



# Ozarks Regional YMCA SAFETY MANUAL

FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## OUR COMMITMENT TO SAFETY

This manual is a summary of the basic safety policies and best practices set forth by the Ozarks Regional YMCA. Compliance with Association safety rules is necessary for the safe and efficient operation of the business and to maintain sound relationships among and with employees.

Ozarks Regional YMCA recognizes that our people drive the business. As the most critical resource, we are committed to safeguarding our employees through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Ozarks Regional YMCA's employees will consider the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety. We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Ozarks Regional YMCA.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions up to, and including, termination of your employment.

### Ozarks Regional YMCA subscribes to these principles:

- All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
- Safety and Health controls are a major part of our work every day.
- Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Ozarks Regional YMCA in higher regard with customers, and increases productivity.
- Ozarks Regional YMCA will comply with all safety and health regulations which apply to the course and scope of operations.
- Leadership is responsible for providing the safest possible workplace for Employees. Consequently, leadership of Ozarks Regional YMCA is committed to allocating and providing all the resources needed to promote and effectively implement this safety policy.
- Employees are responsible for following safe work practices and rules, and for preventing accidents and injuries. Leadership will establish lines of

communication to solicit and receive feedback and reports from employees where safety and health are concerned.

- Supervisors of Ozarks Regional YMCA will set an exemplary example with positive attitudes and strong commitment to safety and health in the workplace. Toward this end, Leadership must monitor safety and health performance, working environment and conditions to ensure that program objectives are achieved.

Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Ozarks Regional YMCA must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood. The Ozarks Regional YMCA reserves the rights to interpret, change, modify, amend, suspend, or cancel in whole or in part any of the contents of this handbook without prior notification. The online version of this manual can be found on the ORYMCA Staff Resources Portal and contains the most recent updates and in all cases supersedes the written version and replaces all previous policies and/or revisions of the applicable sections.

## TABLE OF CONTENTS

I.	GENERAL SAFETY RULES .....	3
II.	SAFETY POLICIES .....	4
A.	Building Security.....	4
B.	Violence-Free Workplace.....	4
C.	Weapons Policy.....	5
D.	Smoke-Free Workplace .....	5
E.	Alcohol and Drug-Free Workplace .....	5
F.	Drug Testing .....	6
G.	Disclosure and Confidentiality .....	7
H.	Equipment Operation and Maintenance .....	7
I.	Protective Equipment (PPE) .....	8
J.	Required Housekeeping .....	8
K.	Lifting.....	9
L.	Ladders .....	9

M.	Vehicle Operations .....	9
N.	Electrical Safety .....	10
O.	Lockout/Tagout .....	10
P.	Blood-borne Pathogens.....	10
Q.	Chemical Hazard Communication .....	11
R.	Safety Awareness .....	12
S.	Required Trainings and Certifications.....	12
T.	Incident Reporting .....	12
U.	Return to Work Policy .....	13
V.	Emergencies .....	13
W.	Crisis Communication Protocol.....	15

## **I. GENERAL SAFETY RULES**

- A. ORYMCA properties are all smoke-free, alcohol-free, and drug-free. Violence and weapons of any kind are strictly prohibited.
- B. Report any door locks or security system components that don't function.
- C. Do not use any vehicle, machinery or operate equipment for which you have not been properly trained and authorization from your supervisor (i.e., forklifts, ladders, welders, torches, etc.).
- D. Guards and safety devices must always remain in operative positions.
- E. Personal Protective Equipment should be worn as designated in the safety procedures for each job.
- F. Horseplay is always strictly prohibited.
- G. All designated areas, aisles, and doors must always be kept clear and unblocked.
- H. Prevent slips and falls by cleaning up spills immediately.
- I. Keep your work place area clean and orderly. Dispose of waste properly.
- J. Do not use damaged or unsafe equipment.
- K. To avoid back injuries when lifting, follow proper lifting procedures.
- L. If climbing or reaching is necessary, use a ladder. Never stand on chairs, tables or desk or other unsafe objects.
- M. Do not keep glassware or other breakable objects in gyms, classrooms, studio rooms, pool area, or foyer/lobby areas.
- N. Chemical containers must be labeled and closed when not in use.
- O. Be a careful and aware worker and co-worker. Safety is your responsibility.
- P. Immediately report any unsafe conditions to your supervisor.
- Q. All injuries and property or equipment damages must be reported within 24 hours to the Department of Human Resources in writing. If you are involved in an incident and you do not report it, disciplinary action may be taken.
- R. In case of fire, follow posted evacuation routes.

