



Employee Health and Safety Program

Purpose:

New Haven has a long-standing philosophy of taking pride in its practices to ensure the safety, health and well-being of all of our employees. This program serves to outline our commitment to this philosophy and provide guidance to all employees on the standards the company expects its employees to adhere to. Fact sheets that provide supplemental information for the specific functions of this program are available through Human Resources.

Fires and Other Emergencies:

The facility where you are assigned has an emergency procedures and evacuation plan to follow in the event of fire or other disaster. These are posted prominently in common areas and bulletin boards in the office of the facility to which you are assigned. Exits, fire extinguishers and first aid kits are also located there. All employees are expected to familiarize themselves with the location of such equipment.

New Haven requires all direct care staff to be trained in first aid practices. Should first aid attention be required, all direct care staff should be available to respond.

On-the-Job Injuries/Illnesses:

Any job-related injury or illness, regardless of severity, must be reported immediately to your supervisor or to Human Resources for prompt and trained evaluation and medical attention as necessary. Your supervisor will complete an initial safety incident report and forward it to Human Resources. HR will then meet with you to determine the appropriate process.

General Safety Rules:

Our employees perform a wide range of functions in various locations. Although some safety rules apply only to specific positions, all employees are expected to comply with the rules in this procedure:

- Use common sense in performing your duties. Stay alert to surrounding conditions.
- Report any work injury/illness to your supervisor.
- Report unsafe conditions to your supervisor, maintenance, or safety committee members as appropriate.
- Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect your judgment. In fact, always notify your supervisor if these circumstances exist so that they can assess if you are unable to safely supervise youth.
- Learn and model safe rules when engaging in athletic activities – remembering that you are teaching (rather than competing) when involved with these programs.
- Use mechanical devices or request assistance in lifting heavy loads.
- Use safe driving habits that are both legal and reflective of the conditions of the moment. Wear seat belts when operating any company vehicles or driving your own personal vehicle while on company business. Never use cell phones when driving, if a call is necessary, pull to the side and of the road to talk.
- Do not use tops of cabinets or bookcases for extra storage or displays.
- Be sure that aisles or exits are kept clear; do not let cords interfere with walkways.
- Keep paper clips, tacks, pins and other objects off the floors.
- Store all sharp objects properly (in locked offices) when not in use.
- Open and close doors cautiously and use extra caution at blind hallway intersections



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- Open only one file cabinet drawer at a time to avoid tip-over. Cabinets should also be loaded from bottom to top and emptied in the reverse order.
- Report or cleanup all spills immediately.
- Use stepstools, platforms or ladders for climbing. Never use chairs.
- Report or replace frayed electrical cords.
- Keep your work area neat and tidy.

Emergency Evacuation Plans and Re-entry:

In any emergency, employees should follow alarms or other alerts to evacuate the facility and/or area near the premises. Always follow the basic evacuation procedures but remember that personal safety is paramount and takes precedence.

- Check work area for anything needing to be secured and store it quickly.
- Secure locks on all secured containers and cabinets.
- Leave your work area and report to your designated assembly area.

The director of facilities will coordinate with fire, police or other emergency preparedness personnel to determine when the building may be re-entered. This information will then be passed through safety committee members.

Material Safety Data Sheets (MSDS):

The company will keep Material Safety Data Sheets (MSDS) on all hazardous substances and materials on its premises in areas adjacent to the equipment for which the MSDS pertains. Employees should help ensure that MSDS are kept in their respective areas or report missing ones to their supervisor or safety committee representative.

Improper Health and Safety Practices :

All employees are expected to abide by safe work practices and adhere to general safety rules to ensure their safety as well as the safety of coworkers.

Infractions of company health and safety practices will be dealt with in accordance with the company's policies on discipline and will be based on the following factors:

- Severity of the infraction.
- Whether the infraction endangered only the employee or coworkers.
- Whether the infraction was a first or repeat violation.

Employee acknowledgement: _____

Date: _____