

APPENDIX D – SAFETY MANUAL

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APPENDIX D – SAFETY MANUAL

- A. **PURPOSE:** To provide a safe and healthy environment for members, employees, and visitors.
- B. **INTRODUCTION:** This manual provides key safety policies and procedures to protect everyone, fostering a secure and productive environment while minimizing risks.
- C. **GENERAL SAFETY POLICIES:**
1. **Employee Safety Training:** As part of onboarding, all employees must complete safety training to ensure a secure workplace. This training covers:
 - a. Workplace Hazards: Identifying and mitigating risks.
 - b. Safety Equipment: Proper use and locations of fire extinguishers, gas shut-offs, master circuit breakers, and water main shut-off.
 - c. Emergency Response: Using an AED, administering basic First Aid, performing CPR.
 - d. Incident Reporting: Completing a standardized Incident Report Form for any safety- related event in PSC.
 2. **Personal Protective Equipment (PPE):** Employees must wear appropriate personal protective equipment (PPE) for their tasks. The types of PPE required may include:
 - a. Masks and/or respirator
 - b. Protective eyewear
 - c. Gloves; disposable and leather
 - d. Hearing protection when using certain tools.
 - e. Knee pads
 - f. Step stools with a handle.
 3. **Supplies & Safety Compliance:**
 - a. Maintain clean and functional cleaning tools, including mops, buckets, rags, antibacterial cleaners, and restroom disinfectants.
 - b. Ensure all Material Safety Data Sheets (MSDS) are stored in a clearly labeled notebook beside the large first aid kit, providing easy access to first-aid guidance for every chemical used in PSC.
 4. **Workplace Cleanliness & Safety Guidelines:** A clean and organized environment helps prevent accidents and promotes workplace efficiency.
 - a. Employees must adhere to the following practices. Keep work areas clean and free of unnecessary clutter.
 - b. Empty trash bins frequently to prevent overflowing.
 - c. Immediately clean up spills using absorbent crystals. Place caution cones around the area until thorough cleanup is complete.
 - d. Store tools and equipment properly. Inspect all cords and plugs for damage - any with chips or tears must be removed from operation until repaired or replaced.
 - e. Use only UL-approved extension cords and power strips suited to the intended purpose.
 - f. Dispose of waste in designated containers.

- g. **Flammable Storage:** Store all flammable materials only in the garage area, in fire-safe containers with proper ventilation.

D. EMERGENCY PROCEDURES

1. **Fire Safety Procedures:** In the event of a fire, employees must follow these steps to ensure a safe and orderly evacuation:
 - a. **Activate the Fire Alarm:** Immediately trigger the alarm to alert all occupants.
 - b. **Announce the Evacuation:** Use the public address system or a megaphone to instruct people to evacuate via the nearest exit. If safe to do so, personally check occupied areas and announce the evacuation.
 - c. **Avoid Elevators:** Never use elevators in the case of a fire or gas leak.
 - d. **Use Designated Stairwells:** Evacuate via the East emergency stairwell and the main stairwell from the basement.
 - e. **Proceed to the Assembly Point:** Gather at the designated meeting locations:
 - i. West Side Patio
 - ii. Sidewalk on the East Side of the Building
 - f. **Account for All Personnel:** Report to the supervisor with a headcount to ensure everyone is safely evacuated.
2. **Medical Emergencies:** In case of a medical emergency:
 - a. Call 911 immediately; if time allows, notify local police or fire services.
 - b. Staff should be trained in basic first aid.
 - c. Keep the injured person comfortable, immobilize injured extremities, apply pressure to heavy bleeding, and avoid assisting them up—wait for paramedics.
 - d. Stay with the injured person until help arrives.

E. NATURAL DISASTERS: **Severe** weather events—such as high winds, hail, bomb blizzards, and tornadoes — pose risks to PSC occupants. To ensure safety, follow these procedures:

1. **Stay Informed:** Keep a weather emergency radio on when PSC is occupied and follow local authority instructions.
2. **Seek Shelter:** Use designated safe areas, avoiding windows and unsecured objects.
3. **Reference Guides:** Consult the Douglas County *Disaster Preparedness* flip chart as needed.
4. **Weather Alerts:** Understand the difference between a *WATCH* and a *WARNING* and act accordingly.
5. **Tornado Protocol:** If a *WARNING* is issued, move to the PSC basement, report a headcount to an external contact, and remain in place until it is safe.

F. INCIDENT REPORTING PROCEDURES: **All** incidents involving PSC personnel or faulty equipment must be reported to a supervisor. The report should include:

1. **Official Documentation:** Complete the *Incident Report* form, ensuring it is signed for insurance purposes.
2. **Incident Details:** Record the date, time, and location.

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3. People Involved: Provide names and contact information for victims and witnesses.
 4. Objective Description: Outline the incident using factual details only—no opinions.
 5. Response Actions: Specify actions taken and by whom.
 6. Emergency Services: Note which departments responded and the number of personnel from each.
 7. Facility Damage: Document any impact on PSC areas.
 8. Preventative Measures: Suggest strategies to reduce future incidents.
- G. **INCIDENT INVESTIGATION PROCEDURES:** All incidents will be investigated by Board Members, a Safety Committee person, or designated personnel. The investigation will:
1. Determine the cause of the Incident.
 2. Identify any violations of safety policies.
 3. Recommend corrective actions.
 4. Document the findings.
- H. **WORKPLACE HAZARD IDENTIFICATION:** Encourage employees to actively identify hazards by reporting unsafe conditions, suggesting improvements, engaging in Safety Committee meetings, and adhering to Worker's Compensation Insurance Policy requirements.
1. Ensure clear, well-placed hazard signage throughout the facility.
 2. Use 3D signs for fire extinguishers and AED locations.
 3. Post "Watch Your Step" warnings as needed.
 4. Display a large, easy-to-read floor plan near elevators and exit doors, marking emergency exits.
 5. Install glow-in-the-dark EXIT signs above every classroom door and near the door jamb (within 18" of the floor).
 6. Label plumbing pipes with contents and flow direction.
 7. Clearly mark emergency water and gas shut offs.
 8. Place fireman's roof truss designation signs on all four exterior sides of the building.
 9. Identify the location of the FIRE STANDPIPE with exterior signage.
 10. Mark the main gas shut off outside the building.
 11. Store gasoline in a yellow fire safety cabinet when kept in a garage.
 12. Ensure all emergency exit doors are properly labeled.
- I. **REGULAR INSPECTIONS:** Conduct quarterly inspections to identify hazards and ensure safety. Inspections should:
1. Check equipment condition and workplace practices.
 2. Identify risks and report findings to the Board of Directors.
 3. Verify compliance with safety standards.
 4. Ensure fire extinguishers are fully charged.
 5. Keep the Commercial Grade First Aid Kit (minimum for 50 people) stocked.

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6. Install and maintain Eyewash stations (one in the kitchen) with clear signage.
7. Confirm AED servicing, calibration, and inspection tagging per manufacturer guidelines.

J. SAFETY COMMUNICATION:

- a. Maintain a functional bullhorn for emergency alerts and evacuation procedures.
- b. Conduct regular meetings to address safety concerns, review incidents, update policies, and provide training.
- c. Comply with County, State, and Federal posting requirements. Use the board for safety tips and upcoming training schedules.
- d. A copy of the Safety Policies and Procedures Manual will be included in the Operations Manual and distributed to the PSC Manager, Board President, and Safety Committee Chairperson for dissemination.