



NEW HIRE SAFETY ORIENTATION





Workplace – Safety & Property Overview

FSM is committed to providing a safe working environment. The safety of our employees and residents is extremely important. All FSM employees are expected to work diligently to maintain safe working conditions and to adhere to proper operating practices and procedures designed to prevent accidents and injuries.

The time to prevent an accident or injury is before it happens!

Please follow these simple safety rules to maintain a safe environment:

- Use handrails on all stairs
- Watch your step on the tile floors and stairs
- Remove or report all floor or aisle obstructions to management
- Report all leaking or dripping equipment to management
- Report unsafe conditions, equipment or practices to management
- Follow common sense safety practices
- Before starting any task, familiarize yourself with the procedures and safe practices
- Never tamper with lockout-tagout sites
- Follow all safety instructions
- Use any protective equipment and other safety devices provided, as designed, and at all times required

Address Emergencies

- Call 911 in an emergency
- Ensure that your physical surroundings are safe
- Always wear gloves when assisting anyone with a medical condition
- Please correct or report any unsafe condition to the Administrator, The Human Resources Director, or the Chief Operating Officer, or as otherwise directed.
- Comply with the Workers' Compensation Reporting Requirements.



Workplace – Safety & Property Overview (Cont'd)

Workers' Compensation Reporting & Requirements:

Workers Compensation benefits are provided to all employees at no cost. This program covers on-the-job injuries to the extent provided by law. It is each employee's individual responsibilities to address Emergencies as stated above and to address all work-related illnesses and injuries (including emergencies) as follows:

- **First Report.** Report the injury **IMMEDIATELY** to your Supervisor/ director.
- **Second Report (Written Report).** To the extent you are able and as soon as possible under the circumstances report the injury to the Human Resources Director. Complete the First Report of Injury or Illness Form (except when employee has been transported by 911) and send original to Human Resources. Failure to report injuries in a timely manner may affect your eligibility for workers' compensation benefits.
- **Drug Test.** Our insurance company requires that we drug test immediately for EVERY employee injury - even if the employee chooses not to have medical treatment.
- **Medical Care and Drug Testing Location.** If an employee has a work-related injury and requires treatment that cannot be provided on site, they must go to the appropriate healthcare provider as listed on the Authorization for Medical Services form. If an employee requires medical treatment, the drug test will be done at that time. If you have questions about the workers' compensation policy, please speak with Human Resources.
- **Workers' Compensation Excluded Injuries.** Neither FSM nor its insurance carrier will be liable for payment of workers' compensation benefits for injuries occurring during an employee's voluntary participation in any off-duty recreational, social, or athletic activity, whether or not the event is sponsored by FSM. You are never required to participate in such events.

Violations. Violation of this policy, including Prevention or safety standards, causing hazardous or dangerous situations, or failing to report safety issues or work-related injuries constitutes Misconduct.

Non work related illnesses or injuries:

Injuries that do not happen at work are not covered by Workers' Compensation insurance. Similarly, an employee who has symptoms of an illness (such as fainting because of a pre-existing condition) may also not be experiencing a work-related incident. In those cases, the decision whether or not to seek treatment is up to the employee, and treatment is not covered by Workers' Compensation.



Sarasota Bay Club

LOCATION OF EMERGENCY CLINICS

- **Preferred Provider – Must be used when open for Urgent, non-emergency care:**

US Healthworks Sarasota
600 N Cattlemen Rd # 120
Sarasota, FL 34232
Tel: (941) 365-5577

US Healthworks Bradenton
1105 53rd Avenue East
Bradenton, FL 34292
Tel: (941) 755-2562

Hours: Monday – Friday 8:00 AM – 6:00 PM

Hours: Monday – Friday 8:00 AM – 5:00 PM

- **If the US Healthworks listed above are not opened please go to one of the following Urgent Care Clinics (operated by Sarasota Memorial Hospital):**

East of I-75, off Rt
1040 River Heritage Blvd
Bradenton, FL 34212
Tel: 941-917-6440

University at Honore
5360 University Parkway
Sarasota, FL 34243
Tel: 941-917-1234

