AGENCY SAFETY MANUAL

August 2022

ST. LAWRENCE COUNTY COMMUNITY DEVELOPMENT PROGRAM, INC.

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GENERAL SAFETY STATEMENT

In order to meet the objective of providing a SAFE work place, it is imperative that all employees follow common sense practices regarding both work place behavior and SAFE working requirements. The attached list of SAFETY Standards is provided to meet that goal. All employees will be required to sign their receipt of these Standards. The signed receipt shall be filed in each employee's personnel file.

Employees failing to abide by these General Safety Standards will be subject to disciplinary action as follows:

1. Action which causes or may cause an injury to self or others that does not require medical attention is considered a minor infraction which results in a verbal warning documented in writing and filed in the employee's personnel file.

2. Action which may result in injury to self or ~~to~~ others that does require medical attention is considered a major infraction which results in written
warning or possible termination. The warning will be placed in the employee's personnel file.

3. Negligent or deliberate action which does result or could have resulted in injury to self or others – maximum infraction will result in termination of employment.

MANAGEMENT COMMITMENT AND LEADERSHIP

St. Lawrence County Community Development Program, Inc. (CDP) has established this program which provides systematic policies, procedures, and practices that are adequate to recognize and protect our employees from occupational safety and health hazards. It is our intent to comply with all local, state and federal safety standards, codes, and regulations.

All employees of St. Lawrence County CDP, as well as visitors and outside contractors will be responsible for conducting themselves in a safe manner at all times, and shall obey the rules set forth in this safety program. Employees shall report all unsafe practices and conditions to his/her supervisor, as well as observe all signs and notices.

The management of St. Lawrence County CDP, Inc. regards worker safety and health as a fundamental value of the company and applies its commitment to safety and health protection with as much vigor as to other company purposes. Employee involvement provides the means through which workers develop and/or express their own commitment to safety and health protection, for themselves and for their fellow workers.

EMPLOYEE SAFETY COMMITTEE

St. Lawrence County Community Development Program, Inc. ~~(CDP)~~ intends to involve its employees in its SAFETY Program. Program managers~~'~~ meetings ~~w~~ill serve as CDP's SAFETY Committee. The committee will meet every other month with a purpose of providing a forum in which employees can discuss SAFETY concerns and issues. Any staff member is encouraged to attend these meetings or concerns may be addressed with members of the committee, as well as the Executive Director who is a member the committee~~s~~. Meeting minutes shall be published in a timely manner and shared with each department.

Maintenance/Safety repair documents are on the top of the file cabinet in the Executive Assistant's office. Employees are invited to fill out these documents when they see something in or around this building that needs repair.

Training concerning safety will be provided to all staff on an on-going basis and will be documented in their training logs. Topics may include:

1. general safety activities surrounding work locations

2. evacuation plans

3. safety inspections

Yearly Compliance to maintain continuous safety

The General Safety & Compliance Program will be reviewed, revised and be informative through meetings set by the safety committee at least once a year. Any revisions of this document shall be posted in the

administrative office and at all outreach sites. A dated revision page and board approval page will be made part of said document.

IDENTIFICATION AND CONTROLS OF HAZARDS

Self-Inspection Policy and Procedure

It is the policy of St. Lawrence County Community Development Program to reduce and eliminate hazard exposures that can lead to employee injury or property damage. Self-inspection is one way to provide a safe workplace for our employees.

All work areas including office areas will be inspected regularly. If any hazardous conditions are noted, corrective action must be taken. If the corrective action is beyond your authority and/or capability, keep all employees away from the hazardous condition until it is corrected or controlled. Notify your supervisor or Executive Director to request corrective action. Managers are expected to follow up on reported hazards to make sure they have been eliminated or controlled.

PERSONAL PROTECTIVE EQUIPMENT

Once an employee is issued any form of P.P.E., he/she becomes responsible for its upkeep.

If a piece of P.P.E. becomes damaged, it must be reported to your supervisor immediately. The damaged piece of P.P.E. must be turned in before a new item is issued.

St. Lawrence County Community Development Program will maintain a supply of the following Personal Protective Equipment in the appropriate programs:

1. HARD HATS
2. SAFETY GOGGLES/GLASSES
3. EAR PLUGS
4. RAIN SUITS
5. LATEX/PROTECTIVE GLOVES
6. PLASTIC APRONS
7. FACE MASKS or SHEILDS (when necessary)
8. BACK SUPPORT BELTS

Persons who must work where hazards cannot be eliminated or controlled at the source, and where ordinary work clothes do not afford sufficient protection, should use personal protective equipment, which if necessary, can protect the person from head to toe.

An important aspect of Personal Protective Equipment is supervision and enforcement. First line supervisors should be familiar with the equipment in order that they can explain and demonstrate its usefulness and cause. This is done in orientation training and at safety meetings.

Any P.P.E. may be obtained from your supervisor, administrative office, etc.

ASSIGNMENT OF RESPONSIBILITY

RESPONSIBILITIES

MANAGEMENT TEAM

- Has full responsibility for the safety program and the results that are achieved.
- Assigns authority for the implementation of the safety program. Holds supervisors accountable for high level of performance.
- Measures results of performance.
- Authorizes expenditures for safety.
- Approves safety policies as formulated by the safety committee.
- Participates in the safety program to show interest.
- Sets the proper example in safety for all employees.
- Asks questions on safety from supervisors, on a regular basis, to demonstrate the importance of safety to management.

EXECUTIVE DIRECTOR

- Prepares or coordinates preparation of Corporate Safety Rules and Standards
- Reviews accident investigation reports and investigates potentially serious claims.
- Sets up and analyzes accident records.
- Inspects field locations.
- Advises supervisory employees on safety problems, OSHA activities, and other regulatory body directives affecting operations.
- Coordinates with, and assists; program managers in conducting safety activities at field locations.

- Is a member of the safety committees (program managers and Quality Improvement) and reports on activities.

- Reviews OSHA 200 to ensure that injuries/illnesses are reported correctly.

SUPERVISORS

Supervisors are responsible for maintaining safe working conditions for their crews/staff and for safe working practices by all personnel.

Supervisors are accountable for carrying out company safety rules.

Safety responsibilities include the following:

- All employees at the job site will be provided with a copy of the company safety rules. These safety rules are to be reviewed with the employee to make certain that all rules are understood.

- The work area should be continuously checked for unsafe conditions and work practices. Take corrective action or report unsafe conditions/practices to the Executive Director.

- Make certain that your personnel have and use the required personal protective equipment. This equipment may include hard hats, eye protection, hearing protection, work shoes, respirators, safety belts, proper work clothing, latex gloves, etc. depending on the department.