## **II. SAFETY POLICIES**

### **A. Building Security**

Because security and safety are always a priority for the Ozarks Regional YMCA, employees are expected to follow all procedures for ensuring the security for our facility, including the grounds. Effective security requires proper identification of everyone present, including employees and members, at the Ozarks Regional YMCA. Any door locks or security system components that don't function must be immediately reported to Leadership.

Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car. Immediately report any suspicious activity or persons and any thefts to your supervisor. When parking, remove all valuables from sight and lock car doors. Keep all valuables (money, purse, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building. Secure laptop computers and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.). Ozarks Regional YMCA is not responsible for your vehicle, personal belongings, or personal belongings in your vehicle while you are at work.

If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:

- Be sure doors close and lock after you.
- Turn on lights as you move through the building.
- Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).

### **B. Violence-Free Workplace**

The threat or occurrence of violence in the Ozarks Regional YMCA is in direct conflict with its mission and values and will not be tolerated.

Examples of unacceptable behavior include, but not limited to, the following:

- Acts of physical violence such as hitting, slapping, kicking, or punching;
- Acts of intimidation, stalking, horseplay, verbal abuse or harassment;
- Behavior indicating potential for violence, including throwing objects;
- Weapons or using any tool, supply, product, or other item in a manner that implies it is a weapon;
- Acts that endanger the safety of others; and/or
- Acts of destruction of property or any substantial threat to destroy property.

If an employee is harmed or in fear of imminent harm, he or she should immediately contact law enforcement, notify a team leader and complete an incident report. Never attempt to confront any person exhibiting threatening

behavior. Any employee who feels that she/he has been threatened should immediately report their concern to their supervisor and to Human Resources.

\*If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

### **C. Weapons Policy**

The purpose of this policy is to ensure a safe environment for employees, members, guests, and visitors. The Ozarks Regional YMCA prohibits all persons who enter Ozarks Regional YMCA property from carrying a handgun, firearm, knives with blades longer than two inches, bow/arrow, pepper spray (mace, tear gas), clubs or weapon of any kind onto the property regardless of whether the person is licensed to carry the weapon or not. Possession of a concealed carry endorsement as authorized by the state of Missouri is not an exemption under this policy.

Employees violating this policy will be subject to corrective action, up to and including termination. Other persons violating this policy may be denied entrance to the premises and ordered to leave the premises.

### **D. Smoke-Free Workplace**

Because the Ozarks Regional YMCA is committed to promoting health living, all facilities, programs, vehicles, property, and activities are smoke-free. Employees working with children should not have cigarettes or smoking paraphernalia on them, (including purses or backpacks) at any time they are working with children or on duty.

### **E. Alcohol and Drug-Free Workplace**

An employee may not report to work under the influence or in possession of alcohol or non-prescribed drugs. To protect youth, families, members, and staff, the use, sale, manufacture, or possession of alcohol or non-prescribed drugs is prohibited in any Ozarks Regional YMCA workplace including, but not limited to:

- Any Ozarks Regional YMCA facility;
- Property owned by the Ozarks Regional YMCA or used to run YMCA programs;
- Ozarks Regional YMCA rented, leased, or owned vehicles; or
- While conducting Ozarks Regional YMCA business.

The only exception to this policy is that the CEO may approve serving of alcoholic beverages for Ozarks Regional YMCA sponsored events, such as the Night for the Y.

