



Arkansas Department of Health
Health and Safety Program

4/26/2013

Introduction

It is the policy of the ADH to continually work toward improving its safety program and procedures and striving to provide a safe working environment in all areas for all employees. Employees are trained to recognize violent situations and report aggressive behaviors exhibited by clients, client family members, visitors, co-workers and others to their immediate supervisor or security personnel.

It is the Agency's belief that all accidents and injuries are preventable by controlling the environment and the actions of employees.

Therefore, safety takes precedence over expediency and shortcuts. Protection of employees, the public, and ADH property and operation is paramount.



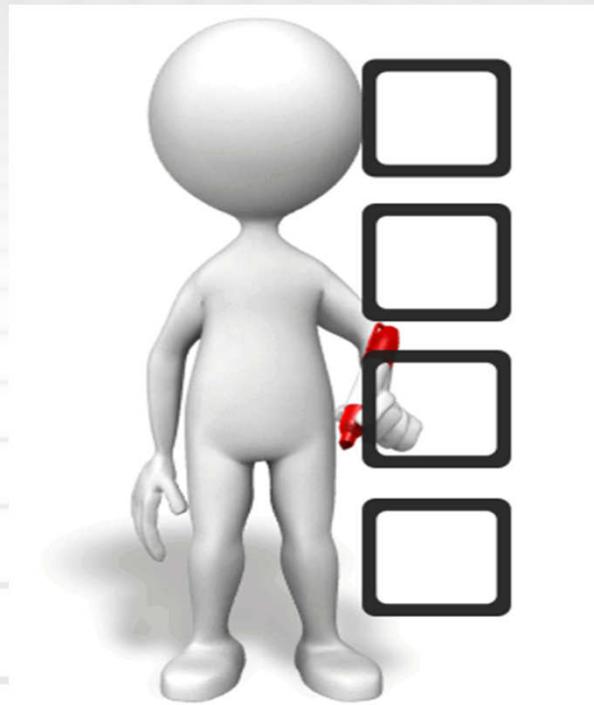
Policy

- Train and equip its employees with the tools and knowledge to be able to do their jobs safely.
- Employees must take personal responsibility for the prevention of injuries.
- Each LHU, WIC-only office, ADH facility and In-Home Services work unit is required to implement and maintain an Office Safety and Security Plan appropriate to the work facility.
- Any job related injury or illness must be reported immediately to the employee's supervisor.



This policy applies to all ADH employees, volunteers, contract service providers, and all non-employees assigned to work at ADH.

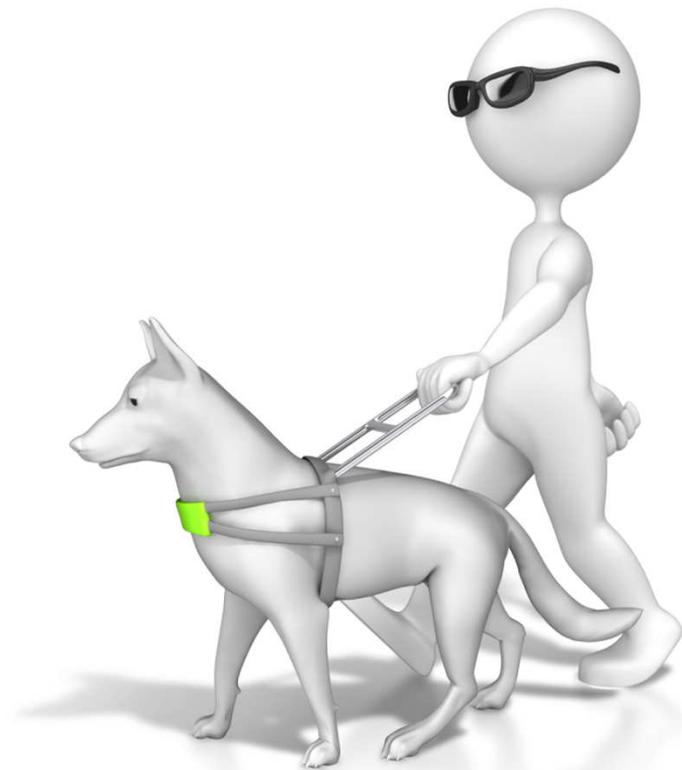
Compliance and Rules



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Americans with Disabilities (ADA)

The ADA prohibits employers from discriminating against qualified individuals in all aspects of employment, and provides remedies for discrimination in the workplace and elsewhere.
(www.ada.gov)



Agency ADA Policy

The Arkansas Department of Health's ADA policy was established to ensure the Agency's compliance with the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended, and applies to all ADH programs, services, activities, employment opportunities and facilities.

HIPAA

- The Health Insurance Portability and Accountability Act of 1996 standardizes how claims are processed.
- ADH HIPAA policy ensures the privacy and security of medical records, health information and other types of personal information in accordance with the HIPAA Act.

Every employee is required to complete the ADH HIPAA Privacy and Security Training and post assessment on ATRAIN.



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Worker's Compensation

Worker's Compensation provides a no-fault system for securing prompt and fair settlement of employee claims against employers for occupational injury and illness.

This law applies to nearly all employers.

The employer is to provide prompt medical care and lost wages to employees injured while in the course and scope of employment.

RULE 32

Within the Arkansas Worker's Compensation Commission the Health and Safety Division was created to help reduce the cost of worker's compensation insurance.

