



# Employee Safety Manual

## Introduction

This manual contains safety policies designed to control risks associated with operations at The Nurse Practitioner Group, LLC and provide the safest possible work environment for our employees. While this safety manual is intended to be comprehensive, it is impossible to cover every scenario, therefore if you have questions regarding a particular task contact your supervisor who can provide guidance.

The best ambassadors of our safety program are those performing the jobs on a daily basis. If you observe a safety issue or have a suggestion that could improve the safety measures outlined in this document, please speak with your supervisor. It takes the dedicated effort of the entire team to prevent workplace incidents.

Incidents are the result of unsafe conditions, acts or practices. Many incidents are caused by the use of unsafe equipment, tools used in an unsafe manner or failure to follow safe work practices. This is why the implementation of a comprehensive safety program is critical to maintaining a safe work environment for all employees. To ensure a safe work environment, it is imperative that we strictly enforce our policy. Violations of safety policies and procedures could result in disciplinary action, up to and including termination. If you have questions and/or need additional information regarding the contents of this manual, you should speak with your supervisor or their predetermined designee immediately.

## Safety policy statement

Providing a safe work environment for The Nurse Practitioner Group staff is of the utmost importance. The goal of our safety policy is to provide guidance on how to avoid risks associated with the jobs performed by our employees. It is impossible to provide guidelines for every situation; therefore, we depend on you, our staff, to make safe choices in your daily work. Our success depends on everyone performing their job in the safest possible manner.

## Safety is a team effort

With any great team, each member must know their role and how to perform it well to achieve success. The same is true for safety teams.

### Management's responsibilities:

Providing a safe work environment and adequate supervision of operations, which includes as applicable:

- Providing a safe work environment and adequate supervision
- Provisioning of tools and equipment
- Providing proper safety equipment
- Inspecting work areas and operations periodically
- Ensuring prompt action is taken when unsafe conditions or actions are identified
- Ensuring all incidents are reported and properly investigated

- Reviewing incident reports to verify proper corrective action is taken

#### Supervisor's responsibilities:

- Promoting safety awareness, and leading by example
- Ensuring employees are trained on safe work practices related to their assigned job tasks
- Ensuring safety equipment and protective devices are provided and properly used
- Conducting frequent safety inspections of work areas and operations to improve and eliminate unsafe conditions
- Taking prompt, corrective action when unsafe conditions and/or unsafe actions are observed
- Investigating and reporting to management all incidents involving personnel and/or property
- Reviewing new equipment to identify potential risks
- Educating employees on the disciplinary policy as it relates to the safety policy; taking appropriate action when merited

#### Employee's responsibilities:

- Following the safety policy and procedures
- Reporting unsafe conditions and practices to management immediately
- Keeping work areas clean and orderly at all times
- Operating equipment only if authorized and instructed on safe work procedures
- Reporting all incidents to management immediately and complete an incident report as soon as possible

## What to do if an incident occurs

While every effort is made to avoid incidents, it is important to know what to do if one should occur. Acting quickly and getting the injured employee the treatment they need as soon as possible can help to prevent further injury.

- Report all incidents, no matter how minor, immediately to management
  - Prompt reporting ensures the employee receives proper treatment if it is required, and ensures appropriate corrective action is taken to avoid future injuries
- Perform first-aid and CPR, only if you are trained
- Follow established Bloodborne Pathogens procedures
- Arranging transportation and accompany the injured employee to the medical facility should be done by the supervisor
- Facilitating paperwork and answering questions of both the treating physician and injured employee should be done by the supervisor

- Incident Report forms must be completed by the supervisor and injured employee as soon as possible; route as directed on the form

## Emergency action plans

Emergency situations such as fire, severe weather, bomb threat, etc., require swift and immediate action by our employees to ensure the safety of everyone. In the event of an emergency, our staff should be prepared for the following:

Supervisor/management or designee for their respective areas will:

- Direct actions of personnel
- Know the location of fire extinguishers
- Know who is first-aid and CPR trained
- Identify individuals who need special assistance during evacuations and make arrangements to ensure their safety
- Familiarize employees with evacuation route
- Ensure the office is clear and account for personnel after building evacuation

### **Fire evacuation:**

- Turn off nearby equipment and walk to the nearest exit, when the fire alarm sounds and if it is safe to do so
- Assemble away from the building at the designated assembly area
- Remain outside until the all-clear is given by responding fire personnel
- The supervisor or their designee will account for all individuals

