

POLICY

The Poverello Center, Inc. maintains a safe work environment that includes safety policy and rules, safety inspections, preventative maintenance, training in safety, first aid, accident investigation and maintenance of records of these activities.

PROCEDURE

- I. Records generated by the safe work environment program at TPC shall be maintained in a binder (or electronically stored) in the CEO's office.
- II. TPC's safe work environment is maintained by each employee, volunteer or manager/director following agency policies and rules created to ensure worker, volunteer and client safety.
- III. Safety inspections occur quarterly as performed by the QA & Safety Committee.
- IV. Preventative maintenance is documented on each truck, and major piece of equipment.
- V. The agency maintains training logs on First Aid, CPR and Other types of safety training.
- VI. When accidents occur, there is an accident investigation by the QA & Safety Committee.

Signature: _____



Date: _____

6/7/19

Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: 11.23.2016

Date Established: 04.01.1997

Date Revised: 06.06.2016; 07.09.2017; 06.07.2019