Employees are strictly forbidden to operate machinery or equipment while taking prescribed narcotics and/or medicine that effects an employee's motor skills or causes drowsiness, lightheadedness, dizziness, sedation, mood, and/or behavior.

An employee may be sent home without pay if found to be under the influence of a prescribed medication that is negatively impacting performance.

## **F. Drug Testing**

Employees may be asked to submit to a urinalysis based upon the following:

- Employees will be subject to a test immediately following any accident occurring on employer's premises or with respect to use of employer's property if there is reasonable cause to believe drugs or alcohol were involved, or
- If there is significant indication that the employee is under the influence on the employer's premises or while in the course and conduct of employment away from employer's premises.
  - A significant indication that an employee is under the influence of drugs or alcohol will be determined based upon behavior indications observed by the employee's supervisor.
  - Such behavior could include, but not be limited to, alcohol on the breath, slurred or incoherent speech, and unusually aggressive behavior, lack of manual dexterity, lack of coordination, unsafe action, unexplained change of mood, or other unusual behavior.
- At any time, pursuant to a random drug test which will be administered monthly.
- If a drug/alcohol test is required of an employee, the employee will be notified of the results of the drug test once received if the results are positive. If the results are positive, subject to disciplinary action up to and including immediate termination. Whether an employee is immediately terminated or placed on immediate suspension is in the sole and independent discretion of the Ozarks Regional YMCA. If an employee is placed on suspension, the employee will be retested within fourteen days of the end of the suspension and prior to reinstatement, and the results of said test, as a precondition to reinstatement, must be negative. If the second test is positive, the employee will be placed on indefinite suspension and the Ozarks Regional YMCA will initiate the steps necessary to discharge the employee in accordance with Ozarks Regional YMCA policies and state and federal laws.
- If the second drug test is negative, the employee will be returned to work and the employee will be put on probation for twelve months. During their probationary period the employee will be subject to follow-up drug tests which may be administered without prior notice and/or pursuant to the random drug testing which may be administered to any and all other employees. Employees placed on probation for violation of this substance abuse policy that test positive in any follow-up test will be terminated immediately.

No employee shall refuse to submit to any of the tests. An employee refuses to submit when he or she fails to provide adequate breath or urine testing when

notified of the need to do so, or who engages in conduct that clearly obstructs the testing process. Such refusal is treated as if the Ozarks Regional YMCA received a positive test.

### **G. Disclosure and Confidentiality**

Any and all drug tests as stated herein will be performed under the direction of the Chief Executive Officer, Branch Executive Director, or Human Resource Department. Additionally, the Chief Executive Officer, Branch Executive Director or Human Resource Department will contact and consult with the employee regarding any drug test to be performed and will also be responsible for contacting the appropriated laboratory for the testing procedure.

Further, the Chief Executive Officer, Branch Executive Director, or Human Resource Department will discuss the results with the individual employee if the results are positive. Any and all results will be maintained in a separate employee file to which only the Chief Executive Officer or Human Resource Director will have access. The Ozarks Regional YMCA respects an individual employee's confidentiality and privacy rights. Any and all comments by an individual employee should be directed to the Chief Executive Officer, Branch Executive Director, or Human Resource Department.

Excluded from this policy are prescribed drugs when used in the manner, combination, and quantity intended. Should any employee feel that prescribed medication taken in this manner could interfere with his or her job performance, it is the employee's responsibility to discuss with their respective supervisor prior to fulfilling job duties. Any employee involved in direct substance abuse counseling services must report the use of, or possession of, mind-altering substances to their direct supervisor.

### **H. Equipment Operation and Maintenance**

You must specifically be trained and authorized by your supervisor to operate the following:

- Company vehicles
- Forklifts
- Machine and power tools
- Paint sprayers
- Welders

When operating machines:

- Never wear loose clothing and long hair should be tied up and back.
- Always wear the proper closed-toe shoes when operating machinery, climbing ladders or performing general maintenance and/or cleaning.
- Remove jewelry, and sleeves should either be rolled all the way up, or all the way down.

