



Employee Safety Handbook

Rev. 9-2025

New Hampshire Association for the Blind DBA Future In Sight.
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Safety Policy Statement

Future In Sight Leadership recognizes the importance of safety and health and is committed to providing a workplace for our employees in which recognized hazards are controlled or eliminated. Likewise, these concerns also apply to all clients, volunteers, guests or visitors that may occupy the Future In Sight's (FIS) facilities at any time.

The philosophies and objectives behind this commitment are as follows:

- Each employee and volunteer will adhere to the no smoking regulations established for the facilities and grounds and will be responsible for informing guests and visitors regarding the policy, if necessary.
- The safety and health of all FIS employees is a priority.
- All employees will be required to make safety and the safety of their co-workers a priority.
- As a condition of employment, each individual is expected to conduct his/her daily tasks in a manner that is consistent with the philosophy and objectives of this policy as well as any safety rules or procedures that FIS practices.

With these goals in mind, Future In Sight's safety and health program will:

- Provide adequate safeguards to the maximum extent that is possible.
- Conduct a program of health and safety inspections to identify and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with all Safety and Health Standards.
- Train all employees in health and safety practices.
- Provide necessary personal protective equipment and instruction for its use and care.
- Develop, update and enforce health and safety rules and require that all employees cooperate with these regulations.
- Investigate, promptly and thoroughly, every accident or incident to determine the cause and take actions to prevent any reoccurrence of the problem.
- Ensure all employees know where PPE and supplies are located for safety needs ongoing.

It is imperative that every employee, no matter what level in the organization, do his or her part to support safety. No job or task is so important that we cannot take the necessary time to perform it safely. Adherence to this policy and our safety program will provide safer working conditions for everybody.

Joint Loss Management Committee

The purpose of the Joint Loss Management Committee is to proactively identify, address and prevent workplace accidents and injuries by fostering a culture of safety through regular meetings, employee engagement, and implementing safety measures to protect the health and well-being of Future In Sight workers. The applicable statutes, rules and standards governing safety and health for Future In Sight are: Lab 600 which governs private sector safety programs and RSA 281-A:64 which governs safety provisions. The rules require that employers with 15 employees (full and/or part-time) or more establish a Joint Loss Management or Safety Committee with equal or more representation of employee non-management members than management members. The safety committee must meet at least quarterly and must document meeting minutes, making them available for review of all employees. Future In Sight's Joint Loss Management Committee meeting minutes can be found S:\Safety Committee\Meeting Minutes.

Roles and Responsibilities

All employees have responsibility with regard to safety and health in the workplace. Leadership is ultimately responsible for the overall success of the program, but everyone has an important role.

Leadership responsibilities:

- Ensure that each level of supervision and all employees are made aware of the elements of the safety program, and that those elements are implemented.
- Correct any unsafe conditions brought to their attention by employees or supervisors.
- Assure that proper training is being provided, and that employees are working in a safe and healthy manner.

- Support a culture where safety comes first.

Supervisor's responsibilities:

- Take immediate action to correct any unsafe condition or action.
- Provide personal protective equipment, along with training for its use, and make certain it is worn when necessary.
- Promptly investigate and report all accidents and incidents. ‘
- Address violations of safety and health procedures.
- Inform leadership of any unsafe conditions or risks that exist.

Employees:

- Report all accidents and incidents to the supervisor.
- Report any unsafe conditions immediately.
- Obey all safety and health regulations as stated in Future In Sight's safety program.
- Attend all safety training that may be required.

Emergency Action Plan

This plan is for your safety and is designed to protect you from fire and other emergencies

Each employee will be familiar with the layout of this building, including exits, fire alarms, fire extinguishers and evacuation map locations.

Extinguisher locations

Lower Level

- Bottom of staircase on parking lot side
- Staff kitchen to the right of refrigerators
- Left of exit door in Activities Center Basement

1st Floor

- Right of Walker Street exit door just outside of Ed service staff offices
- Living Skills Kitchen – on the left after entering from hallway

2nd Floor

- To the right of elevator

Each employee will watch a video tutorial on how to operate a fire extinguisher in case it is necessary in an emergency situation.