Bee Ridge, West of I-75
5590 Bee Ridge Road
Sarasota, FL 34233
Tel: 941-952-4950

US 41 near Stickney Point Road
6331 S. Tamiami Trail
Sarasota, FL 34231
Tel: 941-924-6173

- **Please choose this provider for weeknight evenings (6pm-8pm) and weekends 8 am to 8 pm**
- **When clinics are not opened or for 911 injuries/illnesses:**

PLEASE GO TO:

The Emergency Room @ Sarasota Memorial Hospital

1700 South Tamiami Trail,
Sarasota, FL 34239
(914) 917-9000



SBC Safety Committee

The SBC Safety Committee is compiled of management and hourly team members. The Safety Committee meets once a quarter, usually the last week of the third month.

Members

Jon Litchfield

Don Bunch

Leslie Routh

Jeffrey Smith

David Swanson

Evelyn Weddington

Crystal Woodworth



HAZARD COMMUNICATION PROGRAM

Freedom Senior Management is concerned with the safety of both the residents and employees. This guide is designed to help you understand FSM's Hazard Communication Program.

- To help you avoid injury or health problems when using chemicals.
- To familiarize you with the hazards of chemicals
- To teach you how to protect yourself and others.

The Program involves:

- Labeling of all containers
- Knowing how to read and use those labels
- Use of personal protective equipment when needed
- Where to get additional information.

The following describes our program in detail. Your department supervisor will train you in the specific hazards and chemicals relating to your job during your departmental training.










HOW TO IDENTIFY A HAZARDOUS CHEMICAL

- Read the label
- Caution, warning, or danger are words that indicate hazards.
- Read the chemical's Safety Data Sheet (SDS). The manufacturer of hazardous chemicals supplies SDS for all hazardous chemicals in your workplace.
 - Each chemical has its own SDS. Each SDS provides information on potential:
 - Health hazards
 - Fire & Explosion Hazards
 - First Aid Procedures
 - Clean Up & disposal methods
 - Personal Protective Equipment need

CONTAINER LABELING POLICY

- All containers brought into the workplace must be clearly labeled by the manufacturer
- When secondary containers are used, for example: a smaller container filled from the original container, the secondary container must be clearly labeled as to its contents, and must contain appropriate hazard warnings.
- You must know what is in a container to take any appropriate precaution.
- All containers must be properly labeled whether chemical, food, or anything else.
- Attached is a sample SDS. A copy of the SDS for each and every hazardous chemical used in your department is kept on file in your department. Your supervisor will show you where the SDSs are located, and will help you learn how to read the SDS, and will review their important information with you.

HCS Pictograms and Hazards

Health Hazard 	Flame 	Exclamation Mark 
<ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
Gas Cylinder 	Corrosion 	Exploding Bomb 
Gases under Pressure	<ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals 	<ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
Flame over Circle 	Environment (Non Mandatory) 	Skull and Crossbones 
Oxidizers	<ul style="list-style-type: none"> • Aquatic Toxicity 	<ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)



Sample Safety Data Sheet

Clorox® Germicidal Bleach1





PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE can help protect workers from physical and health hazards or potential hazards while in the workplace. OSHA requires employers to check their workplace for hazards that may require the use of PPE. If hazards are found that cannot be controlled by engineering or administrative means, they must purchase suitable PPE and provide it to their workers.

OSHA also requires Employers train workers in the use of PPE and employees must demonstrate that they understand how to wear, clean, and store it correctly.

PHYSICAL HAZARDS CAN INCLUDE:

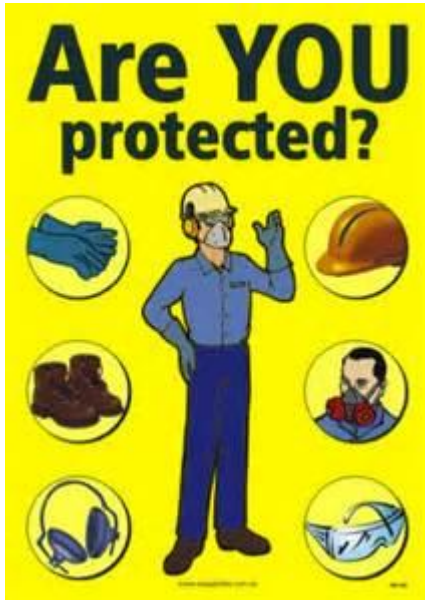
- FALLING, MOVING OR FLYING OBJECTS
- MOVING EQUIPMENT OR PARTS;
- SHARP OBJECTS; AND
- TEMPERATURE EXTREMES



