

CHRISTIAN FAMILY CARE

Available in Spanish

POLICY NUMBER:	1.14
SERVICE APPLICABLE TO:	All employees, interns, and volunteers (the term “staff” is used with respect to all throughout this document)
Policy Topic:	HEALTH, SAFETY AND WELFARE
Purpose:	To promote the health, safety and welfare of CFC staff and clients in a setting free from harassment and violence.
Policy:	CFC shall implement procedures to promote the health, safety and welfare of clients and staff on CFC premises, in CFC resource homes, and on CFC sponsored outings or other agency-sponsored activities. All the foregoing procedures shall, at a minimum, fulfill all relevant State and Federal regulations, consistent with the guiding principles of this agency. CFC shall train or brief all employees, interns, and volunteers, as appropriate, about such procedures.

PROCEDURES:

1. It is the responsibility of each employee to read and follow the Risk Management Program Guide, found on the CFC intranet site, as part of their new employee orientation.
2. CFC has a no smoking policy within any CFC facility which includes the prayer garden on the east side of the Phoenix office. At preschool locations, smoking is also prohibited outside of entrances, in outdoor play areas and in program vehicles.
3. CFC prohibits the possession of weapons on any CFC premises, except by qualified security and law enforcement.
4. Each CFC office location shall conduct and document quarterly fire drills, which includes actual evacuation of all staff and clients. Preschools shall conduct fire drills monthly.
5. Each CFC facility shall have an adequate number of fire extinguishers as required by the Fire Marshal in the annual permit process.
6. Each CFC facility shall request an annual fire inspection report from the city fire department.
7. Each CFC facility shall conduct and document monthly safety inspections.
8. Each CFC facility shall keep a stocked first aid kit on the premises. Each facility shall inventory the contents, document the contents, and replenish missing items in the first aid kit on a regular basis. An unopened kit will be kept in the Phoenix Welcome Center.
9. All staff shall follow Administrative Guideline #24 - Incident Reports in reporting any incident when it happens, including off-premises work-related auto accidents involving a staff member or client.
10. All employees and interns shall be fingerprinted as a condition of employment/internship. Volunteers are fingerprinted on an as-needed basis, depending on their area of responsibility. All volunteers who work with clients/students and/or client information

- must be fingerprinted. As part of the hiring process, employees and interns are provided with the information needed to have their fingerprints taken and are asked to do so within 5 business days of employment. A waiver (CFC Form #9078) is signed by the employee to help them understand the condition of employment, if a denial of fingerprint card is received from the Arizona Department of Public Safety.
11. All employees and interns shall be tested for tuberculosis (TB) as a condition of employment, at initial hire/service, only. As part of the hiring process employees and interns are provided with the information needed to have their tuberculosis test done and are asked to do so within 30 days of employment. (TB testing is not required for volunteers except those who volunteer in the preschool.) It is explained to the employee/intern that a negative TB test is required as a condition of employment. If a positive reading is the result, the person is asked to have a chest x-ray. Upon notice by the Department of Health that a TB outbreak is being reported within the county where a CFC office is located, at that time, all employees, interns, and volunteers who have contact with agency children shall be tested. Should those employees test positive, all other staff shall be tested.
 12. All staff shall practice good housekeeping to keep his/her office, classroom, and the common areas neat, clean, and safe.
 13. All staff shall follow security procedures to ensure doors are secured and the alarm is set when closing the facility.
 14. All staff shall either correct or report unsafe situations to their supervisor as quickly as possible.
 15. All CFC facilities are substance abuse-free. All staff shall read and follow the Substance Abuse policy as outlined in the CFC Employee Handbook, available on the CFC intranet site.
 16. CFC policy prohibits harassment based on an employee or client's race, religion, creed, color, national origin, age, gender, marital status, sexual orientation, or the presence of a physical, sensory, or mental disability. All CFC employees shall read and follow the policy on harassment prohibitions as outlined in the CFC Employee Handbook, available on the CFC intranet site.
 17. Whenever possible, CFC employees shall adhere to the safety practice of not being in a CFC facility alone—either before or after regular operating hours. Any exceptions must be submitted to and approved by the employee's supervisor and Program/Department Director prior to the employee being in a CFC facility alone. A volunteer or intern is never to be alone in a CFC facility.
 18. CFC shall review any incident or practice, reported in good faith by a staff person (as defined in ARS Title 32 Chapter 32 Article 1, sec. 32-3201), concerning a policy or practice that the person believes violates professional standards or is against the law; or poses a substantial risk to health, safety, or welfare of a client. A CFC Incident Report shall be filed. The report shall be investigated by the VP of Social Services or the VP of Community and Human Flourishing, and the results and action taken shall be reported to the VP of Operational Excellence and Efficiency, the President, and Risk Management Committee. No retaliatory action, such as termination or other adverse action, shall be taken against the staff person's employment because he/she has made a report. Reasonable measures shall be taken to maintain confidentiality of the health professional providing the information.
 19. All direct practice staff who have direct contact with children, preschool staff and Welcome Center/front desk staff shall be required to participate in an outcome-based de-escalation training course which includes positive behavior support. See Policy 3.15 for more information.

- 20. All direct practice personnel, preschool staff and Welcome Center support staff must be trained in CPR/First Aid within the first six months of hire and renew this certification before the expiration date. Individuals must be trained on a valid site with a certified instructor and demonstrate with the instructor their competency in providing CPR (Cardiopulmonary Resuscitation).
- 21. This policy does not apply to thrift store facilities.

Also refer to: CFC Form #9078 – Fingerprint Requirement Verification
 CFC Form #9004 – Incident Report
 Program Specific Incident Report form in extendedReach
 CFC TB Test Requirement Verification form
 CFC AG-24 – Incident Reports
 CFC AG-36 – Annual Risk Prevention Management Report
 CFC Policy 3.15 – Behavior Management
 CFC Risk Management Program Guide
CFC Policy 1.14 available in Spanish

COA Cross Reference: ASE; RPM 1; RPM 2; and ECE 5.17

PROCEDURAL APPROVAL: Mark Negron DATE: 12.21.22

"I have read and agree to abide by this CFC Health, Safety & Welfare Policy (1.14). I understand that violation of any of the above policy and procedure may be grounds for immediate dismissal"

 Printed name

 Signature

 Date

 Witness printed name

 Witness signature

 Date

