

# NWF Health Network Policy & Procedure

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<b>Series:</b>	1400: Building and Facilities Management	
<b>Policy Name:</b>	Maintenance of a Safe, Hygienic Environment	
<b>Policy Number:</b>	1407	
<b>Origination Date:</b>	02/02/2009	<b>Revised:</b> Board Meeting of 12/14/2023
<b>Regulation:</b>	Americans with Disability Act (ADA) ( <a href="http://ada.gov">ada.gov</a> ) Occupational Safety and Health Administration (OSHA) ( <a href="http://osha.gov">osha.gov</a> )	

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## Policy

It is the policy of NWF Health Network (NWFHN), to maintain a clean and safe environment for all employees and for all children and families served.

## Procedure

### A. Work Place Safety and Cleanliness.

1. Accident Reporting. Any injury at work should be reported immediately to your supervisor. First aid kits are available at the front desk of each facility, if needed. .
2. Workplace Safety Rules and Guidelines. To ensure your safety, and that of your coworkers, please observe and obey the following rules and guidelines:
  - a. Observe and practice the safety procedures established for the job.
  - b. In case of sickness or injury, report the sickness or injury to your supervisor.
  - c. Do not block aisles, exits, fire extinguishing equipment, electric lighting or power panel, valves, etc. FIRE DOORS AND AISLES MUST BE KEPT CLEAR.
  - d. Keep your work area clean.
  - e. Shut down any machinery before cleaning, repairing, or leaving.
  - f. Running and horseplay are strictly forbidden.
  - g. Do not tamper with electric controls or switches.
  - h. Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
  - i. Report any unsafe condition or acts to your supervisor.
  - j. Clean up spilled liquid, oil, or grease immediately.
  - k. Place trash and paper in proper trash receptacle.

It's every employee's responsibility to be on the lookout for possible hazards. If you spot a hazardous situation, please report it to your supervisor immediately.

3. Ergonomic Work Place. Reducing the numbers and severity of musculoskeletal disorders (MSDs) caused by exposure to risk factors in the workplace can be accomplished by implementing ergonomics practices that will prevent such injuries known to occur. The implementation of these guidelines will optimize employee health and safety, maximize comfort at work, and enhance productivity and morale in the workplace.

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Improvement of general working conditions will reasonably accommodate employees with an average but ergonomically correct workplace. This includes all agencies attached to NWFHN.

- a. Equipment. NWFHN will provide proper equipment to ensure maintenance of an ergonomically correct workplace.
  - i. Managers/Supervisors must provide reasonable equipment that meets user needs.
  - ii. Managers/Supervisors must provide reasonable accommodations for disabled employees as required by ADA.
- B. NWFHN will comply with Occupational Safety and Health Administration (OSHA) Guidelines.
  1. Employees shall ensure the work site is maintained in a clean and sanitary condition. Any citing of unclean or unsanitary condition(s) should be report to your supervisor immediately.