- Never operate damaged or defective equipment, including but not limited to: vacuums, floor cleaners, mowers, media equipment, etc. Turn the machine off and report it to your supervisor immediately.
- Never tamper with, remove, or deactivate machine safety guards or controls designed to ensure safe operations.
- Never reach into an operating machine or moving machine part.
- Always wear the provided personal protective equipment and do not use personal earbuds or headphones that cause distraction.

### **I. Protective Equipment (PPE)**

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

- Safety Glasses—must always be worn in designated areas in this facility.
- Hard Hats—must always be worn in designated areas.
- Gloves—work gloves must always be worn handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- Welding—appropriate filter lens, welding helmet, gloves, and sleeves are always required for welders.
- Respirators—only employees trained and authorized to use respirators can do so.
- Hearing Protection—is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).
- Safe and sensible clothing is required on “work days,” while painting, doing lawn work, or while operating equipment or making repairs.
- Loose clothing or uncontrolled long hair, rings, and bracelets can be hazardous around moving machinery and should be avoided.

### **J. Required Housekeeping**

The following areas must remain clear of obstructions:

- Aisles and doors
- Exit doors
- Fire extinguishers and emergency equipment
- Fire alarm pull stations
- All electrical breakers, controls, and switches
- Boiler and furnace rooms
- Eye wash stations

You are responsible to keep your work area clean, safe, and free of items not being used. Clean-up several times throughout the day:

- Keep your equipment clean and properly stored as you are finished with them. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.



- Prevent slips and falls by cleaning up spills/drips of food, grease and liquids immediately.
- Dispose of trash in approved containers, not on the floor or on the ground outside.
- Do not use your hands or feet to compress garbage in trash cans.
- Never leave file drawers open, or open multiple file drawers at once.
- Do not stack heavy or bulky objects on top of cabinets.
- Do not store frequently used objects above shoulder height or below knee height.
- When working in an office, report concerns with your computer, keyboard, workstation or mouse to prevent musculoskeletal injuries.

### **K. Lifting**

To avoid back injuries, always lift heavy objects by bending your knees and keeping your back straight.

- DO NOT LIFT ANYTHING OVER 50 LBS. WITHOUT ASSISTANCE. If you need help moving material, request assistance.
- When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet, and lifting with your legs, keeping the load close to your body.
- When you turn holding an object, move your feet, and do not twist.

### **L. Ladders**

- Inspect all ladders prior to each use;
- Ladders must be placed on secure footing;
- Only one person is allowed on a ladder at a time;
- Never walk beneath a ladder or lift or allow anyone to walk or stand beneath;
- Never stand on the top two steps of a stepladder;
- Always maintain 3-point contact when working on ladders;
- Never reach beyond arm length when working on a ladder; and
- Never use metal ladders when working on or around electrical equipment.

### **M. Vehicle Operations**

Vehicles owned, operated, or under the control of the Ozarks Regional YMCA are to be used for Ozarks Regional YMCA business purposes. No personal use is allowed.

Only employees are permitted to operate an Ozarks Regional YMCA vehicle only if properly trained, licensed, and authorized to do so. All drivers are required to carry current vehicle insurance and pass a motor vehicle records background check.

When driving or riding in any Ozarks Regional YMCA vehicle or when driving your own vehicle on Ozarks Regional YMCA business, employees are required to adhere to state traffic regulations and the following rules:

- Seat belts must be worn whenever the vehicle is in motion by driver and passengers.

- No 'side trips' or personal use of company vehicles are permitted.
- No unauthorized riders, hitchhikers, etc., are allowed.
- Mobile communication devices including, but not limited to cell phones may not be used while driving a vehicle on Ozarks Regional YMCA business.
- All moving violations resulting in points being assigned to your license must be reported to your supervisor.
- Driving while under the influence of alcohol or other drugs is forbidden.
- All rules above must be followed when driving your own vehicle for work purposes and staff is responsible for their own vehicle.

