep your back in a neutral position, knees bent, weight distributed between both feet. Tighten your stomach and back muscles to maintain a correct support position.  
• Use your arms to support the person.
- 3** • Again, *let your legs do the lifting*.  
• Turn, rather than twist, your body.  
• Breathe deeply.  
• Keep your shoulders relaxed.

When needing to give a lot of assistance with transfers, tie a strong belt or a transfer belt around the person's waist and hold it as you complete the transfer. In some situations, you may need a lift device, such as a Hoyer lift, to help you.



### Encourage Independence

Let the person assist as he is able. It's okay for the person to stand up partly and sit back down.

### Tips for Safe Transfers:

- Plan the move and know what you can and cannot do
- Let the person do as much work as they are capable of doing
- Avoid letting the person put his/her arms around your neck
- Use a transfer belt to balance and support the person
- Place transfer surfaces (wheelchair and bed) close together
- Check wheelchair position, brakes locked, armrests and footrests out of the way
- Let the person look to the place where he/she is being transferred
- If the person is able, place his/her hands on the bed or chair so they can assist
- Work at the person's level and speed and check for pain
- Avoid sudden jerking motions
- Never pull on the person's arms or shoulders
- Have the person wear non-skid footwear

**Think Smart, Work Safe!**



# October's Safety Initiative:

## Gait Belt Awareness

**This new safety initiative will help keep our staff and residents safe!!**

**Here is how it works:**

**Every time a staff member is seen using a gait belt, using it properly, when needed, etc., they will be entered into a monthly drawing! We will be watching our cameras to ensure that the night shift is included, so don't you fret! You may be asked to demonstrate proper use, or asked a question about gait belt safety, so be on your toes! There are many ways throughout the month that you can earn tickets for the monthly drawing. There are endless possibilities.**

**Current Initiative Tips, Info, Helpful Hints:**

**Gait Belt Checklist:**

- Performed beginning tasks
- Locked bed or chair wheels, if appropriate
- Ensured the person was appropriately attired, including non-skid footwear
- Applied transfer belt firmly around person's waist (should be adjusted to allow evaluator to place two fingers between the belt and the person.)
- Assisted the person to standing position
- Stood at the person's affected side (if applicable) while balance is gained
- Ensured the person stood erect with head up and back straight, as tolerated
- Assisted the person to walk. Walked to the side and slightly behind the person. Held transfer belt using under hand grasp.
- Encouraged the person to ambulate normally with the heel striking the floor first. Discouraged shuffling or sliding, if noted.
- Ambulated the required distance, if tolerated.
- Assisted the person to return to bed or chair
- Removed transfer belt appropriately
- Performed completion tasks

(This is a general checklist)

**Think Smart, Work Safe!**



# November's Safety Initiative:

## Identifying Potential (Outside) Hazards

### **Current Initiative Tips, Info, Helpful Hints:**

#### **The Lay of the Land**

**The work site, as well as the layout of the area around it, can contribute to hazardous conditions when working on the grounds or just walking to a job site.**

- Uneven surfaces, wet grass and mud can make for dangerous travel, whether walking or driving. Take precautions when maneuvering over rough terrain.
- Holes in the ground can cause trips and/or falls. Make sure they are identified and marked or filled in quickly.
- Certain terrain hazards can cause water to collect. Water can create slip and falls among other issues
- Check for hoses, yard equipment or anything that could cause someone to trip
- How well-lit is the outside at night? Can you see where you are walking?
- Do you notice any lips or lifts in any of the sidewalks?
- When it rains, does the water drain properly from the gutters?

Hazards can also be found overhead. Remember to keep track of where any power lines might be when working or moving equipment.

**Think Smart, Work Safe!**



# **December's Safety Initiative:**

## **Identifying Potential (Inside) Hazards**

### **Current Initiative Tips, Info, Helpful Hints:**

**Keep floors clean and dry.** In addition to being a slip hazard, continually wet surfaces promote the growth of mold, fungi, and bacteria that can cause infections.

**Keep all places of employment clean and orderly and in a sanitary condition.**

**Keep aisles and passageways clear and in good repair, with no obstruction across or in aisles that could create a hazard.**

**Keep exits free from obstruction. Access to exits must remain clear of obstructions at all times**

### **Other Recommended Good Work Practices:**

- Ensure spills are reported and cleaned up immediately
- Use waterproof footwear to decrease slip/fall hazards
- Use only properly maintained ladders to reach items. Do not use stools, chairs, or boxes as substitutes for ladders
- Re-lay or stretch carpets that bulge or have become bunched to prevent tripping hazards
- Aisles and passageways should be sufficiently wide for easy movement and should be kept clear at all times. Temporary electrical cords that cross aisles should be taped or anchored to the floor.
- Eliminate cluttered or obstructed work areas.
- Medication carts should be free of sharp, square corners.
- Use prudent housekeeping procedures such as cleaning only one side of a passageway at a time, and provide good lighting for all halls and stairwells, to help reduce accidents.
- Provide adequate lighting especially during night hours. You can use flashlights or low-level lighting when entering resident rooms.
- Eliminate uneven floor surfaces
- Walk your routes to ensure they are clear and clean of any and all debris or hazards prior to moving things i.e. supplies, boxes, etc. or transferring a resident. You should be confident in your route before you take it!

**Think Smart, Work Safe!**