Link here: <https://www.youtube.com/watch?v=ktrv34zW7-A>

All interior fire doors (steel construction) close automatically in the event of a fire or power outage. All exterior doors and windows will be closed at the end of each business day.

Emergency Escape Procedures in Case of Fire

In case of fire or threat of fire or explosion, follow these steps:

Exit Facility

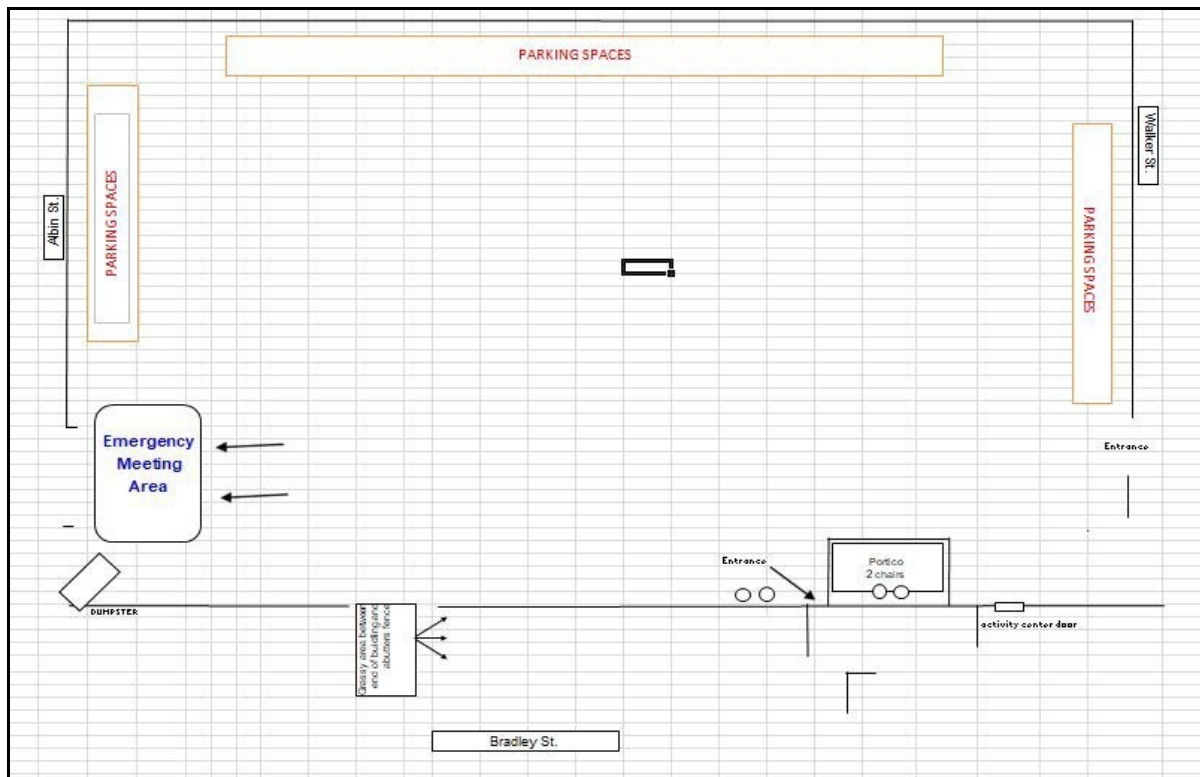
Go to nearest exit or follow exit signs to outside of building. Wait for further instructions. If you are upstairs in the facility, do not use elevator. ***Close all doors behind you.*** Gather in parking lot by secondary entrance/exit gate along Albin Street.

Confine Fire

After fellow workers have been evacuated, the fire warden in your area will close doors and windows in the area where fire is erupting to prevent fire from spreading.

Acting Fire Warden(s)

Identified in Addendum A



Critical Operations

When necessary, certain employees will remain in the area to assist personnel requiring assistance in the evacuation of the facility. Close doors behind you.

