



Supporting family success in every community.

Creating a Culture of Safety: Considerations for Administration and Leadership

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Program Safety Checklist:

Safety cannot be supported by training alone. It must become embedded in the culture of an organization throughout its work and human resource activities. At a minimum, organizations should attend to safety in policy, procedure, human resources, administration and advocacy. The following list is a sample of areas that deserve attention:

Policies include:

- Safety addressed in the "Climate of care" policy
- Clear Check-in policy
- Workplace violence policy
- Weapons policy
- Safety assessment policy and procedure
- Required reporting of all safety related incidents
- Required training and refreshers
- **OTHER Suggestions?**

Procedures include:

- Updated emergency contact information, regularly maintained
- Updated ID badges with emergency contact, mandated wearing
- Assigned and trained safety officer at each site, regular info sharing
- Regular Facility and Vehicle safety reviews
- Periodic review of safety practices, i.e. escorts to parking, buddy systems, etc.
- Regular tracking of safety incidents (including accidents, violence, worker's comp, maintenance related issues) Address as part of CQI plan
- Procedures pertaining to Personal safety technology, (i.e. cell phones, GPS, emergency sirens, electronic locks, etc.)
- **OTHER Suggestions?**

Human Resource issues:

- Orientation:

- Safety covered at all orientations
- "Personal Safety Handbook"
- *Training:*
 - Basic training for all staff
 - Refresher version for annual update for all staff
 - Agency Representatives at all available safety training offerings
- *Supervision:*
 - Addresses incidents and supports safety planning
 - Evaluates individual support needs and provides resources
- *Everyone in organization participates, everyone's safety is important, incl. Volunteers and Interns*
- **OTHER Suggestions?**

Administrative:

- Place safety on a high profile in the agency, and in recruiting, Visible role for leaders
- Assure that agency policies and practices are consistent with best practice and in keeping with contractual obligations
- Activate safety committee, regular reports to staff
- Activate safety review process and merge with CQI tracking and goals
- Weekly "Safety Tips" on intranet,
- Create "SAFETY Info" e-library and bibliography for staff
- Decisions to spend money where safety can be improved
- Facility upgrades, i.e. keypad entry, intercoms, parking lot lighting
- **OTHER Suggestions?**

Advocacy:

- Support State-wide efforts, NASW committee, DCF taskforce, ect.
- Write and support legislation.
- Support and co-develop resource website with other Organizations(NASW)
- Provide resources to others/Share training and other lessons with the field