

Vermont Catholic Charities, Inc.
Residential Care Homes Policies and Guidelines

SUBJECT: Health and Safety including OSHA Compliance and Reporting Injuries	Policy Number HR 00012
	Section: Human Resources
	Sub-Section: Employee Relations
	Approved Date: March 1, 2010 Updated: October 1, 2017

INTRODUCTION

VCCI Homes are committed to a safe and healthy environment for both employees and residents. Our residents are frail older adults and it is the responsibility of all employees to know, understand, and implement all health and safety protocols at the Home.

POLICY

The Home will ensure that all employees are aware of all health and safety rules as well as OSHA regulations. The Home will abide by all OSHA requirements.

ADDITIONAL EXPECTATIONS

1. TB Testing: the Home encourages employees to have a Mantoux test on an annual basis.
2. Influenza and Pneumonia Inoculations: the Home encourages all employees to have influenza inoculations on an annual basis and a pneumonia inoculation once.
3. Hepatitis Virus Vaccination Series: the Home encourages all employees to participate in this series, to protect themselves from the potential for occupational exposure to blood borne pathogens related to illness. (Offered by the home at no cost.)
4. Communicable Diseases: the Home requires all employees to be aware of the potential or presence of communicable diseases. Employees who are exposed to communicable diseases should report such information to the Administrator/Supervisor. No employee may work with an open lesion of any type and if an employee has a laceration, abrasion or other break in skin, please report this to the Director of Nursing.

OSHA

As an employee, using safe guards against blood borne pathogens is critical.

- **Blood borne Pathogens** means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

EMPLOYEES ARE TRAINED TO

- Understand the explanation of the modes of transmission of blood borne pathogens;
- Follow the Home's exposure control plan and the means by which you, the employee can obtain a copy of the written plan for your own reference;
- Focus on the explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- Understand the explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment are to your benefit and safety;
- Be comfortable with the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.

REPORTING AN ACCIDENT/FALL/INJURY

- If you see an injury or injure yourself, please report this immediately (no matter the severity level).
- If a resident falls or injures themselves, please report this immediately. The Home requires all employees to immediately report any potential health or safety issues. Where possible, employees are to rectify any potential hazardous/dangerous situation immediately in order to maintain a safe environment for all employees, residents, guests and vendors.

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All employees will adhere to the Health and Safety, OSHA Compliance, and Reporting Injuries Policy. Any violation of this policy will result in disciplinary action up to and including termination.

**This policy replaces, revokes, and rescinds all former policies, including VCCI Human Resource Policy HR-0044, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*