The named below are designated as sweepers. It is the sweeper's responsibility to ensure that all personnel are evacuated from their assigned area.

Designated Sweepers

All able staff is responsible for directing visually impaired clients, volunteers and guests out of the building.

Assigned Floor Sweepers Identified in Addendum A

Accounting for Personnel

All employees will be accounted for after an emergency evacuation has been completed. The Fire Warden will be responsible for a head count of

all personnel in the area. The Fire Warden will get with each sweeper, department head and all personnel will be accounted for. (The fire warden will grab the attendance book and key to gate which will be taped to visitor log).

Rescue

Efforts will be made by designated personnel to locate anyone in the path of a fire and to assist them to safety.

Combat Blaze

It is not Agency policy for an employee to risk his/her life or the life of others to fight a fire. If you feel that for a particular fire, injury can be avoided and you have access to a fire extinguisher, then as per your own judgment, you may fight the fire. If progress is not satisfactory, cease and evacuate the area.

First Aid

As in any emergency, there may be someone who will need assistance. Any employee can voluntarily assist another employee with open wounds on a humanitarian basis while professional help is in route. All actions taken are the individual's alone and Future In Sight will not be held liable in any way for the volunteer's present or future state of health.

Report Fires

The preferred means of reporting fires and other emergencies are:

Alert: Sound the alarm and call 911.

Map of Routes: See maps/diagram of the evacuation routes out of the building or facility in each department/area of building.

For more information or explanation of duties under the emergency action plan please reach out to Joint Loss Management committee members or Leadership contacts referenced in Addendum A.

Emergency Procedures in Case of Natural Disasters, Threats or Extortion

Facility

If and when time allows during any emergency go to the nearest safe area. Remain there until all threat of danger is suspended. Wait for further instructions. Do not use the elevator.

Hurricane

In case of a hurricane, you should receive sufficient warning to reach a safe area. Go to the safe area or facility listed below:

Go to basement or as directed by City Emergency Management

Flood

In case of a flood, you should receive sufficient warning to reach a safe area. Go to a safer facility or to the safe area listed below:

Move to higher ground.

Tornado

In case of a tornado, seek low-lying area or an area that is protected from high winds. If time allows go to the nearest safe area listed below:

Seek shelter in basement stairwells.

Earthquake

In case of an earthquake, go to an area where falling objects are less likely to hit you and/or exit any building that may not withstand the stress of an earthquake. If time allows go to the following area:

Gather in parking lot. Stand in doorways or under a desk.

Threats or Acts of Violence

The safety of staff and visitors is our highest priority. Because no two situations are the same, employees are encouraged to use their **best judgment** in determining the safest response.

- If you perceive a **threat or extortion attempt**, immediately notify your supervisor when safe to do so and contact proper authorities.
- If you believe there is **imminent danger** to staff or others in the building:
 - Use the **phone notification system** to alert all staff.
 - You may also use the agreed-upon phrase (“Dr. Green”) or make a **clear verbal announcement** to prompt staff to evacuate.
 - If evacuation is the safest option, **use the nearest exit** and move away from the building.
- Pulling the fire alarm should only be done if it is the **safest and most effective method** to alert staff and initiate evacuation.
- Once in a safe area, call **911 or local law enforcement** to report the threat.

Gathering Location:

After an incident, and only once law enforcement or leadership confirms the area is safe to re-enter, the **Front Lobby** will serve as the designated gathering point for staff and visitors.

Policy/Procedure for Medical Emergencies

In the event of a serious medical emergency at Future In Sight, which involves a client, staff person, volunteer or a visitor, a Future In Sight employee should:

- Dial 911
- Identify yourself and the location
- State the nature of emergency
- Give telephone number of location
- A written record must be filed by the Future In Sight employee making the phone call which contains: time, date, circumstances of emergency, witnesses, and any other pertinent information.

Safety Protocols for Home, School & Community-Based Work

Future In Sight values the safety of its employees and is committed to providing a safe and healthy working environment for all workers.