## **N. Electrical Safety**

Never operate or tamper with the electrical main switch or breakers. You are authorized only to operate switches/disconnects on/for individual machines.

- Report all electrical problems and suspected problems to your supervisor.
- Any electrical problems should be reported immediately to Branch maintenance or the Executive Director.
- All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.
- Inspect all plugs, cords, and portable equipment prior to use.
- Report any damaged electrical equipment to your supervisor. Only authorized personnel are permitted to make repairs.
- Keep electric cords out of areas where they will be damaged by stepping on/kicking them.
- Never run cords under rugs or other floor coverings.
- Turn electrical appliances off with the switch, not by pulling out the plug before leaving for the day.
- Ozarks Regional YMCA reserves the right to instruct you to remove personal electrical devices at any time.

## **O. Lockout/Tagout**

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

## **P. Blood-borne Pathogens**

The Ozarks Regional YMCA seeks to minimize the risk of exposure to blood-borne pathogens by periodically training employees who may encounter blood-borne pathogens in the course of their work. The Ozarks Regional YMCA subscribes to the

concept of “universal precautions”, which means that all employees are required to treat all human blood or other body fluids as if the substance were contagious or contaminated by blood-borne pathogens. “Universal precautions” mean that you are expected to exercise work-practice controls and to use personal protective equipment (PPE), such as gloves for example, when necessary.

The Ozarks Regional YMCA has procedures for confidential medical evaluation and follow-up in the event an employee reports exposure to blood-borne pathogens. Should an exposure incident occur, immediately inform your supervisor. Each exposure must be documented on an employee incident report and submitted to the Human Resources Department.

### **Q. Chemical Hazard Communication**

The Ozarks Regional YMCA is committed to offering a safe and healthy workplace. Employees who are regularly exposed to chemicals are trained in hazard awareness to ensure they are fully informed and aware of any chemical hazards in the workplace.

In your work at the Ozarks Regional YMCA, you may come in contact with hazardous material that you need to know how to handle. The Ozarks Regional YMCA makes available MSDS (Material Safety Data Sheets) for all products used at the facility. Supervisors or the Maintenance/Environmental Services department can tell you the location of the MSDS sheets.

The directions of the MSDS must be followed regarding the material. Protective equipment (gloves, masks, aprons, protective eyewear, etc.) must be used as directed on the MSDS sheets. Please ask a supervisor where this protective equipment is stored, and how to use it.

#### **General rules for handling chemicals:**

- Read all label warnings and instructions.
- Chemical containers must be labeled and closed when not in use.
- Follow instructions for quantity. More does not mean better.
- Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
- Always wash your hands after handling chemicals.
- If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
- Any questions or concerns regarding chemicals should be reported to your jobsite manager and Human Resources.
- All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all

chemical labels regardless of whether the shipment is domestic or international.

Any accidents pertaining to chemicals or hazardous materials must be reported immediately to a supervisor and an incident report must be completed and returned to Human Resources.

## **R. Safety Awareness**

Be a careful and aware worker and co-worker. Safety is your responsibility which includes understanding your job and equipment use for anything that could result in injury to you or fellow employees.

- Develop safe work habits to avoid hazards.
- Keep your eye on the path you are walking and avoid any tripping/slipping hazards.
- When on stairs, maintain three-point contact (hand on rail and feet on stairs).
- Immediately report any unsafe conditions or equipment to your supervisor.

## **S. Required Trainings and Certifications**

Safety training and job-related certifications may be required for individuals in certain positions. Required training and certifications may include CPR, first aid, driver training, and other topics. When you are required to hold certifications for your job, you are responsible for ensuring that your required certifications are current at all times and for providing a copy to your supervisor.