HEALTH HAZARDS CAN INCLUDE:

- CHEMICAL EXPOSURE;
- MATERIALS THAT CAN BE INHALED OR IRRITATE THEIR EYES OR SKIN; AND
- SOUND LEVELS ABOVE AN AVERAGE OF 85 DECIBELS (DB) FOR EIGHT HOURS.

PERSONAL PROTECTIVE EQUIPMENT (CONT'D)



THE PPE USED BY A WORKER DEPENDS ON THE NATURE OF THE HAZARD

- **GOGGLES** – Workers should always wear goggles, safety glasses, or face shields when working with or around chemicals, flying particles or any potentially infectious materials that could get into the eyes.
- **GLOVES** – Made of rubber; neoprene, nitrile, Kelvar or steel mesh can protect workers hands from chemicals or cuts.
- **FOOTWEAR** – Can keep feet safe from many hazards. Workers should wear shoes with metal toe protectors when handling heavy objects that could crush their feet and wear rubber or chemical-resistant boots with non-slip soles and heels when working near chemicals, water, or sewage.
- **HARDHAT OR HELMET** – when they may encounter falling objects or bumping hazards.
- **SUITS** – Some jobs require fully protective suit or apron to keep the worker's body protected from work place hazards on the job.
- **EARPLUGS/EARMUFFS** – Hearing protection must be able to reduce the sound level to below the 85 dB level.

Any worker, who is unsure about what PPE to use or doesn't have the appropriate PPE, should ask their supervisor. PPE required for specific hazardous chemicals will be specified on the Safety Data Sheets for those chemicals. If you are using any of those chemicals, ask to see the SDS!



Proper Lifting Techniques

Improper lifting technique can lead to back, leg and arm pain. Poor technique can cause both acute injury, and serious long-term effects. Learning the right way to lift will help you avoid these problems. Most people know this, but actually taking the time to perform lifting activities properly is often forgotten.

Here's How:

1. **Plan ahead before lifting.**

Knowing what you're doing and where you're going will prevent you from making awkward movements while holding something heavy. Clear a path, and if lifting something with another person, make sure both of you agree on the plan.

2. **Lift close to your body.**

You will be a stronger, and more stable lifter if the object is held close to your body rather than at the end of your reach. Make sure you have a firm hold on the object you are lifting, and keep it balanced close to your body.

3. **Feet shoulder width apart.**

A solid base of support is important while lifting. Holding your feet too close together will be unstable, too far apart will hinder movement. Keep the feet about shoulder width apart and take short steps.

4. **Bend your knees and keep your back straight.**

Practice the lifting motion before you lift the object, and think about your motion before you lift. Focus on keeping your spine straight--raise and lower to the ground by bending your knees.

5. **Tighten your stomach muscles.**

Tightening your abdominal muscles will hold your back in a good lifting position and will help prevent excessive force on the spine.

6. **Lift with your legs.**

Your legs are many times stronger than your back muscles let your strength work in your favor. Again, lower to the ground by bending your knees, not your back. Keeping your eyes focused upwards helps to keep your back straight.