Recognizing that some personnel will be doing most of their work in the community or in client's homes, Future In Sight has established protocols, see Addendum C, as a guide to help ensure safety during home visits, school and community-based work.

OSHA Risk and Exposure Procedures

Future In Sight recognizes that as a result of some employees' positions at the organization, there could be a risk of exposure to Bloodborne Pathogens by virtue of their job assignment and or contact with clients. FIS wants to ensure that all employees are supported to help take any preventative and precautionary steps to mitigate risk and or respond accordingly should an employee experience an exposure to Bloodborne Pathogens while at work. Any employee at the start of their employment can receive a Hepatitis B Vaccine at their choosing, which can be financially supported through health insurance or expense reimbursement for any out-of-pocket costs. Future In Sight will also ensure any employee who requires or requests PPE for their work has access to the materials needed and or will financially expense the materials provided to help that employee mitigate any risk in their work. Should an employee experience a circumstance where they believe they were exposed to a Bloodborne Pathogen, Future In Sight would encourage the employee to be seen by a health care provider of their choice for proper testing and care as needed for the circumstance. If/when this happens, the employee will need to inform their supervisor of the occurrence, complete an Accident & Incident Report (Addendum B), and identify this as a workers comp. injury for administrative purposes. Any additional medical care, testing, or follow-up that is required because of this, will be monitored by the agency and financially supported through the agency's workers compensation insurance.

Motor Vehicle Safety

This policy has been created to ensure the safety of staff and their passengers while driving for work purposes and is intended to comply with all applicable local, state and federal laws.

Licensing and Insurance

- All employees who drive as part of their job must hold a valid driver's license.
- Driving record checks are performed at time of hire and routinely, at the organization's discretion.
- Employees who use a personal vehicle for work must obtain and maintain motor vehicle insurance with limits of at least \$300,000 for each accident and \$100,000 per person for bodily injury. Proof of such coverage must be submitted to the company every 12 months.

Vehicle Condition

- Vehicles must be roadworthy and regularly maintained.
- In accordance with State of New Hampshire regulations, all vehicles must undergo an annual safety inspection. Employees are expected to operate only vehicles that display a current and valid inspection sticker.
- Additionally, a basic safety check—including tires, lights, fuel level, and brakes—should be performed prior to each journey to ensure the vehicle is safe for use.

Safe Driving Practices

- Always obey traffic laws and speed limits.
- Employees operating a vehicle on company business must refrain from texting, using a handheld cell phone, and engaging in other potentially dangerous distracting behaviors while driving.

- Never drive under the influence of drugs, alcohol, or any substance that impairs your ability to drive safely.
- Seat belts should be worn by the driver and all passengers while the vehicle is in operation.
- Avoid driving when tired. If feeling unwell or fatigued, notify your supervisor and do not drive.

Reporting

- All accidents, moving violations, damage, or near misses involving a vehicle used for work must be reported to a supervisor as soon as possible, even if no one was injured.
- If an employee is injured, the proper workers' compensation forms are to be completed. If there was damage to the automobile, the claim should be turned in to the employee's insurance carrier; and the employee will be responsible for the deductible.
- If the employee is issued any citation for violation, for any statute while operating a vehicle on company business, the employee is to immediately report such an event. The employee is responsible for defending against the citation.

Accident and Incident Reporting & Investigation

This policy establishes procedures for reporting, recording, and investigating accidents and incidents within the organization to ensure a safe environment for clients, staff, and visitors.

This policy applies to all employees, volunteers, clients, and visitors within Future In Sight's premises or during Future In Sight sponsored activities.

Definitions

- **Accident:** An unplanned event that results in injury, illness, or property damage.

Example of an accident: A social worker was walking through the staff kitchen area when they slipped on a spilled cup of tea that had

not been cleaned up. The staff member fell and sustained a sprained wrist, requiring medical attention and time off work.

- **Incident:** An event that has the potential to cause harm or damage but does not result in injury or loss.

Example of an incident: During a scheduled home visit, a client became verbally aggressive and threw a chair across the room. While no one was injured, the event caused emotional distress to the social worker, and the property was damaged.