You will be paid for all on-the-job trainings and re-certifications when required to maintain your current position or required by your supervisor. If your required certifications expire, you may not be allowed to work until you recertify. You may also be subject to corrective action up to, and including, termination of your employment.

## **T. Incident Reporting**

Any work-related injury or suspected injury must be reported immediately to your supervisor and to Human Resources. A written incident and/or injury report must be submitted within 24 hours to the Department of Human Resources. If you are involved in an incident and you do not report it, disciplinary action may be taken.

Human Resources and/or direct full-time supervisors can authorize the injured employee to seek treatment from a medical practitioner. After each practitioner appointment, the employee must report to his/her supervisor and Human Resources to review his/her progress.

An accident investigation will be conducted to determine the root cause of the accident. The injured employee and employee witnesses will be asked to participate in the investigation.

Any property or equipment damages, member or guest incidents of any kind must be reported immediately to your supervisor and to Human Resources. Employees are urged to report hazardous conditions and "near miss" incidents to their supervisors before injuries result.

Any attempt to defraud Ozarks Regional YMCA with a false workers' compensation claim will result in disciplinary action. The case can also be referred to the district attorney for possible prosecution.

### **U. Return to Work Policy**

The health and welfare of all employees is a top priority of the Ozarks Regional YMCA. When one of our employees is injured on the job, we are committed to returning that employee to productive work and full wages as soon as possible. A written and dated Return to Work Authorization is required from the employee's physician explaining any applicable restrictions.

Our Return to Work program incorporates temporary, transitional, light duty jobs, which consist of some type of modification to employee's original job, a different job or several part-time tasks combined into one job as soon as possible. Duties must be compliant with the practitioner's written Release-to-Work authorization until released back to full unrestricted duty. Ozarks Regional YMCA cannot guarantee a transitional position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

### **V. Emergencies**

In the event of any serious injury, threat, or fire, call 911. Send someone to the facility entrance to meet the Fire Department, Ambulance, or Police Officers. If in doubt, call 911.

#### **1. Fire Emergencies:**

To prevent fire, keep long clothes, dish towels and aprons clear of hot cook tops and burners.

Upon discovering a fire, alert others and initiate facility-wide fire alarm. When the evacuation signal is given, all employees should immediately turn off equipment, close doors, and promptly leave in an orderly fashion. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed

as the last person passes through. Never use elevators during fire alarm situations; only use stairways.

Evacuate away from the building to designated evacuation areas. Supervisors should be the last persons to leave the area. Check in conference rooms, classrooms, and offices to be sure that all personnel have evacuated. Any employee having a mobility, visual, hearing, or other condition, which may hinder them from becoming aware needs to be alerted and assisted.

Employees should stay together in a group so that periodic updates can be issued. Attendance will be taken to account for all personnel. Stay together in the group until further instructions are received. The order to re-occupy the building will be issued by the supervisor.

Do not attempt to fight any fire which is uncontained, too hot, too smoky, or if you are too frightened. To use a fire extinguisher, remember PASS:

P = Pull (the safety pin)

A = Aim (at the base of the fire)

S = Squeeze (the lever)

S = Sweep (side to side)

Remember to:

- Stay low,
- Keep yourself between the fire and an exit,
- Do not turn your back on a fire, and
- Immediately report the use to your supervisor.

## **2. Medical Emergency:**

Examples include, but are not limited to: chest pains, loss of consciousness, fall from a height, etc. Upon discovering a medical emergency, call 911.

- Stay with the person involved being careful not to come in contact with any bodily fluids, unless properly trained and equipped.
- Send two staff to the building entrance to await the emergency responders. One person should hold an elevator, if needed, and the second should wait at the entrance to receive the responders while the first escorts them to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

### **3. Severe Weather:**

Program Directors and Executive Directors monitor the internet for weather alerts. If a severe weather report is issued, she/he will immediately contact the front desk to issue the proper announcement to the entire building. Employees will shut down office equipment and will be instructed where to go for safety. When the severe weather warning is cancelled, office areas will be checked to ensure it is safe to return. A general announcement will also be made.