- Check first-aid supplies and insure that replacements are on hand as appropriate.

- The supervisor must educate and motivate his/her crew/staff regarding safety rules, procedures, and attitudes. In short, the supervisor must believe in and sell the company safety program to the employees.

- Make safety suggestions.

- Serve on the safety committees if requested.

- Cooperate during the investigation of any accidents that occur.

- Take an active part and participate in safety meetings.

EMPLOYEE GENERAL SAFETY AND HEALTH RULES

- Whenever you are involved in an accident that results in personal injury or property damage, no matter how slight, the accident must be reported to your supervisor.
    - ***Get first aid promptly***. Consult with supervisor as to whether emergency room, clinic, etc. is appropriate for the injury.
    - Complete Accident/Incident Report.

- Report any condition or practice you think might cause injury and/or damage to equipment immediately to your supervisor.

- Do not operate any equipment which, in your opinion, is not in a safe condition.
    - Report immediately the condition that you believe is unsafe to your supervisor.

- All prescribed safety equipment and personal protective equipment must be used when required and must be maintained in good working condition. It is your personal responsibility to use such equipment.

- Obey all safety rules, government regulations, signs, markings, and instructions.
    - Be particularly familiar with the rules and regulations that apply directly to you in the area in which you work. If you don't know, ask your supervisor.

- When lifting, use the approved lifting technique, i.e. bend your knees, grasp load firmly, keep load close to you, then raise the load keeping your back as straight as possible***. Always get help with heavy or awkward loads.***

- Don't horse play; avoid distracting others; be courteous to fellow workers.

- Always use the right tools and equipment for the job. Use them safely and only when authorized. If you are not familiar with the safe way to use a particular tool or piece of equipment, ask your supervisor.

- Good housekeeping must always be practiced.

- Return all tools, equipment, materials, etc. to their proper places when you are finished with them.

    - Keep floors clean and passageways clear. Poor housekeeping: wastes time, energy, and material, and often results in injury.

- The use of drugs and/or intoxicating beverages at the work location are forbidden.
    - Being under the influence of alcohol or drugs when on the job site is inexcusable and can cause accidents/injuries. Immediate discharge for cause for being under the influence and/or using drugs or alcohol may be instituted. (See Personnel Policies)

- Additional appropriate disciplinary action will be taken for the following offenses involving safety:
    - Fighting – no matter what the cause
    - False statement, such as injury claims
    - Other inappropriate behavior including, but not limited to, failure to obey safety rules
- Proper work shoes shall be worn at all work locations. Appropriate winter boots should be worn by those who work out in the community.

- ***Do not*** handle any chemicals unless you have been trained in the safe handling procedure.

- Compliance with safety and health rules regulations is a condition of employment.

CORPORATE SAFETY STANDARDS

1. All SAFETY protective equipment required for a job must be worn as determined by the program director.

2. Do not attempt to lift or push objects that may be too heavy for you. ASK FOR HELP. Learn to lift the RIGHT WAY by bending your knees, keeping the load close and your back erect, and pushing upward with your legs.

3. Slippery floors cause falls. Keep floors in all areas clean and dry. Spills must be immediately removed. Custodians must mark floors being cleaned or waxed until dry if done during working hours.

4. Never operate machines unless all guards are in place. SAFETY devices are for your protection. If a guard is not in proper condition, report this at once to your supervisor.

5. Never use your fingers or hands to remove parts or debris from an operating or Energized piece of equipment. Turn off the equipment and use only the tool provided.

6. Always shut down your equipment before cleaning, adjusting or servicing. Tag out the equipment before starting any of these tasks.

7. Guards shall never be removed except when necessary to make adjustments or repairs under tag out protection only and they must be replaced immediately upon completion of work requiring their removal.

8. Keep the work area around you clean. Put all rubbish and papers in the proper containers or storage area. Chemical spills must be reported immediately to the

   program director and arrangements made for cleanup and disposal.

9. Learn the location of all fire exits, evacuation routes, and alarm boxes for your site/area.

10. Place material, trucks, skids, racks, carts, crates, boxes, ladders, and other equipment so that aisles, exits, firefighting equipment, alarm boxes, electric lighting, power panels, valves, etc. are NOT blocked. Rule of thumb is that any hall or aisle shall have a walking space of at least 3 feet and nothing within 3 foot of fire equipment or other service boxes. FIRE EXIT DOORS MUST BE KEPT CLEAR!

11. Obey all warning signs. Altering or defacing of signs or labels is prohibited.

12. If you see someone working carelessly or not wearing proper protective equipment

With the possibility of injury, warn them about it and advise him/her to work carefully. Look out for each other.

13. Flowing ties, loose clothing, loose jewelry such as bracelets, watch chains, etc. shall not be worn around moving machinery.

14. Caps or hair nets must be worn around moving machinery by men or women with long hair which could catch in moving parts.

15. Before using any ladder see that it has good safety feet and is free of cracks, broken rungs, and other defects. When necessary, to prevent slipping, have a coworker hold the bottom of the ladder. The top rung must never be used on any ladder.

16. Never use defective chisels, hammers, wrenches or other tools. Exchange or see that defective tools are repaired.

17. Running on the premises is not permitted.

18. Horseplay, throwing things, practical jokes and fooling around are dangerous, and May cause injury will not be tolerated.

19. Never distract the attention of another coworker who's busy as you might cause him/her to be injured.

20. Possession of or working under the influence of intoxicating beverages or controlled substances will not be permitted on agency premises at any time. If using prescription or over the counter medication that may impair your ability to perform your work duties, notify your supervisor immediately.

21. Never operate any machine, power equipment, or other piece of moving equipment unless you have been trained/certified in its operation.
22. Only authorized and trained employees are permitted to operate company vehicles.

23. Unless you are qualified, don't tamper with electrical circuits or switches. Operate only those switches which are part of your job.

24. Never oil equipment while it is operating unless the points of oiling are so located or guarded that you are not subject to contact with moving parts.

25. Use proper safety procedures when handling all chemicals/cleaning supplies.

26. Chemical container lids must be kept closed except when material is being transferred either into or out of the container.

27. Flammable liquids must be stored in the proper safety containers and shipping containers in safety cabinets/storage room.

28. Do NOT use a fire extinguisher unless you are trained to do so. You should learn the

location and proper use of the firefighting equipment in your facility. Under NO circumstances use a pail of water where extinguishers are provided.

29. For ALL electrical fires use ONLY an extinguisher approved for Class C fires (Carbon dioxide, dry chemical or Halon). NEVER USE ANYTHING ELSE as you might be electrocuted.