- **Near Miss:** An event that could have resulted in an accident but did not.

Example of a near miss: A support worker noticed that one of the office chairs had a loose leg, making it unstable. Before anyone sat in it, the chair was reported and removed from use, preventing a potential fall or injury.

Responsibilities

- **Employees and Volunteers:** Must report all accidents, incidents, and near misses immediately to their supervisor or Joint Loss Management Committee chair.
- **Supervisors/Managers:** Ensure proper reporting and documentation and initiate an investigation if necessary.
- **Joint Loss Management Committee Chair:** Oversee the investigation process, maintain records, and implement corrective actions.

Reporting Procedures

- All accidents and incidents must be reported immediately to the supervisor or Joint Loss Management Committee chair.
- The **Accident/Incident Report Form**, Addendum B, must be completed within 24 hours of the event.

- If a serious injury occurs, emergency medical services (EMS) must be contacted immediately.
- Reports should be submitted to Leadership for review.
- If you're unsure whether something should be reported, it's best to err on the side of caution and consult your supervisor.

Investigation Procedures

- The supervisor or Joint Loss Management Committee chair will conduct an investigation within 48 hours of the report.
- The investigation will include witness statements, photographs, and a review of environmental factors.
- Findings will be documented, and recommendations will be made for corrective actions to prevent recurrence.
- A final report will be submitted to the Joint Loss Management Committee for review and further action if necessary.

Record-Keeping and Confidentiality

- All reports and investigation findings will be kept on file for at least five years.
- Confidentiality will be maintained to protect the privacy of all individuals involved.

Corrective Actions and Follow-Up

- The Joint Loss Management Committee will review incident reports and implement corrective actions as needed.
- Staff may receive additional training to prevent similar incidents in the future.
- The Joint Loss Management Committee will continuously review safety policies and make necessary improvements.

Compliance and Enforcement

- Failure to report incidents may result in disciplinary action.
- Employees and volunteers are expected to comply with all safety procedures outlined in this policy.

Review and Updates

- This policy will be reviewed annually and updated as needed to comply with legal and regulatory requirements.

Disciplinary Policy Regarding Safety Policies

As a condition of employment (see XIII Section E of Employee Handbook – Health & Safety of Employees), in our Personnel Policies and the Employee Safety Handbook all employees are required to participate actively in Future In Sight's safety programs and follow safety regulations in the interest of on the job accident prevention.

Willful disregard of safety practices, company rules, instructions, or the welfare of fellow employees has no place at the Organization. This kind of behavior may lead to injuries, damage to products or equipment, and production delays.

Disciplinary action, up to and including termination of employment, will be taken in those cases where it is determined that blatant disregard for safety practices has occurred.

Training Requirements for Safety and Health

This safety and health policy and program has been developed and approved by Leadership with the intention of keeping Future In Sight employees safe and healthy. The policy will be reviewed at least annually and updated as needed to comply with legal and regulatory requirements by the Safety Committee.

Training is required of all employees at least annually and additionally as follows:

- All new employees;

- Employee position changes that safety and healthy roles are impacted such as managers and supervisors;
- Employees who disregard safety rules and regulations;
- Whenever new processes or protocols are added;
- Employees who volunteer for special safety roles such as fire warden, emergency response team, etc;
- Volunteers, clients and contractors that routinely visit the building
- New members to Joint Loss Management Committee

Addendum A: Employee Assignments

Fire Wardens

Effective July 25th 2024:

Kim Bissonnette & Michelle Roberts

Designated Floor Sweepers

Effective July 25th, 2024:

Lower level: Michelle Roberts & Brianne Stone

1st Floor: Susanne Peace & Kim Bissonnette

2nd Floor: Janis Clark & Nathalie Fortier

Leadership

Effective July 25th, 2024:

Randy Pierce, President & CEO

Nathalie Fortier, CFOO

Joint Loss Management Committee

Effective August 6, 2025:

Nathalie Fortier, Chair

Randy Pierce

Beth Daisy

Kim Carnegie

Brianne Stone

Michelle Roberts

Addendum B: Accident/Incident Report Form

(insert here)



FUTURE IN SIGHT

ACCIDENT/INCIDENT REPORT FORM

Use this form to report accidents, injuries, medical situations, criminal activities, traffic incidents, or student behavior incidents. If possible, a report should be completed within 24 hours of the event.