### **Severe weather:**

- Stay inside the building
- Proceed to the appropriate designated shelter when directed

### **Bomb threat:**

- Bomb threats must always be taken seriously
- Document as much information as possible
- Report the incident immediately to the supervisor
- The supervisor or the authorities will determine if the situation warrants evacuation; if called for, follow the procedures used for a fire evacuation

## Recordkeeping

Documentation is a critical component for maintaining a safe working environment. The following records are retained in personnel files:

- Employee training records
- Certifications
- Incident reports
- Hazard identification and corrective actions
- Signed acknowledgments
- Equipment inspection/certifications

## Violence in the workplace

It is the policy of The Nurse Practitioner Group that violence or the threat of violence, even in a joking manner, is not appropriate and subject to disciplinary procedures, up to and including termination.

Employees are to report any acts or threats of violence to their supervisor immediately. Report the behavior or threats made, give facts of where and when the event occurred, what was said and include any witnesses.

Anyone who observes a weapon on the premises is required to report it to the supervisor immediately.

## Biological exposure control plan

Within the scope of your job, you may come into contact with blood or other bodily fluids that have the risk of transmitting blood and/or airborne diseases. Always wear personal protective equipment (PPE) if it is necessary for you to be in contact with blood or other body fluids. The proper PPE is outlined in the Blood/Airborne Pathogens Program.

## General policies for all operations

- Employees should perform their job tasks in a safe manner, speak with your supervisor if you have any questions regarding safe work practices
- Illness and/or extreme fatigue may impact your ability to perform your job safely; it is the employee's responsibility to monitor their well-being and ensure they are physically able to perform their job tasks safely
- Horseplay of any kind is strictly forbidden, and employees who willfully engage in horseplay are subject to disciplinary procedures, up to and including termination
- Clean and orderly work areas prevent injuries; take time each day to keep your work area clear of unnecessary materials, tools and/or equipment
- All exits and stairways should be clear and free of obstructions
- Use only approved, grounded electrical extension cords
- Extension cords are to be unplugged, coiled and stored in their designated locations when not in use

- Dispose of extension cords that show wear and tear immediately
- Follow proper lifting techniques and seek assistance when necessary
- Ensure all equipment (dolly, etc.) is in good condition before use
- Visually check equipment and machinery before use and ensure work area is clear
- Never leave machines or equipment running while unattended
- Loose clothing, long hair and/or jewelry should not be worn by employees working around or near moving machinery or equipment
- Smoking is strictly prohibited

## Slip, trip and fall prevention

- Footwear should be flat, slip-resistant with a closed toe and heel
- Floors should be kept clean and dry; use designated wet floor signage whenever necessary
- Mops, brooms, boxes and other articles should be properly stored and cleared from passageways
- Use a step stool or ladder when reaching overhead
- Do not stand on boxes, chairs, desks, tables or other elevated surfaces

## Personal Protective Equipment (PPE)

### **Foot and hand protection:**

Footwear must be suitable for the type of work you perform and the environment in which you work. It is recommended that all employees follow the footwear guidelines listed under the slip trip and fall prevention section of this safety manual. However, for employees in certain work areas, these practices may be required.

### **Outerwear protection:**

The clothing worn to work should not only be appropriate for the type of work you perform but safe for the environment in which you work. Shorts and tank top shirts should not be worn. Clothing should be cotton or other natural fiber, and if clothing or gear becomes contaminated, it should be replaced immediately.

## Safety Policy/Procedure acknowledgment

By my signature below, I acknowledge I have received and read the Company's Safety Policy/Procedures, and I have been given an adequate opportunity to ask questions and receive clarification of any area of the policy/procedures. I agree to abide by the provisions outlined in The

Nurse Practitioner Group Safety Policy/Procedure and understand that failure to do so may result in disciplinary action, up to and including termination of my employment.

I have received training by the company for the duties associated with my job, and I understand the potential hazards and physical requirements of these duties as well as the necessary precautions to control these hazards.

I have been informed and understand I am to report to my supervisor any incident and injury occurring while performing the duties of my job, or if in their absence, the next available senior company representative. An Incident Investigation Report must be completed and signed immediately, as is reasonable under the injury circumstances, by me after my injury.

I have been informed and understand I am to immediately report any unsafe acts and/or conditions discovered during the performance of my job duties.

Employee's signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Witness signature: \_\_\_\_\_

Dated: \_\_\_\_\_