30. For common fires such as rubbish, paper, wood, rags, etc. use water, foam, or other Class A extinguisher.

31. Fire extinguishers will be checked and signed off on monthly at Head Start sites and as codes dictate in other sites – Neighborhood Centers.

32. Compressed air is to be used only for the job for which it was designed. Compressed air is NOT to be used for cleaning your clothes or blowing against someone (it can be lethal if it enters the body).

33. Never use makeshift/defective scaffolding, rigging or stages.

34. Never take short cuts through dangerous places.

35. Read the safety information that is posted. It will help you do your part in preventing accidents and injuries.

36. If you don't know the SAFE way, STOP AND ASK. DON'T TAKE CHANCES.

37. All injuries, no matter how slight, or occupational illnesses must be reported to your supervisor immediately. Never treat your own or another worker's injuries or attempt to remove foreign particles from the eye(s) unless trained to do so. A written notice of accidental injury or occupational illness is required for each work place incident. (Accident/Incident Form)

38. Personal radios, CD or tape players, or other entertainment devices are permitted in work areas only if properly grounded and at a reasonable noise level. Sound level from such devices shall not exceed 80 dba. Wearing of headsets or earphones to listen to radio, CD or tape player or any other entertainment device while working outside an office area is prohibited.

39. Smoking is permitted only in designated smoking areas. All CDP buildings are smoke free.

Child Safety

St. Lawrence County Community Development Program, Inc. has a duty to assure the safety of all customers/clients coming to and from our offices. The safety of children is sometimes challenging when parents fail to exercise reasonable efforts to control their children at our facilities. The following steps will be taken to assure children safety at CDP sites:

1. At times we will find that some children can not be controlled by their parent(s). Our staff will make every effort to inform the parent of the problem. We must always be polite in these situations, but we need to let

the parent and at times the child know that we are in control and responsible for the office, its safety, and their safety.

2. If the problems continue and there is no cooperation from parent or child, a staff member may need to be assigned to the area until the parent/customer has finished their business at the office. When the problem is at this level and office staff has to be assigned to the area, a written report will be filed with the Executive Director about the incident.

3. If needed, the office staff person assigned to watch over the incident may escort the family to another area of the office, such as a conference room. This action is to assure the safety of the parent and child(ren) and others that are around.

4. When the problem/incident has escalated to where the parents and child(ren) have been asked to go to another part of the office, the director of the program will be informed, and every effort will be made to serve the parent(s) needs foremost.

5. When the program director has been notified and there still remains a safety concern, all efforts will be made to inform the Executive Director / delegate. The consumer may be asked to return at a later time or day for services. When this occurs, a report shall be written and filed with the Executive Director.

PERSONAL PROTECTIVE EQUIPMENT

The prevention of injury and illness is directly related to the level of personal protective equipment worn. To minimize injury, an employee is required to wear the appropriate protective equipment as described in this section.

CLOTHING:

To minimize injury to the skin, each employee, as applicable, is required to wear as a minimum, a properly buttoned short sleeve shirt or blouse, and ankle length pants/slacks.

St. Lawrence County Community Development Program, Inc. shall provide, at no cost to the employee, protective clothing such as aprons, gloves, etc. which will protect the employees clothing from being damaged either chemically or physically during his/her normal work duties.

An exception to this policy may be allowed if documented and attached hereto, and signed by both the Executive Director and the Program Director with input from the employee.

EYE/FACE PROTECTION:

To minimize injury to the eye, each employee, as applicable, is required to wear at a minimum protection SAFETY goggle meeting the testing requirements of
ANSI Z87.1-1989.

St. Lawrence County Community Development Program, Inc. shall provide at no cost to the employee the eyewear required to protect employees according to this policy. This means protective eyewear for employees who do not require prescription lenses and either prescription lenses in a standard frame SAFETY spectacle (plastic frame and side shields) or cover goggles for an employee's street prescription spectacles.

FOOT PROTECTION:

To minimize injury to the foot, each employee, as applicable, is required to wear as minimum protection, SAFETY shoes or boots meeting at least the 150/C30 testing requirements of ANSI Z41-1991. Employees wearing high heeled shoes are prohibited from wearing same in unauthorized areas. In addition, employees authorized to work on electrical equipment are required to wear shoes that meet the electrical hazard (EH) testing requirements of ANSI Z41-1991 Section 4

HAND PROTECTION:

To minimize injury to the hand or fingers, each employee who works with sharp materials that could cause finger or hand injury from cuts, puncture, or abrasion or who works with chemicals other than water, is required to wear as minimum protection, finger cots and/or protective gloves as designated by the Program Director. Employees handling parts that exceed 140F temperature are required to wear heat resistant gloves.

RESPIRATORY PROTECTION:

There are many times we come in contact with air borne products that we all breathe. All employees will use common sense when performing any work that will cause any possible air borne products.

All employees must also adhere to current COVID-19 protocol.

HAZARD COMMUNICATION POLICY

CONTAINER LABELING:

1. All containers, except commercially available consumer products and containers, filled and used by an employee (such as spray bottles) shall be labeled. One label shall suffice if a group of containers such as a pallet of bagged material or a storage area for identical drummed material – unless an individual container is removed from the group.

SAFETY DATA SHEETS (SDS):

1. An ~~M~~SDS shall be maintained on each chemical substance used at the St. Lawrence County Community Development Program, Inc.

2. New or significant health and safety information contained in revised ~~M~~SDS's received shall be promptly forwarded to the supervisor of the affected employee(s).

3. SDS's shall be made available to employees for review in each department, as appropriate. If an SDS copy is not available, the employee should notify the Executive Director immediately.

EMPLOYEE TRAINING AND INFORMATION:

1. Each Program Director at St. Lawrence County Community Development Program, Inc. is responsible for the training of their program employees. He/she in conjunction with the Executive Director will ensure that all requirements of employee training are carried out.

MEDICAL TREATMENT/FIRST AID

Although St. Lawrence County Community Development Program, Inc's. safety program emphasizes prevention of workplace injury and illness, it is recognized that mishaps can and do occur and personal injury or illness may result. Therefore, St. Lawrence County Community Development Program, Inc. will ensure that prompt medical attention is provided for any workplace injury or illness.

The decision as to whether an injured/ill employee drives herself or himself to the local medical facility, if a fellow employee drives the injured/ill employee; or if an ambulance is called to transport shall be made by the Program Director or appropriate supervisor on duty at the time of injury. However, in no case shall self-transport be allowed if there is any potential of the employee losing consciousness. In no case shall transport in another employee's motor vehicle be allowed if there is any potential of blood contamination of the employee's vehicle.