Date of Report: [DATE]

PERSON FILING REPORT

Full Name: [FULL NAME]

Title/Role: [TITLE/ROLE]

Signature: _____ Date: [DATE]

THE INCIDENT

Date of Incident: [DATE OF INCIDENT] Time: [TIME] ☐ AM ☐ PM

Location: [LOCATION]

Describe the Incident (include details such as actions leading to the incident, environmental conditions, and any equipment involved): [DESCRIBE THE INCIDENT]

PERSON(S) INVOLVED

1. Full Name: [FULL NAME]
Address: [ADDRESS]
Role: ☐ Employee ☐ Volunteer ☐ Client: ☐ Other: [OTHER]
Phone: [PHONE] E-Mail: [EMAIL]
2. Full Name: [FULL NAME]
Address: [ADDRESS]
Role: ☐ Employee ☐ Volunteer ☐ Client: ☐ Other: [OTHER]
Phone: [PHONE] E-Mail: [EMAIL]
3. Full Name: [FULL NAME]
Address: [ADDRESS]
Role: ☐ Employee ☐ Volunteer ☐ Client: ☐ Other: [OTHER]
Phone: [PHONE] E-Mail: [EMAIL]

INJURIES

Was anyone injured? ☐ Yes ☐ No

If yes, describe the injuries and affected body parts: [INJURY DESCRIPTION]



FUTURE IN SIGHT

WITNESSES

Were there witnesses to the incident? ☐ Yes ☐ No

If yes, enter the witnesses' names and contact info:

1. Full Name: [NAME]
Phone: [PHONE]
E-Mail: [EMAIL]
2. Full Name: [NAME]
Phone: [PHONE]
E-Mail: [EMAIL]
3. Full Name: [NAME]
Phone: [PHONE]
E-Mail: [EMAIL]

IMMEDIATE ACTIONS TAKEN

Police Notified? ☐ Yes ☐ No If yes, was a report filed? ☐ Yes ☐ No

Was medical treatment provided? ☐ Yes ☐ No ☐ Refused

If yes, where was medical treatment provided? ☐ On site ☐ Hospital ☐ Other: [OTHER]

Other actions taken in response to the incident: [DESCRIBE OTHER ACTIONS]

FOLLOW-UP ACTIONS (Completed by Safety Committee)

Report received by: [FULL NAME] Date: [DATE]

Investigation Performed? ☐ Yes ☐ No If yes, provide investigation details:
[INVESTIGATION DETAILS]

Corrective actions to prevent recurrence: [FOLLOW-UP ACTION TAKEN]

Responsible Person(s) for Corrective Action: [FOLLOW-UP INDIVIDUALS]

Expected Completion Date: [DATE]

Addendum C: Safety Protocols for Home Visits, School & Community-Based Work

Future In Sight recognizes that some personnel will be doing most of their work in the community and or in client's homes when providing service. Safety and health are a top priority and therefore we support best practices that will maximize staff safety. Although these policies may not be all inclusive of every situation or environment a staff member may encounter, they intend to provide general guidelines for best practice. For providers and staff who go into a client's home, school or community, these visits should always be documented by client name and address in their Salesforce calendar and subsequently synced into their Microsoft outlook calendar. As a means of best practice and to maximize safety, the organization should know where and who a staff member is scheduled to meet with throughout the day.

For providers who are scheduling visits with clients, it is best practice to ask and understand who else may live in the client's home and may be present during your service visit. Upon arrival at a client's home, a staff member should confirm who else, if at all, may be present in the home during the time of their service visit.