### **W. Crisis Communication Protocol**

YMCA Crisis Communication Team: See executive staff and/or ORYMCA Board of Directors list for phone numbers.

- Designated Team Coordinator
- Corporate Board President
- Corporate Board Officers
- Chief Executive Officer
- Executive Directors
- Spokesperson(s): In a crisis situation, only the Director of Marketing, Board President, and/or Chief Executive Officer may speak on behalf of the ORYMCA.

## **III. SAFETY COORDINATOR AND COMMITTEE**

The COO is designated as Ozarks Regional YMCA's Safety Coordinator. The Director of Human Resources is designated as the Associate Safety Coordinator. They are responsible for implementation and compliance with the Safety and Health Policy of Ozarks Regional YMCA and accountable for results as measured by criteria, such as incident rates.

### **Other responsibilities include:**

- Resolve questions
- Approve and/or recommend necessary expenditures to correct unsafe conditions
- Make regular workshop, office and facility site tours and safety inspections to determine if safe work practices are being observed
- Ensure that unsafe conditions do not exist.
- Actively participate and follow the safety and health programs.
- Plan, coordinate, perform, or delegate all safety training and testing given to supervisors and employees.
- Review results to be sure they are satisfactory.
- Maintain appropriate records of training and testing.
- Review disciplinary actions with the employees.
- Personally performs safety inspections, and review safety inspection reports and unsafe conditions reported by supervisors, employees, or others.

- Make or obtain corrections as required to maintain a safe workplace and ensure compliance.
- Conduct regular safety meetings with employees to promote safety awareness and compliance with the Safety Policies.
- Ensure safety awareness among workers through regular meetings.
- Ensure compliance with safe work practices and Ozarks Regional YMCA's safety rules.
- Take appropriate disciplinary action to ensure compliance. This includes safe working procedures in machinery operations, facility operations, and office operations.
- Investigate accidents and assist with completion of accident report forms when required.
- Review reports of first aid incidents and reportable injuries to determine possible preventative actions. Take immediate corrective actions as required.
- Ensure that specific programs are implemented and complied with consistently.

In order to promote better communication between employees and management, a Safety Committee has been established for Ozarks Regional YMCA's operations. Its primary function is to serve as a two-way channel of communication and to promote safety awareness throughout the workplace.

**Committee Members:**

Safety Coordinator  
Associate Safety Coordinator  
Building Manager  
Executive Directors

**Advisory Committee Members:**

Safety Coordinator  
Associate Safety Coordinator  
Building Manager  
Representatives from the Board of Directors  
Representatives from Broker and Insurance Companies  
Industry experts selected from the community

The Safety Committee will meet quarterly as part of the monthly Executive Directors meeting. The Advisory Safety Committee will meet monthly. The meeting will be chaired by the Safety Coordinator or Associate Safety Coordinator.



**The Safety and Advisory Committee has the following functions:**

- Conduct Safety/Housekeeping inspection(s) of one or more departments as part of each meeting.
- Review and update safety rules and safe operating procedures.
- Review accidents and “near miss” incidents reported since the last meeting and suggest means for preventing future occurrences.
- Convey, review, and comment on safety suggestions submitted by employees.
- Promote safety awareness among all employees through safe attitudes and day-to-day interactions.
- Review safety impacts of equipment/facility changes and multi-shift operations.

Volunteers or employees who show they have an interest in safety are also candidates. Likewise, individuals with a good safety record can bring their own experience to the group. Rotate membership so that members exposed to Safety Committee issues are “circulated” back into the workforce and others are brought in. Occasionally, specialists or consultants may be added to the committee to address a specific situation or problem. Also, ad hoc subcommittees may be used to analyze and formulate recommendations on a particular problem.

Written documentation of Safety Committee meetings should be maintained. A log or written minutes should be taken at each meeting. Meetings should follow a standard agenda.