ACCIDENT REPORTING AND INVESTIGATION

1. Although prevention of injury and illness is the central plan of St. Lawrence County Community Development Program, Inc's. safety program, there are occasions when work related injuries and illness do occur. Whenever such an incident happens, the employee involved must IMMEDIATELY notify his or her supervisor. Failure to do so is considered a major infraction of the standards of conduct.

2. If the injured/ill employee is sent off-site for medical treatment, he/she must have the physician provide a return to work slip which notes any limitations. The completed form must then be returned to the employee's

3. supervisor as soon as possible after being completed by the attending physician. Forms are available from your supervisor.

4. As soon as practically possible, after a supervisor is verbally notified of a work-related injury or illness, the supervisor must complete an "Accident/Incident Form" to document the injury/illness.

5. The employee's supervisor must notify the Executive Director of an employee's work-related injury or illness.

INJURED/ILL EMPLOYEE FOLLOW UP:

1. Whenever an employee sustains a work-related injury or illness which prevents him/her from returning to work on the next scheduled workday, it is imperative that the employee's supervisor and the Executive

Director work together as a team to show empathy for the employee and return him/her to work as soon as medically possible.

2. St. Lawrence County Community Development Program, Inc. strongly endorses the concept of providing alternative or modified work, known as light duty, for injured/ill employees who cannot fulfill all the requirements of their regular job.

BLOOD BORNE PATHOGENS EXPOSURE CONTROL PLAN

Head Start is required to have blood borne pathogen exposure control plans dealing with the specifics of the program. These plans are available in. the Head Start Health and Disabilities Coordinator office as well as in the Head Start Integrated Plan and Quick Reference Guide.

HEPATITIS B VACCINE:

The Hepatitis B vaccine will be offered to each employee who may be or could be occupationally exposed to blood or other body fluids. This vaccine is 95% effective in preventing hepatitis B following all three doses, based on cases studied.

The vaccine will not prevent hepatitis A, non-A and non-B or other viruses known to infect the liver. It may also not be effective in preventing hepatitis B if administered after a blood exposure has already occurred.

Employees are encouraged to talk to their healthcare provider regarding and potential risk or side effects associated with this vaccine.

Any employee who rejects the vaccine must document their declining of the vaccine on the declination form. Any employee who declines the vaccine may change his/her mind and receive the vaccine at any time.

HEPATITIS B VACCINE DECLINATION STATEMENT

I _____ understand that due to my occupational exposure to blood or other potentially infectious materials that I may be at risk of acquiring a Hepatitis B virus (HBV) infection.

I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and want to be vaccinated with hepatitis vaccine, I can receive the vaccination series at no charge to me.

_____ _____

Employee Name (printed) Employee Signature Date

_____ _____

Witness Name (printed) Witness Signature Date

EMERGENCY PREPAREDNESS

In the event of a disaster (declared or undeclared) every effort will be taken to ensure the health and safety of all individuals. If time and condition permit, the sites will be evacuated. If conditions are such that it would be unsafe to evacuate the site(s) all individuals will take the following precautions:

Listen for National Weather Service's Bulletins on the local radio station. Television (WWNY Channel 7 or NewsNow Channel 10) will broadcast "Watches" or Warnings. Stay informed with weather reports and bulletins.

GEOGRAPHIC COMMUNITY DISASTER

The St. Lawrence County Emergency Services Coordinator coordinates community wide disasters such as chemical spills, nuclear emergencies, weather related emergencies or disasters of another nature. The Emergency Services Offices is located on Court St. across from the Court House. **The Emergency Coordinator** is Matthew Denner. He may be reached at 315- **379-2240**. The Executive Director will contact the coordinator for further instruction. If CDP services are needed to deal with the emergency The Coordinator will oversee directing those services through the Executive Director. Neighborhood Centers would distribute food, supplies etc. Weatherization would deal with "NO HEAT" situations. Head Start Centers could be opened as shelters. The coordinator would direct CDP programs to provide services where needed**. United Way** of Northern New York **(408-8562 or 788-531)** and **The American Red Cross (268-0102)** will also be coordinating emergency services.

BLIZZARD/ICE/SNOW/FLOODS

All efforts will be made to keep CDP offices/sites open to meet the needs of its clients. At times, emergencies such as severe weather, fires, power failures and earthquakes can disrupt operations. In extreme cases these circumstances may require closing a work facility. If the conditions are such that the site can be evacuated, the Executive Director/delegate or site director will determine the need to evacuate. If the weather conditions deteriorate to the point that it would be unsafe to evacuate, individuals will remain at the site and prepare for the specific emergency.

In the case of a severe winter weather emergency, closing of the Agency will be published on WWNY TV, as well as on radio stations B99 Hits, WPAC, WMSA and Froggy 97. Additionally, an administrative phone chain, containing the Executive Director contact information as well as that of Program Managers may be used to alert staff of any Agency situation that warrants all CDP staff be advised of a situation. In this matter it will be up to Program Managers to alert their team of the situation. Neighborhood Center Directors will be contacted by the Executive Director or the Executive Assistant.

TORNADOES

Tornado Watch: Normal activities continue, but people in the area should be alerted to the changing conditions.

Tornado Warning: People are required to seek shelter immediately. People in cars should get out of their cars and take cover in a building, or low-lying area. People in buildings should keep windows closed, move away from windows, exterior doors and other glass sources and protect their heads and faces. They should find shelter in the hallways and small interior rooms on the lowest floor. They should get under a sturdy table or other structure. No one should leave the building until the danger has passed. Use caution as tornadoes often have multiple downbursts. Utility switches and power equipment should not be turned on or off.

DISASTER MANAGEMENT

EXPLOSIONS

Upon occurrence of an explosion in a building, the first person on the scene will activate the fire alarm immediately. A call will also be made to **911** to confirm that the fire department has received notice of the alarm and that the primary nature of the emergency is an explosion (not fire). Evacuation of the building will be done in accordance with the **Evacuation Plan.** Explosions are often followed by secondary explosions and/or fire. Therefore, people will be removed from exposure to possible flying glass by being sent at least 1000 feet from the affected building. The Fire Department will take control of the situation when they arrive. The Executive Director or site director will make decisions as to whether employees/volunteers/program participants will be sent home. The affected building(s) may be re-occupied only after the local/state authorities advise that it is safe to re-enter.

