

# SAFETY COMMITTEE POLICIES & PROCEDURES

**PURPOSE:** To ensure that the Lou Walker Senior Center's members and staff are aware and knowledgeable of the necessary steps that need to be taken during emergency and hazardous situations.

## **RESPONSIBILITIES:**

- Inspect LW building for appropriate safety signs, route maps, and proper emergency equipment (fire extinguishers, defibrillators, blood pressure cups, first-aid kit, etc.). Also, inspect back parking area for safety. Report to LW Safety Coordinator any safety issues found.
- Ensure a documented Safety Plan of Action is in place that describes the steps to take during emergencies. Plan should identify potential hazards that could be harmful, and, procedures to prevent accidents. **\*\***(Risk Assessment: fire, tornado, gun violence, natural disaster, explosion, utility outage, lockdown, etc.).
- Work with LW Safety Coordinator to ensure drills are performed throughout the year, assisting with all evacuations. Wear safety vests during emergencies, or when requested. Vests remain with LW Safety Coordinator.
- Post a list of Emergency Information that can be viewed by members and staff. (Closest Police/Fire Depts, Yearly COE Fire Marshalls, Security)
- Maintain 5 committee members, with 16 total safety volunteers (to include committee members) to cover the 8 Evacuation Zones.
- Distribute safety information to members, keep up with fire safety and other county or state events; share with COE, LW Staff, and members.

## **GUIDELINES:** Know the differences.

- **Physical.** Noise, vibration, lighting, electrical, heat and cold, nuisance dust, fire/explosion.
- **Chemical.** (Gases, dusts, fumes, vapors, liquids, and toxic properties of the chemical).
- **Radiation.** (Microwave safety).
- **Psychological.** (Repetitive movements, improper devices, etc.).
- **Biological.** (Bacteria, viruses, insects, plants, birds, animals, and humans, etc.).
- **4 FATAL HAZARD EVENTS:**
  - Falls.
  - Electrocutions.
  - Being Struck by an Object.
  - Being Caught in or between an Object.