

Health and Safety Plan

Community Specialists Corporation

Community Specialists Corporation is committed to providing a healthy and safe environment for its students, staff members, and other working partners.

To ensure their health and safety, all schools within Community Specialists Corporation will subscribe to the following standards:

1. Conduct an annual comprehensive inspection of the building facilities
2. Conduct self inspections twice a year on each shift
3. Develop and implement emergency procedures for:
 - a. fires
 - b. bomb threats
 - c. natural disasters
 - d. utility failures
 - e. medical emergencies
 - f. safety during other violent or threatening situations
4. Develop and implement procedures for evacuation, found in the Emergency Preparedness Plan
5. Conduct yearly tests of emergency procedures
6. Incorporate results of emergency preparedness and evacuation procedures into performance improvement/quality assurance activities
7. Provide information and training designed to reduce physical risks to students and staff members
8. Complete orientation including health & safety information for all clients, within 24 hours of enrollment
9. Contact guardians to provide health & safety information, as necessary
10. Conduct initial and annual competency based training for staff and on-site consultants on topics such as overall health & safety practices, identification of unsafe environmental factors, emergency procedures, evacuation procedures, identification & reporting of critical and unusual incidents, medication management, reduction of physical risk, and infection control planning including usage universal precautions.
11. Provide immediate access to first aid expertise, equipment and supplies
12. Provide immediate access to emergency information on students and staff members
13. Develop and implement policies and procedures regarding critical incidents, including the availability of debriefings after emergency situations and annual analysis of all critical incidents.
14. Ensure completion of mandated reporter training for all staff and on-site contractors.
15. Development and implementation of an infection control plan, approved by the nursing staff and the medical director
16. Implement a safe transportation system, including:
 - a. compliance with all federal, state, county, and city requirements
 - b. appropriate licensing of all drivers
 - c. review of driving records of all drivers on an ongoing basis;
 - d. insurance requirements for vehicles and personnel;
 - e. safety features in vehicles
 - f. safety equipment;
 - g. accessibility;

- h. training of drivers in the organization's transportation requirements;
 - i. written emergency procedures;
 - j. communication devices;
 - k. road warning/hazard equipment;
 - l. first aid supplies;
 - m. maintenance of vehicles owned or operated by the organization according to the manufacturers' recommendation
17. Complete review by a fire authority every two years
 18. Ensure appropriate equipment and training related to fire detection, warning of fire hazards, and suppression of fires.
 19. Develop and implement written procedures that provide for safe handling, storage, and disposal of hazardous materials
 20. Develop and implement policies and procedures that address the handling of items brought into the schools by students or staff, including: illicit drugs; licit drugs, and weapons.
 21. Implementation of policies regarding the use of tobacco products within the schools and vehicles
 22. Installation of secured first aid supplies and secured fire suppression equipment in vehicles that provide transportation to students.
 23. In order to comply with Worker's Compensation Insurance requirements, Community Specialists Corporation will attempt to reduce injuries from physical altercations through crisis intervention training for employees. Community Specialists Corporation will attempt to reduce vehicle accidents by conducting transportation training for employees upon hire and post incident as needed. Community Specialists Corporation also has a Workplace Safety Committee, which reviews all incidents on a monthly basis to identify and rectify any safety related concerns.

The Health and Safety team will be responsible for ensuring implementation of the Health and Safety Plan. The Executive Director is the leader of the Health and Safety team. Any staff member may be asked to participate and feedback throughout the year is encouraged. The team members are:

Frank Wentzel
Jeff Kraska
Gina Samosky
Scott Bartos
Cliff Graham
Bryan Blackburn
Sal Costanzo
Tony Brinson
Cindy Boyce
Lauren Birsic
Chris Sackett
Nate Gillis
Janette Beighel

Kristen Harpster
Tori Potock

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