BOMB THREATS

Any bomb threat should be taken seriously. Call **911** to report details to the County Dispatcher. Also, notify the Executive Director or your Program Manager. Evacuation of the involved premises will occur with any bomb threat**. (Note: evacuation of the building may be the callers intent.) DO NOT MENTION "BOMB SCARE"** during evacuation. The order to evacuate will be given, along with instructions to leave doors and windows open**. DO NOT PULL FIRE ALARM.** Do not re-enter the building for any reason. Upon arrival of police/fire authorities, advise of the situation and relinquish control of the situation to police/fire authorities. Law enforcement may ask for "employee volunteers" to assist them with the building search. Staff volunteers who are familiar with the building/grounds may spot something out of the ordinary much quicker than someone from the "outside." The Executive Director will be updated and kept abreast of the situation. The affected building/area may be re-occupied after the local/state authorities deem it is safe to re-enter.

If a suspicious package or potential threat is outside, people will be directed to remain indoors, as far away from the threat as possible. People outside will be directed indoors, again as far away from the threat as possible.

A New York State Police Bomb Threat Instruction Sheet is located under each employee telephone.

LOCKDOWN

An Agency Lockdown may be implemented in the case of a disgruntled person on site at CDP's main campus as well as at any Neighborhood Center or Head Start facility. Each Head Start Center has site specific lockdown procedure per OCFS. Neighborhood Centers will have site specific lockdown rooms and procedures (TBA). The CDP main campus will have specifically designated rooms should a situation for a lockdown arise.

The procedure for a Lockdown (which differs from a Shelter in Place) is for the receptionist (or whomever is dealing with the situation, to notify the Executive Director (or their designee) that such an event is occurring. The receptionist (or person working at the front desk) will place an internal announcement via phone that states "CODE GREEN". At this time anyone in the building will go to the designated lockdown space nearest to them. Designated lockdown spaces are The Executive Director, the Fiscal Officer, The Head Start Director, the Weatherization Director, the Housing Director and the FSS coordinator offices. When a lockdown has been instituted, staff and any person within the building must go to the nearest space and remain quiet. Doors will be locked, phones muted or silenced, windows locked, and blinds closed.

EVACUATION PLANS

1. Each St. Lawrence County Community Development Program, Inc site shall maintain an Emergency Plan which outlines procedures, escape routes, duty assignments, methods to account for evacuated employees, program participants and volunteers and the means of reporting fires or other emergencies. This plan will be followed by employees in the event of an emergency such as a fire, chemical incident, earthquake etc. which requires building evacuation.

2. Each facility shall conduct evacuation drills at a minimum of twice yearly or as required by individual programs; each evacuation drill shall be evaluated and documented unless an actual evacuation has occurred. All staff will be trained in procedures prior to any drill.

3. Staff may be notified of any planned emergency evacuation in advance; (however, emergencies are not preplanned). The notice will allow staff to arrange appointments and to inform program participants and visitors who may be in the building at the time of the emergency drill.

4. When the emergency drill has been completed, the Executive Director or site staff (as appropriate) will assure that all employees, clients and visitors are safe. The Executive Director or site staff will keep a copy of the drill report on file.

5. There are a variety of conditions and circumstances that may require the evacuation of a CDP site. These may involve but are not limited to fire, bomb threat, violent incident or natural disaster. When these occur, the evacuation procedures will be followed.

6. In the event of an evacuation at the central offices of St. Lawrence County CDP Inc., the Neighborhood Centers will be contacted by the Executive Director or their designee, as appropriate in the Chain of Command; they will be told of the situation and given contact information to include location should situation warrant temporary relocation of the office staff.

Chain of Command

1. The chain of command in an emergency is the same as it is during normal operations.

2. The Executive Director must be the first person notified of any emergency or condition creating an immediate threat to the health and safety of employees, volunteers and program participants

3. In the absence of the Executive Director, the Head Start director or the Fiscal Officer in their place, will be placed in charge of the Agency. The delegated person in charge will have all necessary authority to manage and control the agency in an emergency situation.

Evacuation Procedures

The following steps will be used to perform an evacuation of the Administrative Offices:

1. The Executive Director or delegate in charge will order the evacuation of the building when an incident occurs.

2. The Executive Director/delegate will notify the person assigned to the reception area to make an announcement over the speaker phone. In case the phone is not working the person shall yell loudly in a commanding voice. Either by phone or shouting, the announcement will be made three consecutive times. If the building needs to be evacuated because of a violent nature and an announcement cannot be made due to the violence. the Executive Director or delegate will notify each department by phone or in person. The code for a fire evacuation or Bomb Threat is **"Miss Magoo, you have a call on 7601." The code for a Lockdown within the building is "Code Green".**

3. The Executive Director/delegate will order the nearest person to call the emergency into the proper authorities.

4. The receptionist will gather the sign in/out logs and when at the assigned meeting place will turn them over to the Executive Director/delegate.

5. The Executive Director/delegate will assure all persons are out of the building.

6. The safe meeting place will be in the parking lot by the Weatherization exit. If it is necessary to evacuate to a distance farther than the above location, staff will proceed to the parking lot at the Department of Health.

7. The Executive Director/delegate will, when all persons are accounted for, make the decision to return to work or leave the area.

Lockdown Procedures

The following steps will be used in the event of a need for a lockdown with the CDP main campus:

1. The executive director or delegate in charge will order a lockdown when an incident or a threat of violence within the building occurs.
2. The Executive Director will notify the person assigned to reception to announce "Code Green" over the speaker phone. If the phone system is not working, the person will yell loudly in the hallway. (See # 2 above).
    a. Staff and others will go to nearest Lockdown space, where they will await further instructions from Law Enforcement.
        i. Windows will be shut, blinds closed, doors locked, phones muted or silenced, people quiet.
    b. If the Lockdown is a drill the Executive Director or their designee will state "ALL Clear". THIS IS ONLY IN THE CASE OF A DRILL.
3. The Executive Director or delegate will call or order the nearest person to call 911 to alert Emergency Services of the situation.
4. The receptionist or the person assigned to the area will gather the attendance sheets and give them to the Executive Director or delegate.
5. In the event of the need for a real LOCKDOWN, Law Enforcement will be in charge. Staff and those in the building will follow their directions and orders.

NOTES: In the event of an evacuation of the central offices of St. Lawrence County CDP Inc, the Neighborhood Centers will be contacted to the events taking place by the Executive Director or their designee.

