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Purpose of This Section:

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all agency activities. The agency's safety measures are intended to protect the employee against injury and minimize the potential loss of production.

Procedures:

- (1) Before driving an agency vehicle or personal vehicles for agency purposes, all employees must: *(Added February 1995)*
 - Inform their supervisor if they are experiencing any pain that may inhibit their ability to drive such as chest, stomach, head, back or other unexplained symptoms such as dizziness that may cause harm to the driver, passengers or other drivers on the highway *(Added February, 1995)*
 - Inform the personnel office if their licenses have been suspended or revoked or any traffic violations that may term him/her as a high-risk on the insurance policy *(Added February, 1995)*
 - Read and abide by the safety precautions placed on the visor of each agency vehicle *(Added February, 1995)*

- (2) Safety rules include:
 - Filing a police report when agency vehicle is involved in accidents/vandalism *[Added June 1996]*
 - Cellular phones should not be used while operating an agency vehicle. It is recommended that the phone be turned off while driving in order that driver may not be distracted. *(Added October 1999)*
 - Reporting accidents, whether due to personal injury and/or damage to agency equipment or vehicle
 - Wearing seat belts in all agency vehicles
 - Not wearing earphones at anytime while driving any agency vehicle
 - Keeping agency premises and vehicles inspected for:
 - First-aid kits in all locations and agency vehicles
 - Fire extinguishers in all agency vehicles and locations
 - Keeping all areas free of debris and trash

- (3) Employees shall report all injuries (no matter how slight) to their supervisor immediately. Employees should also report to their supervisors anything that needs repair or is a safety hazard. Below are some general safety rules. Your supervisor or project director may

post other safety procedures in your office, center, or work area. Supervisors will ask employees to:

- Avoid overloading electrical outlets with too many appliances or machines
- Use flammable items, such as cleaning fluids, with caution
- Walk — don't run
- Use stairs one at a time
- Report to your supervisor if you or a co-worker becomes ill or is injured
- Ask for assistance when lifting heavy objects or moving heavy furniture
- Keep cabinet doors and file and desk drawers closed when not in use
- Sit firmly and squarely in chairs that roll or tilt
- Wear or use appropriate safety equipment as required in your work
- Avoid "horseplay" or practical jokes
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats, hearing protectors, etc., in designated areas or when working on an operation which requires their use.
- Keep your work area clean and orderly
- Stack materials only to safe heights
- Watch out for the safety of fellow employees
- Use the right tool for the job, and use it correctly
- Wear latex gloves whenever handling blood/body secretions, e.g., soiled diapers, oral care, open cuts, flaky skin/eczema or weeping lesions
- Operate motorized equipment only if authorized by your immediate supervisor. All operators of agency vehicles must be approved by agency's insurance company— following a driver's license check.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

(4) Safety rules when operating machines and equipment:

- Machine guards must be in place while machines are in operation
- Loose clothing, jewelry or rings must be removed before operating machinery
- You must have steel toe shoes and (if necessary) prescription eye protection to start the job
- Required personal protective equipment, except for prescription glasses and steel toe shoes, will be issued to you by your supervisor.

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- (5) The agency will continue to provide clean, safe and healthy place to work and will provide the best equipment possible. Employees are expected to work safely, to observe all safety rules and to keep the premises clean and neat. Carelessly endangering oneself or others may lead to disciplinary action, including possible dismissal.

Purpose of this Section:

As a federal grantee, agency associates are required to report fraud, waste, abuse, and expose corruption under Federal Grants, Cooperative Agreements and Government Contracts.

Procedure:

- (1) Allegations and reports of fraud, waste, and abuse are kept confidential, and those who report suspected or alleged misdeeds may decline to give their names if they choose to remain anonymous.
- (2) AACS staff and associates are encouraged to first report suspected fraud, waste, and abuse (or corruption) within the agency to the Executive Director or Chairperson of the Board. (This is intended to permit the agency's administration to investigate, verify, and resolve the allegations, and take corrective/disciplinary action as needed.)
- (3) Reports may also be submitted to the Inspector General of the Department of Health and Human Service (1-800-368-5779) for federal grants/contracts or to the Kentucky Attorney General's Frankfort office (502-564-7600) for state-funded grants/contracts. The Kentucky Auditor of Public Accounts also maintains a toll-free fraud, waste, and abuse hotline (1-800-592-5378), "KY-ALERT."
- (4) Employees who raise allegations of fraud are protected by the Sarbanes-Oxley Act about whistle blowing. The agency will neither threaten nor take any action against the reporting employee as a reprisal for making a good-faith complaint. HR will conduct an appropriate follow-up interview if an employee reports retaliation. (Added August 2008)

Purpose of this Section:

AACS staff shall endeavor to reduce environmental waste and conserve energy use in support of the agency's commitment to environmental concerns.

Procedure:

- (1) The AACS is committed to:
 - Help reduce landfill demands
 - Monitor and improve agency waste disposal practices
 - Help reduce energy demands.
- (2) The AACS shall:
 - Employ appropriate internal recycling programs
 - Promote employee and community environmental understanding
 - Seek to improve agency conservation practices
 - Monitor environmental technological improvements and adapt agency practices accordingly
 - Purchase environmentally conscious, durable and non-disposable, recyclable, and fewer toxic component products.
- (3) The AACS encourages solid waste awareness and promotes the recycling and reuse of valuable environmental/natural resources.
- (4) All AACS staff are encouraged to be environmentally-conscious and strive to keep solid wastes to a minimum and to conserve energy usage insofar as practicable.

WORKPLACE VIOLENCE
[Section Added June 1996]

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Purpose of This Section:

Workplace violence has become a major concern to AACS. The agency's workplace violence procedures are intended to protect its staff and participants against harm from violence in the workplace.

Procedure:

- (1) Workplace violence includes:
 - Hitting, slapping, shoving, threatening, or coercive behavior
 - Cursing, loud disagreements
 - Throwing object at another person
 - Other types of behavior which may constitute violent behavior
- (2) AACS strictly prohibits the carrying of concealed or unconcealed weapons on agency's property by employees, clients, visitors, vendors and/or other persons.
- (3) Violation of this policy will result in disciplinary action and possible termination of an employee.