The goal was to help employers develop and put into place management tools which would identify areas of opportunity and reduce the number and severity of workplace accidents and illnesses.

Reporting Injuries and Accidents

- Any injury, accident or near miss must be reported to your supervisor and an Occurrence Report completed by the Facility Safety Officer.
- A Worker's Compensation claim must be filed whenever an employee or contract worker is



injured on the job. The supervisor, manager or designee immediately files a claim with the Arkansas Insurance Department.

Assignment of Responsibilities



ADH Office of Human Resources is responsible for the implementation and enforcement of this policy



Facility Safety Officers coordinates employee safety throughout local offices or other ADH facilities



Safety Committee develops procedures, training and maintains records

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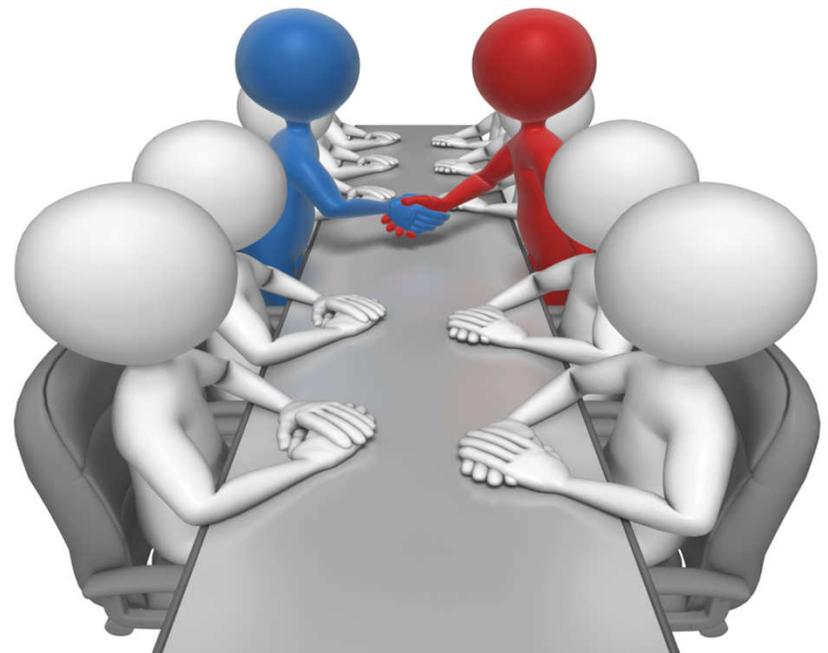
Director of Human Resources

- The ADH Director of Human Resources will be the primary person responsible for the implementation and enforcement of the ADH Health and Safety Policy.



Facilities Safety Committee

- Serve as an advisory board.
- Participate in the development of the health and safety procedures.
- Measure effectiveness of safety programs.
- Participate in work area self inspections.
- Participate in accident investigations.
- Recommend corrective actions.
- Promote safety training.



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Committee Responsibilities

- Help identify potential hazards and suggest ways to eliminate them.
- Analyze accidents and trends.
- Evaluate safety programs.
- Review work areas and specific jobs.
- Review employee suggestions for improvements in the workplace.

Committee Responsibilities

- Prioritize safety-related concerns according frequency and severity.
- Promote safety awareness by taking an active part in identifying safety education needs.
- Communicate information to employees so accidents can be prevented.
- Meet regularly.

Facility Safety Officer

- Provide employees with Safety Training.
- Make inspections of assigned work units in accordance with the timeline reflected in the Health & Safety policy.
- Ensures all Health and Safety signage is in plain view.



- Develop procedures to be used for all incident investigations

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Facility Safety Officer

- Maintain proper records of the Health and Safety Program with accident/incident reports, audits and inspections, hazard reports, and incident investigation.
- Works with Agency Safety Officer to create unit specific training to assist in making employees aware of potential work hazards and the best way to avoid them.

Safety Drills

- Direct orderly evacuation of building.
- Provide assistance to employees indicating a need for assistance.
- Maintain Building Evacuation Assistance Request for employees in their designated areas. One copy of each request should be sent to Human Resources and a list compiled and delivered to the UAMS Safety Officer as names are added or deleted.

Safety Drills

- Safety Officers can request backup from Alternate Safety Officers, Physical Plant Personnel, or UAMS Security Officers.
- Safety Officers will remain near the stairway on their floors until all employees for whom they are responsible have evacuated.

Safety Drills

- After evacuation is complete, designated Key Safety Officers will report status of their area via walkie-talkie.
- A designated Assembly Area Coordinator will direct traffic to ensure the safety of employees walking to bomb assembly areas.

Things to Remember

- Keep Safety Vests in an easily accessible area
- Keep walkie-talkies charged up in case of emergencies or drills
- Have a back-up plan in case the Safety Officer or Alternate is not available for duty.
- Evacuate areas as quickly as possible.
- Be sure to assist those employees needing help to designated areas

Office Safety and Security Plan

Each facility will prepare a Office Safety and Security Plan. The plan will address:



- ✓ Security Issues
- ✓ Safety Issues
- ✓ Bomb Threat Response
- ✓ Severe Weather or Chemical Release Response
- ✓ Earthquake response

Office Safety and Security Plan

Each plan should also provide employees with:

- Evacuation Procedures
- Employee Responsibilities
- Assembly Area Maps
- A list of Safety Personnel
- A list of Emergency Contact Numbers

QUESTIONS

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