Workplace Visitor Procedures

In order to assure the safety and security of St. Lawrence County Community Development Program Inc., its employees and programs, associates, visitors and its property and to ensure that only authorized persons have access, CDP has adopted the following workplace procedures outlining the rules for receiving Visitors at the Administrative offices as well as Neighborhood Center locations and all Head Start Center locations. These Workplace Visitor guidelines outline the rules for receiving visitors at all of our locations. They are set in place to ensure that visitors do not pose threats to staff and in Head Start centers the children, our premises and property and do not distract employees from their work. Workplace Visitors may refer to employees' friends and family, contractors, external vendors, stakeholders, consumers of services and the public.

Security

Administrative Offices – all doors, with the exception of the main entry door on Commerce Lane, are locked; employees may enter by using the fob assigned to them. Others may gain entry by use of the intercom system within the vestibule as they entry the main entry door. Visitors will speak with the receptionist concerning the nature of their visit. The receptionist will either permit entry or have the visitor wait in the lobby or will contact the program the visitor is looking for to have a representative meet the person at the door. If a visitor enters the building, they must sign the VISITOR sign in sheet located in reception documenting arrival time and purpose of visit. Upon completion of visit, the visit will document their exit time upon leaving the building.

Neighborhood Centers – Each location has varying degrees of accessibility. One entry door is designated to accept consumers of services. The same procedure of signing in and out, including purpose of the visit, will be used.

Head Start Centers- Each Head Start center, including those in school district buildings, have specific security systems that allow entry by 'visitors'. The visitor will request access by pressing the kiosk; this will alert staff that they are there. Staff will ascertain who the person is and the purpose for the visit. Most of the time, the visitor is a parent or a service provider. In either case, these visitors must also sign in and out on the proper visitor control document.
Employees must always tend to their visitors while they are inside our premises.

Visitors, particularly consumers of services provided by the CDP, are allowed during working hours in areas like lobbies or in conference rooms (which allow for privacy). We advise our employees to only permit visitors in those areas for a short time and for specific reasons. In few circumstances should a consumer of services be taken to private offices.
Contractors, suppliers and service vendors, like IT technicians and plumbers, electricians, may enter our premises only to complete their job duties. Proper identification must be produced, and they should follow the sign in procedures above.

Our company may occasionally accept the following types of visitors:

- Students from area universities
- Board or Policy Council members
- Customers
- Job candidates
- Business partners

Those visitors who are not recognized must be met by the person or persons they are there to see in the lobby before going to their intended destination. Identification may be required. The same sign in procedures must be followed.

In accordance with our non-solicitation policy, visitors may not try to persuade employees, gather donations or request participation in activities while on our premises. Any visitors who violate this policy may be escorted out.

Representatives of regulatory bodies and stakeholders may be exempted, if their visit has been made know to reception. However, in some cases identification of a new official may be requested.

Note- The Agency Safety Binder should be referenced as to procedures for Emergency Situations when there are visitors in the building.

COVID 19 ADDITIONS note: as this continues to be a fluid situation, these guidelines will change often. As much advance notice as possible will be given.

Access to any St. Lawrence County CDP, Inc. locations including Neighborhood and Head Start Centers as well as the main office will be granted following the CDC, SLC Public Health and Office of Children and Family

Services guidance. Access to any location should be limited; any business that may be completed outside, should be done in that manner. Social distancing is not only recommended but required. Anyone gaining access to buildings will be required to answer the Covid questions prior to entry. Anyone who is feeling ill or has a temperature of 100 degrees F. should not gain entry.

Masking – following the guidance of the CDC, OCFS and the requirements of Head Start, universal masking in all agency operated will be in place. Masks will be provided for staff, children and visitors. In all buildings operated by CDP, visitors and staff will wear masks at all times. Children will follow the regulatory guidance of OCFS and the local Health Department. Hand sanitizer is available at the entry to all locations. (Sanitizer for children is specific to OCFS regulations) There shall be no sharing of any object that has not been sanitized between uses.

All employees of St. Lawrence County CDP, Inc, in any of the facilities operated by CDP are REQUIRED to practice Universal Precautions. If you have any questions or concerns, speak with your director supervisor who will direct you to the proper person for an answer.

If there is an exposure at any Head Start location, center or home base, the Head Start director or the Health Coordinator must be notified immediately. By permission of the SLC Public Health Department, either or both will do contact tracing and will notify those involved. By OCFS regulations, centers will need to be closed for the proportioned length of time. (See Head Start Service area plans for providing services during these times).

Deliveries

Anyone who delivers orders or packages for employees, either at the Main Office or at any satellite location, including Neighborhood Centers and Head Start locations, should remain at the building's reception area or lobby. In the case of the main office, the receptionist is responsible for notifying the employee who expects the delivery. If that employee is unable to receive their order, front office employees may accept the order on the employee's behalf upon request. At other locations, the staff person admitting the person may accept the delivery.

As local data prescribes, these requirements may be lessened or increased.

VEHICLE SAFETY PROGRAM

COMPANY POLICY STATEMENT AND COMMITMENT

Driving vehicles poses the greatest risk and subsequent financial loss from collisions or incidents that involve employee safety and company liability. Our vehicle safety program has been implemented to promote safe driving, reduce the frequency and severity of collisions and violations within our vehicle operations. And although our focus is reducing human suffering and the financial burden, this also applies to the promotion of a strong public image.

Without proper selection and training of drivers and keeping well-maintained vehicles, the incident potential increases. The Transportation Coordinator, the Head Start Director, and the Executive Director will have the primary duties of overseeing vehicle and driver safety issues. The primary intent is the reduction of employee injuries and/or property damage and the financial drain from motor vehicle incidents.

Prompt/accurate reporting of vehicle incidents is vital and, in most states, a law. Each driver has the responsibility of knowing and practicing the state laws governing the actions at the scene and incident reporting requirements.

The Executive Director and the Finance Department will have the responsibility of investigating, documenting, contacting, and maintaining communication with our insurance carrier and following up on claims handling and mitigation progress. This program also fits within our disability management plans for emphasizing a prompt return to work for workplace injuries sustained from motor vehicle collisions, through a transitional duty assignment.

This program has been designed to address vehicles driven by all drivers who drive on a regular basis for related business purposes when using company vehicles or personal transportation. Regular is defined as anyone who drives more than 1 to 2 times monthly.

The Executive Director and Head Start Director will review all incidents. The Transportation Coordinator (and/or appropriate Program Manager) will assist in this process.

We will provide safe and reliable transportation for authorized and assigned vehicle drivers and the resources for proper maintenance. However, it is the driver's responsibility to ensure proper vehicle maintenance, exercise defensive driving, maintain a good driving record, and adhere to the company safe driving expectations and objectives of this program.

