



## **SAFETY POLICY**

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**Policy Number:** 1140

**Effective Date:** May 1, 2017

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### **A. BACKGROUND**

Workforce Snohomish recognizes that the safety of both staff and customers is a fundamental issue that affects every aspect of day to day operations.

### **B. POLICY**

In addition to the safety expectations provided by each of the partners who operate programs and services via the WorkSource system in Snohomish County, WorkSource Centers, Affiliate and Connection Sites certified by Workforce Snohomish shall meet the following requirements:

1. Have a safety committee made up of partners on site, responsible for:
  - a. Providing an evacuation plan in the event of an emergency, including clearly identified evacuation routes, employee meeting points, designated staff roles, and an approach to account for all staff at the final meeting point.
  - b. Assuring that all new employees are provided with the plan, and that the information is posted in staff and customer areas, and tested through a "dry run" a minimum of once each program year.
  - c. Having at least one staff member certified in CPR and First Aid. First aid kits will be readily available and clearly marked. The name(s) of certified staff will be provided to all staff.
  - d. Ensuring that all staff have a method to call for assistance if they feel threatened or an assault has occurred.
  - e. Establishing clear lines of communication to immediately report incidents of violence or assault. Staff must be advised of the name of the person to whom incidents are to be reported.
  - f. Ensuring that staff involved in all other safety incidents report the incidents in a timely manner, not more than 24 hours after the incident, to the site operator and the Workforce Snohomish Safety Officer.
  - g. Staying vigilant and reporting actions that are suspicious.

2. Provide trainings on safety procedures, debriefings on recent incidents, a mechanism for raising safety concerns and regular reports regarding safety issues at regular meetings that include **all staff** on site.
3. Maintain a confidential record of emergency contact information for each staff person working at the site. This information will be stored in a secure location and should also include references to specific allergies and/or medications required by staff.

Workforce Snohomish recognizes the need and importance of ongoing safety training. As funding allows, the following will be provided:

- Resources and opportunities for training in CPR and First Aid for all staff;
- Posters, films, and other educational materials promoting safety awareness;
- Violence prevention/de-escalation training;
- A community resource list.

All inquiries related to this policy and incident reports should be referred to:

Safety Officer  
Workforce Snohomish  
808 134<sup>th</sup> St. SW, Ste. 150  
Everett, WA 98204  
425-921-3423  
Fax: 425-921-3488  
safetyofficer@workforcesnohomish.org

**C. DEFINITIONS:**

- N/A

**Reference:**

- NA

**Supersedes:**

- Memorandum #03-14