Upon visiting a client in the home, Future In Sight recommends doing an initial visual safety scan of the immediate environment to look for any significant or serious concerns that may put their safety at risk; this can include but is not limited to; obvious weapons or firearms, drugs or drug paraphernalia, serious disarray or destruction or the home, or unsanitary conditions. If the conditions of the home appear unsanitary in scope that far exceeds an "untidy" or "messy space" but has visible and odorous scents of human or animal fecal matter and urine, rotting garbage or food in improper places, an overwhelming amount of disorganization, clutter, garbage, and extreme unpleasant odor; the staff member can leave the visit; document this in their service notes and discuss with their supervisor if making a report to BEAS is appropriate.

If a client or household member are actively smoking cigarettes or marijuana and this presence of smoke is pervasive and disruptive, creates difficulty breathing or overall discomfort, the staff member should ask for the smoking to discontinue during the visit. If the client or household member is not responsive to this request, and the smoking continues in the staff member's vicinity, the staff member can use their discretion to end the service visit and should document this in their service notes.

If there is something that is identified that a staff member is comfortable addressing with the client, it is recommended to hold a conversation and document this in the service visit notes. If there is anything identified that may be illegal or poses any serious risk of harm, the staff member should leave the visit, document this in the service notes and discuss with their supervisor if any third-party reporting needs to be involved based on the information and on a case-by-case basis.

If a staff member is on a home visit and the client has animal(s) that may be aggressive, bothersome, or highly disruptive in the space providing service; the staff member should discuss with the client solutions for the animal during the visit. Examples may include having the animal stay in their cage or secured in another room during the visit. If the staff member is physically being agitated by the animal (scratching/nipping) or threatened by the animal, and the client does not support removing the animal, the staff member can leave the service visit and document this in the service notes.

If or when there is a circumstance of bug infestation in the client's home which may be bed bugs, cockroaches, or a similar genre of vermin; if the staff member knows ahead of time, they can provide the client with resources over the phone to best support alleviating the issue. If a staff member is already at the client's home and learns of this information or witnesses firsthand the presence of infestation and obvious concern for the spreading of these specimens onto their own clothing or work gear, they can use their discretion to terminate the service visit that day. The staff member should document this in the service notes.

If there is ever a circumstance when a staff member encounters a client or a household member who behaves in a way that is sexually suggestive, threatening, or harassing, at any point that staff member can terminate the visit. The staff member is encouraged that if inappropriate comments are being blurred as intended for humor, that they address this directly with the client and communicate what concerns are inappropriate and ask that it discontinue. If the client or household member is not receptive and otherwise continues and or engages in sexual advancements by virtue of language, physical touch, or other obvious behaviors, the staff member should end the service visit and document this in the service notes and report it to their supervisor.

If at any point in time during a service visit, a staff member is directly threatened by or the threat of violence insinuated or projected, the staff member should terminate the service immediately. Depending on nature or severity, if the situation becomes explicitly violent or life threatening, the staff member should call 911 right away and remove themselves immediately towards their locked vehicle or safely leave the area until law enforcement personnel arrive. If a client or household member is excessively swearing at, berating, yelling, or barraging the staff member with pervasive and inappropriate use of language that is demeaning, offensive, and cannot be redirected with the ask to stop; the staff member should end their service visit and document this in the service report.

Outline of Home Visit Safety Protocols:

Pre-Visit Preparation:

- Obtain and review all available information about the person and their home environment before the visit.
- Conduct a risk assessment to identify any potential hazards or concerns.
- Discuss any potential hazards or concerns with supervisor; look for alternatives to the home visit.

- Plan visits during daylight hours whenever possible.
- Inform a supervisor or designated contact person about the visit schedule and expected duration. Ensure your service visit with location and duration are added to your Salesforce calendar.

Personal Safety:

- Carry a fully charged mobile phone at all times.
- Use a GPS or map to plan the safest route to and from the person's home.
- Park in a well-lit area and ensure the vehicle is locked.
- Avoid carrying large sums of money or valuable items.

Upon Arrival:

- Assess the external environment for any immediate safety concerns.
- Introduce yourself and explain the purpose of the visit to the person and any other individuals present.
- Maintain awareness of exits and avoid being isolated in rooms without clear escape routes.