VEHICLE SAFETY PROGRAM ELEMENTS

The following driver evaluation and selection, training, and reporting tools will be used to help administer a successful safety plan:

1. Driver Selection

Employees assigned company vehicles or regularly operating personal vehicles for company business are expected to maintain "acceptable" driving records, per the Agency definitions. Allowing the use of company vehicles, and the operation of non-owned vehicles by employees with poor driving records exposes the Agency to potentially significant liability. Therefore, a driver evaluation program has been implemented within the following parameters:

- Written application for perspective vehicle operators (or employees with driving responsibilities), will include providing management with a copy of their valid driver's license (CDL, if applicable), expiration date and driving experience. A copy of their state's Motor Vehicle Record will be obtained.
- Applicants whose jobs require operation of a company vehicle must list any moving violations or vehicle accidents (within previous three years) on their application.
- Additionally, applicants must also provide a copy of their valid vehicle insurance ID card. If the application indicates an unacceptable driving record, the applicant should not be considered for a position requiring the operation of **any** vehicle.

2. Motor Vehicle Record Check

The Motor Vehicle Record (MVR) is a list of moving violations and accidents reported against a driver's license number for the past three to five years (in most states). A copy will be obtained from the Department of Motor Vehicles. CDP will ~~obtain~~ receive a copy of their Motor Vehicle Record as changes occur; they will be reevaluated for continued employment. New hires (especially those who will be issued company vehicles) may be hired only on the contingency of obtaining an "acceptable" Motor Vehicle Record (MVR). If the driving record is unacceptable, refer to our "definition of unacceptable driving record".

Driving records of current employees operating company vehicles will be audited periodically and after any vehicle accident. Drivers who have unacceptable driving records (refer to "definition of unacceptable driving record") will be subject to disciplinary procedures.

Drivers are required to report any accidents or moving violations to their supervisor at the time of the occurrence (including use of personal car). Drivers are also responsible for notification to their supervisor of final disposition of violations.

3. Driver Hiring & Retention Standards & Consequences by Offense

The use of the "Driver Hiring & Retention Standards & Consequences by Offense" is a way to objectively evaluate an applicant and drivers. The policy is designed to define the number of violations a driver can have before losing his/her privileges to operate a company vehicle or to perform driving duties. A copy of the policy will be given to the driver for their records. A signed copy will be placed in each driver's personnel file.

4. Road Tests

Prior to employment as a driver, the applicant should complete a driving test in the vehicle that he/she will most likely be driving (especially if the vehicle is oversized, i.e., van or cube van). An employee already familiar with the vehicle should administer the road test.

5. Accident Procedures and Report Forms

Any vehicle leased or company-owned should contain an insurance accident kit and vehicle identification card in the glove box. Drivers are required to know the state laws governing actions at the scene of an accident. All accidents must be reported to the Executive Director. The Employee will complete the "Automobile Accident Report" located in the glove box of your vehicle. Replacements are available from your supervisor. The employee needs to complete an Accident/Incident Report as well. All forms must be filled out within 24 hours of the accident happening.

6. Vehicle Emergency Materials

Each vehicle should carry and maintain a first aid kit, flares and a fire extinguisher.

7. Safe Driving Performance Expectations

For those employees assigned company vehicles or operating their own vehicle for company purposes, driving is a primary part of their job. We expect our drivers to perform in accordance with specific safety objectives. We strongly feel that by committing this to habit both on and off the job, that traffic collisions and violations will be minimized. Note the form at the end of this document that asks the driver to accept this responsibility and sign their commitment to the program.

8. Driver Training and Follow-up education

Vehicle safety materials will be circulated regularly throughout the agency as they become available. This will be done in addition to the regular Program Manager meetings for which the topic of driving safety may be on the agenda.

ST. LAWRENCE COUNTY COMMUNITY DEVELOPMENT PROGRAM, INC.

HIRING & RETENTION STANDARDS and EMPLOYEE AGREEMENT

Outlined below is the company standard to be used to manage the driving records of employees who operate motor vehicles that are covered by our auto liability and worker's compensation insurance.

This policy was designed to define the number of violations a driver can have before losing the privilege to operate a vehicle for company purposes **and** specifies the consequences for those drivers who do not meet these criteria.

Drivers who develop an unacceptable record will be counseled. Some consideration may be given to placing them on a one-year probationary status. If a driver shows a tendency to be habitual and their MVR continues to be unacceptable, at least one of the following actions may be taken:

- Reassignment to a non-driving position and/or required attendance/certification of a licensed remedial driver training course at the employee's expense. Drivers will be subject to additional re-training per the mutual decision of the supervisor and management.

- Termination of employment. All final decisions and rationale must be documented. Information shall be retained in the driver's personnel file.

- **Special Note** - These drivers will be required to sign a statement indicating understanding of the reason for the probation and the consequences if the probation is violated as indicated on the next page.

I have read and understand the Vehicle Operator Hiring and Retention Standards and the Consequences by Offense. I have been given an opportunity to ask questions about my responsibilities associated with this policy as a designated driver for CDP. I agree to follow these responsibilities and understand that failure to do so may result in disciplinary action up to and including termination of employment.

USING AN MVR CRITERIA: CONSEQUENCES BY OFFENSE

This written notice and signoff acknowledgement must be retained in each driver's file for any offense described below, indicating full understanding of the "offense(s)" [both Minor and Major] and their respective consequences.

Minor Offenses-

- **Within any 12 Consecutive Month Period:**
  - 1st Offense - Written Warning and Counseling
  - 2nd Offense - 3 Day suspension from Work without Pay
  - 3rd Offense - Termination

- **Within any 24 Consecutive Month Period:**
  - 2nd Offense - Written Warning
  - 3rd Offense - 3 Day suspension from Work without Pay

4th Offense - Termination

Major Offenses-

- **Major Offenses are defined below and carry a consequence per the following:**

  - Any felony in which a vehicle is used including homicide resulting from operation of an unreasonable risk or with a high degree of negligence.
  - Failure to stop, report or comply with state statutes when involved in an accident.
  - Any display or evidence of reckless driving, excessive speeding (over 15 mph over the posted limit, endangerment of others, etc.).
  - Driving under the influence of intoxicating liquor or illegal drug while working will result in immediate termination.

Below are consequences while not on the job

- **D.U.I., D.W.I. OR O.U.I. [or Major Offenses]**

  1st Offense - Verbal and Written Warning, Counseling by Supervisor (to inform that a 2nd offense means termination. This will be documented in the employee's personnel file.)