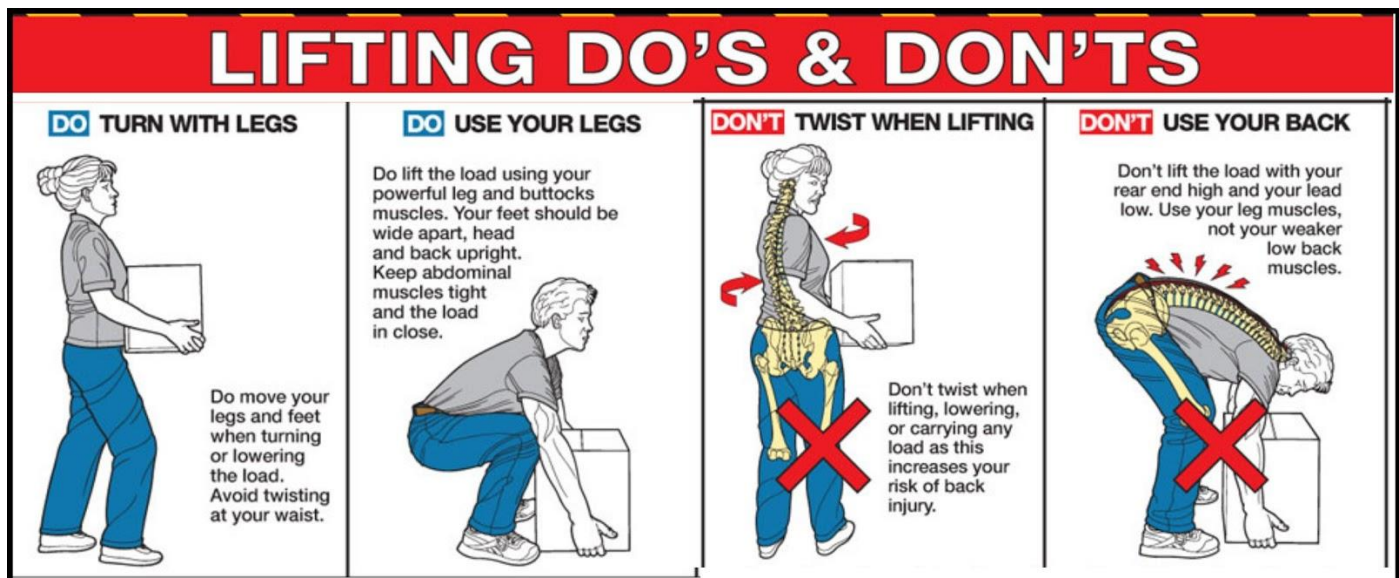
Proper Lifting Techniques (Cont'd)

7. **If you're straining, get help.**

If an object is too heavy, or awkward in shape, make sure you have someone around who can help you lift. Take a minute and find a helper.

8. **Wear a belt or back support.**

If you are lifting in your job or often at home a back belt can help you maintain a better lifting posture.



Tips:

1. **Never bend your back to pick something up.**

It's just not worth the damage that improper lifting technique can cause.

2. **Hold the object close to your body.**

You are a much more stable lifter if you're not reaching for an object.

3. **Don't twist or bend.**

Face in the direction you are walking. If you need to turn, stop, turn in small steps, and then continue walking. *Never jerk or twist at the waist!*

4. **Keep your eyes up.**

Looking slightly upwards will help you maintain a better position of the spine.



INTRODUCTION TO LOCK OUT / TAG OUT

What is Lockout/Tagout?

Occupational Safety & Health regulations address the practices and procedures necessary to disable machinery or equipment, thereby preventing the release of hazardous energy while employees perform servicing and maintenance on equipment. These practices and procedures are commonly referred to as **lockout/tagout**. The occupational safety and health standard outlines measures for controlling hazardous energies. These measures include using a **lock and tag system** designed to protect employees while servicing and maintaining machines or equipment against the unexpected start up of machines or equipment, or the release of stored energy that could cause injury.





INTRODUCTION TO LOCK OUT / TAG OUT (CONT'D)

What is the Importance of Not Disturbing Lockout/Tagout Devices?

- It is the responsibility of all FSM employees to recognize a lockout/tagout system and not to disturb it.
- The danger of violating these procedures can result in serious injury and/or death, or damage to the equipment.

Why is a Lockout/Tagout Used?

- Unexpected activation of machinery or equipment during maintenance or servicing can have tragic consequences.
- A lockout/tagout system is used to prevent unexpected activation of machinery or equipment.
- A **lockout device** is placed on the machine or equipment to be serviced to ensure the machine or equipment cannot physically be operated until the lockout device is removed.
- A **tagout device** is a prominent warning device that is affixed to the energy-isolating device to indicate the equipment being controlled may not be operated until the tagout device is removed.