During the Visit:

- Wear your Future In Sight ID badge at all times when on-site.
- Maintain professional boundaries and be aware of personal space.
- Be vigilant for any signs of aggression or threats. If you feel unsafe, leave immediately and contact your supervisor.
- Avoid discussing sensitive or controversial topics that may provoke strong reactions.

Communication:

- Record your scheduled visit with client name and address in your Salesforce calendar, subsequently synced into your Microsoft outlook calendar.
- Use a code word or phrase to discreetly signal if you are in danger and need assistance.

Incident Reporting:

- Report any incidents, threats, or safety concerns to your supervisor as soon as possible.
- Complete an Accident/Incident Report Form, detailing the nature of the incident and any actions taken.

Safety Protocols for School and Community-Based Work:

To maintain the safety and well-being of employees providing services offsite, Future In Sight requires the following protocols be followed when working in schools or community settings:

1. Site Orientation and Clearance

- Ensure you have received proper clearance (e.g., background checks, school-specific approvals) before initiating services.
- Familiarize yourself with the site's emergency procedures, including fire exits, lockdown protocols, and contacts.

2. Professional Identification

- Wear your Future In Sight ID badge at all times when on-site.

- If applicable, also wear or carry any identification or credentials required by the school or facility.

3. Communication and Check-In

- Record your scheduled visit with client name and address in your Salesforce calendar, subsequently synced into your Microsoft outlook calendar.
- Keep your mobile phone charged and accessible during visits.

4. Emergency Protocols

- In the event of an emergency, follow the protocol of the location you are in and notify your supervisor as soon as it is safe to do so.
- Carry any emergency contact cards or health/safety information provided by Future In Sight.

5. Personal Safety Measures

- Avoid entering unsafe environments. If something feels unsafe (e.g., hostile behavior, poor facility condition), remove yourself and report to your supervisor immediately.
- Maintain appropriate professional boundaries at all times.

6. Incident Reporting

- Immediately report any incidents, including injuries, threats, or unsafe conditions, to your supervisor using the organization's incident report form.

7. Respect for Host Site Policies

- Adhere to all safety and conduct policies of the school or facility you are visiting.
- Report any observed violations or concerns to your supervisor or the designated site contact.

Employee Safety Handbook Revisions Log

This log provides a record of all substantive updates to the Employee Safety Handbook. Employees are expected to review updates and direct questions to their supervisor.

Last Reviewed: 9/4/2025

Revision Date	Section(s) Updated	Summary of Changes	Approved By	Employee Acknowledgment Required (Y/N)
09/4/2025	Updated protocols under Threats and Acts of Violence. Added the following sections: • Joint Loss Management Committee • Roles & Responsibilities • Safety Protocols for Home, School & Community-Based Work • OSHA Risk and Exposure Procedures • Motor Vehicle Safety • Accident and Incident Reporting & Investigation • Disciplinary Policy Regarding Safety Policies • Training Requirements for Safety and Health • Addendum A: Employee Assignments • Addendum B: Accident/Incident Report Form • Addendum C: Safety Protocols for Home Visits, School & Community-Based Work • Employee Safety Handbook Revisions Log	Update Safety Handbook to meet DOL requirements and best practice standards	Joint Loss Management Committee	Yes

[MM/DD/YYYY]	[Section Name]	[Brief description of the change]	[Name/Title]	[Y/N]
[MM/DD/YYYY]	[Section Name]	[Brief description of the change]	[Name/Title]	[Y/N]

Instructions for Use

Revision Date: The date the change was finalized or approved.

Section(s) Updated: Indicate which part(s) of the handbook were updated (e.g., “Remote Work Policy,” “Code of Conduct”).

Summary of Changes: Provide a brief description of what was changed.

Approved By: List who authorized the change (e.g., HR Director, Executive Director).

Employee Acknowledgment Required: Note if a signed acknowledgment is needed for this revision.

Employee Notification and Acknowledgment

Significant changes to the Employee Handbook will be shared with employees via [e.g., email, company portal, staff meetings]. Employees are responsible for reviewing changes and, when required, signing an acknowledgment form.