IMAGINE! Safety and Security Protocol
To be Posted at All Imagine! Work Sites

1. Upon arrival at either administrative building, all visitors are to report to the front desk and remain in the entry area until the staff person responsible meets them there.

2. Theft is subject to prosecution; theft of personal or company belongings is not tolerated. Any alleged theft must be reported immediately to the Executive Assistant and Human Resources Director who will handle all general communication.

3. Dangerous activity, including hazardous horseplay (by staff, visitors, or strangers) is not tolerated and must be reported to management at the earliest opportunity.

4. All work areas will be kept free of hazards (spills, electrical cords, and debris) that may cause slips, trips, falls or any injuries. All sites will be maintained in a manner that ensure safe living and work environments and minimize the number and severity of safety incidents. Residences follow DOH inspection rules; other sites will submit a Facility Inspection checklist to the Safety Committee at each regular meetings.

5. IMAGINE! has a zero tolerance for violence in the work place. Firearms and other contraband and lethal weapons are not to be carried into any work place.

6. Employees will follow proper use, handling, and storage of all hazardous substances and equipment. All cleaning fluids, toxic and/or flammable substances will be stored safely in locked cabinets and/or closets. Material Safety Data sheets will be maintained for all required substances; however, 911 and Poison Control procedures take precedence over MSDS information.

7. All accidents, near misses, injuries, safety infractions, and hazards must be reported to, and addressed by, management at the soonest opportunity. Safety incidents involving IMAGINE! employees and/or property will be investigated.

8. No illegal drugs are allowed in any work area. Employees are not to be under the influence of drugs or alcohol during work time. Employees will notify their supervisor of any prescription drugs they must take on work time that might affect their work performance.

9. Because they may be the source of allergens and other health hazards, neither smoking nor pets are allowed in any IMAGINE! facilities or vehicles.

10. Increased stress, can mean increased risks, including accidents and acts of violence. Be alert to others in the work environment who may need support or who may pose a danger to others. Encourage co-workers who are at risk to talk to their supervisor. Call 911 in the event of any physical confrontation.
Safety Responsibilities While Delivery Services to Imagine! Clientele

You are responsible for the safety of the individuals in your care, as well as for your own. You must be prepared to act in the case of an emergency. Please make sure you are aware of and understand all of your department’s safety protocols.

Review the Health and Safety Emergency Plan for general procedures. Ensure that you are informed of any special conditions or diseases that consumers you support have. Be familiar with the signs and symptoms of illness and discomfort for each person you serve. Be alert to changes in dietary habits, sleeping patterns, skin color, breathing, movement, and behavior.

Medication Administration
Never administer any form of medication to others until you have successfully completed the Colorado Department of Public Health and Environment Approved Training Course and Practical Test in Medication Administration.

Additional Situation Specific Requirements

Always practice Universal Precautions. All human blood and most bodily fluids are treated as if they are infectious. Make sure you use a barrier (preferably gloves) whenever there is the potential for contact with someone’s bodily fluids. Wash your hands for 20-30 seconds using soap and warm water after removing gloves, before handling food, after using the restroom, and after smoking.

Driving
Always make sure the vehicles you drive are fit for use, before you drive. Only scheduled and authorized employees will drive company vehicles. Do not lend or borrow personal vehicles for work use. When transporting consumers, make sure you have complete knowledge of their needs and traveling habits. Never leave consumers alone in the car.

You can control your physical and emotional condition and that of the vehicle. Environmental conditions and the actions of others are not under your control. Be prepared to respond to these conditions.

Drive Defensively - Expect the unexpected – Obey all traffic laws

Supervisors are required to address all safety issues and concerns. Violation of safety protocol is subject to disciplinary action.