How to Recognize a Lockout/Tagout Device?

- A lockout device utilizes a lock and key, to hold an energy-isolating device in a safe position and prevents the energizing of a machine or equipment.
- These locks are designated lockout/tagout locks.
- A tagout device is a prominent warning device, which can be securely fastened to an energy-isolating device to indicate that the energy isolating device and the equipment being controlled **may not be operated until the tagout device is removed.**
- Tags only provide a warning such as Do Not Start, Do Not Open, Do Not Close, Do Not Energize, or Do Not Operate. **Tags do not provide physical restraint.**



INTRODUCTION TO BLOODBORNE PATHOGENS

Show Video

Pass out FACT SHEET from American Red Cross



Crisis Management/Disaster Preparedness

Staff in all departments will be needed to provide assistance in case of a disaster such as a hurricane. The working employee's family members and (crated) pets will also be welcomed on property. A handout will be provided for suggested personal items to bring to work should you be "shut in" during an emergency situation.

There are several phases of this plan:

Disaster Alert: 48 to 72 hours before an event

- Dept. Managers will check supplies & equipment. Staff may be asked to assist
- Verify availability of supplies
- Verify staffing phone numbers and addresses
- Set up staffing plans

Disaster Watch: 24 to 36 hours before an event

- Dept. Managers will verify staffing plan and make adjustment if necessary.
- Establish sleep and rest areas for staff/approved family

Disaster Warning: greater than 24 hours before and during an event

- Dept. Managers will ensure staffing is adequate.
- They will conduct and document a brief orientation w/ the staff
- Dept. Manager will communicate backups for communication to Incident Command Officer
- The Department Plan will be reviewed with the staff – including ensuring lamps are located at one central location, where emergency equipment & supplies are located
- Assist with the filling of bath basins with water for each resident if there is a threat to water supply.



Ongoing and during the event

- Follow the Dept. Managers direction in the following areas:
 - If any help is needed,
 - Damages occur
 - Other extraordinary changes occur.
- Each department will send a status update hourly, or as needed, with the following:
 - Status of facility
 - Status of equipment and supplies
 - Any other items

All-Clear Given by the Incident Command Officer

- Dept. Manager will communicate the Incident Command Officer of staffing status
- Dept. Manager will re-establish shifts and account for all employees



FIRE EVACUATION

Your manager will inform you of the fire evacuation specifics for your department

FIRE EVACUATION

Basics

- **Be familiar with your surroundings**
- **Know where the fire exits are in the building**
- **Know where the designated relocation area is**
- **Rescue, Announce/Alert, Contain/Confine, Extinguish/Evacuate (RACE)**

FIRE EXTINGUISHER

- **Pull**
- **Aim**
- **Squeeze**
- **Sweep**



Active Shooter

[Show Video](#)



New Hire Safety Training

TEAM MEMBER _____ TODAY'S DATE: _____

DEPARTMENT _____ JOB TITLE _____

Instruction has been given on the following: Please Initials

- Workplace Safety & Property Overview _____
 - Workers' Compensation Reporting & Responsibilities _____
- Location of Emergency Clinics _____
- Safety Committee Meetings and Members _____
- Hazard Communication Program Explained _____
 - Container Labeling Policy _____
 - HCS Pictograms and Hazards _____
 - Sample SDS – **Clorox® Germicidal Bleach1** _____
- Introduction to Personal Protective Equipment _____
- Introduction to Proper Lifting Techniques _____
- Introduction to Lock-out/Tag-out _____
- Introduction to Bloodborne Pathogens _____
- Crisis Management/Disaster Preparedness _____
- Fire Emergency/Extinguisher Training (PASS) _____
- Active Shooter _____

I understand that failure to continuously adhere to the various safety procedures for which I have been trained, and signed confirmation of same, may result in disciplinary action, up to and including termination.

Employee Signature _____ Date _____

Trained by _____ Date _____