



## Policy and Procedure # 209

### Safety Program

Approval: \_\_\_\_\_ Effective Date: 5/7/24

#### POLICY:

EFI places a high value on the safety of their employees and clients. We are committed to providing a healthy and safe work place for everyone.

#### PROCEDURE:

1. The HR Director will act as the Safety Chairperson for EFI.
2. The Safety Chairperson will:
  - A. Develop and implement a comprehensive accident prevention program.
  - B. Suggest and implement policies and procedures that limit health and safety risks to EFI clients and employees.
  - C. Conduct and oversee monthly Safety Committee Meetings and activities.
    1. Safety Committee activities will include conducting monthly meetings, quarterly emergency drills, and monitoring and addressing safety hazards identified by monthly SLH inspections and monthly Kimbel Building inspections.
      - a. SLH inspection reports will be routed directly to the Supervisor, with a copy to the Director, and concerns shall be reported during the Safety Committee meetings.
      - b. Development and implementation of corrective action plans will be the responsibility of the Safety Chairperson, the Department Director and appointed Supervisors under direction from the Executive Director.
3. Accident reporting procedures:
  - A. All injuries will be reported immediately to a Supervisor or the Administrator On Call (AOC).
  - B. The employee will be responsible for completing and returning the Employee Injury/Illness/Exposure report to their Supervisor prior to the end of the work shift.
  - C. If an employee seeks medical treatment for their injury they must request an Injured Worker Packet from their Supervisor.
  - D. Employees are responsible for initiating the workers compensation process for their accident or injury and may contact the human resources department with any questions.
  - E. Accident investigation and corrective action is the dual responsibility of the Safety Chairperson and the Department Director when indicated under direction from the Executive Director.