  2nd Offense - Termination

Preventable Accidents-

As defined by the National Safety Council regarding what actions the driver took to do "everything reasonable to avoid the accident, etc." A formal review by management with the supervisor will convene to evaluate the circumstances with the concept of "preventability". **Within 36 Months:**

1st Accident - Evaluation and counseling
2nd Accident - Written Warning, remedial schooling
3rd Accident - Termination

DRIVER TESTING AND TRAINING

PURPOSE

Establish a minimum level of operational and defensive driving skills needed to operate motor vehicles in a safe and legal manner.

Driving skill and ability shall be demonstrated by the driver (and prospective applicant) by having them operate the vehicle (or similar type that will be used in the job) under the direct observation of their current (or prospective) supervisor. This evaluation will be, in part, to verify competency, driving habits, skills, and attitudes conveyed during the operation of a vehicle.

RESPONSIBILITY

Management has responsibility for ensuring that company vehicles [or personal vehicles for business use] are operated only by qualified drivers who have demonstrated their competency in operation of the vehicle under varied conditions.

DEMONSTRATING DRIVING ABILITY

These tests are intended to help determine an applicant's skill in handling equipment in a limited area. Different skill tests will be required of automobile users versus operators of vans or cube vans. For cube vans, exercises will include parallel parking and a backing exercise. Performance should measure the applicant's skill in maneuvering a vehicle and their ability to practice good judgment and courtesy.

Road tests should be made in normal traffic conditions over a prescribed course or route by an experienced driver. Head Start Bus Drivers will be examined as prescribed in DOT regulations.
Incorporate the following points when conducting a road rest:

- Select a vehicle and test route that is the same (or similar) as the one the applicant may drive if hired.

- Practice conducting the road test before actual administration to become familiar with the route. Be certain it will be representative of the actual driving task for which the driver will be exposed.

- Set a comparative standard for rating drivers. Testing drivers whose ability is known can do this. Each applicant examined should be rated in accordance with the established standard.

Tests should include the following:

PARKING LOT

Important points to observe the prospective driver includes:

- Remembering to walk around the van before moving it.
- Ability to maneuver the vehicle in tight spaces.
- Ability to judge the width and length of the vehicle.
- Ability to back up in a straight-line using mirrors only.
- Ability to successfully judge spaces and distance using spotters for backing.

ROAD TEST

This test is conducted in company of a supervisor (observer) who is competent and qualified to drive the test vehicle.

- No passengers are allowed during this test-only the driver and observer should be on board.
- Choose a route the driver would routinely need to drive.

Observe and note the following abilities:
- Remembering to walk around the vehicle before moving it.
- Control speed and flow with traffic.
- Use mirrors to advantage in maneuvering through traffic.

- Able to stop quickly, smoothly, and accurately judge distances (driver's feel for the width, length and mass of the vehicle).

- Observation of key traffic laws and courtesy during operation.
- Appropriate behavior with no aggression or disrespect for others or vehicle.

REPORT FORMS

Note that all reporting forms must be completed in their entirety.
An Accident/Incident Report and any needed insurance form may be obtained from the Fiscal Department or through your supervisor.

Prompt and accurate reporting is vital.

Report to internal and local authorities.
Report to CDP Insurance carrier/Fiscal Officer.

Report all injuries immediately.

PROCEDURES TO FOLLOW IN AN INCIDENT OR COLLISION

Protect the scene and take actions to avoid more problems or injuries.

- Pull off the road and take precautions to be seen.
- Get out your flares, emergency triangles, or cones. Be sure they are placed well in front and rear of the vehicle.
- Vehicles with cell phones or radios for emergency notification, immediately contact 911 for assistance, if at all possible.

See that any person who is injured gets medical attention promptly; however, do not put yourself in danger when administering medical attention beyond necessary first aid.

Obtain and record the following information at the scene of the accident:

1. Name and address of each driver, passenger, and/or witness to the incident.
2. License number of each vehicle involved.
3. Name and policy number of the insurance company for each vehicle involved.
4. Complete the Accident/Incident report and complete a diagram of the incident.
5. Call State Police/Sheriff.
6. Obtain photos of damage if possible

- General "step by step" instructions for all company drivers:
  1. Be courteous – do not argue – keep calm.
  2. Do not talk about the accident, except to the police officer, your employer, or your insurance company representative.
  3. Make no settlements or offers to settlements to anyone.
  4. Give your name and address to the injured person or a police officer before leaving the scene.

Above all, do not sign any statements or reports except official police reports.

The Executive Director and the driver's immediate supervisor must be informed of the incident as soon as possible. Contact them immediately (as possible) at 386-1102. Your supervisor will help the involved driver(s) to complete a Vehicle Incident Form and ensure communication to the insurance company.

If the vehicle is a Head Start Vehicle, The Head Start Transportation Supervisor, Head Start-Director, the Executive Director, and the appropriate Program Manager will conduct a review of each vehicle incident. Any unacceptable records will be handled according to our company policy and MVR review protocol.

VEHICLE MAINTENANCE

Employees operating company vehicles are expected to make a safety check on their vehicle before driving. The inspection should include, at a minimum, lights, horn, turn signals, brake lights, tire pressure and condition, adjustment of rearview mirrors and check for oil, coolant, or gasoline leaks under the vehicle.

All maintenance including oil changes, lubrication, repair, parts, etc., will be recorded when maintenance is performed. All scheduled maintenance will be in accordance with the vehicle manufacturer's recommendations.

SAFE DRIVING PERFORMANCE EXPECTATIONS

The following expectations are for anyone, regardless of title or function and must be followed to continue with driving privileges at this company:

Always use seat belts for both you and your passengers. Do not transport clients or family members in company vehicles – except Head Start. where transportation is provided.

Never leave the keys in the vehicle. Never leave materials or inventory in plain view where they will be susceptible to theft or damage. Assigned drivers are responsible for the security of vehicles and their cargo.

Always lock an unattended vehicle. Spare keys are to be kept in the office or at your home for assigned company vehicles.

Avoid all vehicle collisions and traffic violations. Observe safe speed limits and rules of the road.

Keep vehicles well maintained and practice care when using vehicles. You will be responsible for damage to company vehicles resulting from reckless or abusive handling or operation.

Exercise courtesy to other drivers and pedestrians. Observation reports may be utilized to identify your driving habits and will be used in your evaluation.

Use of drugs or alcohol during work hours is prohibited. Check with your physician about possible adverse effects of prescription drugs. If anyone is convicted of a moving violation or is involved in a vehicle accident while under the influence of drugs or alcohol, they will be subject to disciplinary procedures, (ranging from mandatory remedial driver training and temporary reassignment, to termination). See Personnel Policies.

Transport only authorized passengers. Only the assigned driver or other company personnel engaged in the course of their employment are permitted to drive company vehicles.