

3.

Promotion of Persons Served Health and Safety

D. Safe Transportation with Provisions for Handling Emergency Situations

1. Emergency Care and Transport: In case of accident or illness of an individual served or staff member, appropriate first aid will be provided immediately.

All Direct Support Professionals shall receive training in First Aid.

If serious illness or injury requiring medical treatment occurs, the victim will be taken to a local medical facility for treatment. If the clinic is closed, the victim will be taken to the local hospital Emergency Room. If the victim required Emergency Room care, the hospital shall be notified prior to arrival.

Appropriate telephone numbers of the local facilities shall be located near each telephone in the facility.

When an ambulance is necessary, dial 911, inform the operator of the location and the type of injuries.

- a. In all instances, the injured or ill person shall be accompanied to the clinic or hospital by a staff member.
- b. No individual served shall be taken or sent home without assurance that there will be someone available to care for them.
- c. No staff member shall leave a Persons served unattended under any circumstances.

An Accident Report shall be completed as soon as possible following the event, and the appropriate Program Administrator or Program Director shall notify the caregiver, and the county Case Manager.

2. Buildings and Equipment:

- a. Hazards: All hazardous materials, chemicals, and equipment will be stored in places inaccessible to the persons served, except when the Persons served(s) are engaged in activities requiring their use.

Hazardous substances will be identified and their containers labeled with the names of the hazardous substances, the appropriate hazard warnings, the name and address of the chemical manufacturer, importer or other responsible party.

If necessary, information sheet covering hazardous effects and properties of hazardous substances and harmful physical agents to which employees may be exposed will be obtained from the manufacturer and will be available in the program area and the corporate offices. These safety data sheets will be updated as needed and kept on file until the hazardous material is no longer used.

A handrail will be provided on ramps or stairs.

- 1. Ramps, corridors and exits will remain unobstructed at all times. External areas surrounding the building will be kept free of debris and safety hazards.
 - 2. Baseboard heating units will be covered and will not be touching flammable materials.
- b. First Aid Kits: First Aid Kits will be kept in vehicles used for transportation, and various locations throughout a resident or work area.

Each First Aid Kit will also have an approved handbook kept in or next to it.

- c. Fire Extinguishers: Fire Extinguishers are located in all buildings as indicated by the Fire Marshall. They will be inspected annually, and recharged if necessary. Exits will be properly located, and marked, and lighted as required. All staff will be trained in the proper use of fire extinguishers on a periodic basis.
- d. Telephones: Each program will have at least one telephone which is not coin-operated or in a locked room, so that is always available.

Emergency numbers will be posted by each phone.

3. Safe Transportation

Policy: It is the policy of this Department of Human Services (DHS) licensed provider Meridian Services, Incorporated to promote safe transportation, with provisions for handling emergency situations, when this program is responsible for transporting persons receiving services.

Procedures:

- a. This program will ensure the following regarding safe transportation:
 1. Equipment used for transportation, including vehicles, supplies, and materials owned or leased by the program, will be maintained in good condition by following the standard practices for maintenance and repair, including any ramps, step stools, or specialized equipment used to help people enter or exit the vehicle.
 2. Vehicles are to be kept clean (interior and exterior).
 3. Staff will report all potential mechanical problems immediately.
 4. Staff will report all potential equipment, supply and material problems immediately.
 5. Staff will report all accidents immediately.
 6. Staff will report all vehicle maintenance and concerns to their supervisor.
- b. The program will ensure the vehicle and drivers are properly insured when transporting persons served by the program.
- c. All staff will follow procedures to ensure safe transportation, handling, and transfers of the person and any equipment used by the person when assisting a person who is being transported, whether or not this program is providing the transportation. When the program is responsible for transportation of the person or a person's equipment, staff will utilize the following assistive techniques:
 1. Staff will provide assistance with seatbelts, as needed to ensure they are correctly fastened.
 2. Staff will assist with the use of any ramp or step stools to ensure safe entry and exit from the vehicle.

3. Staff will ensure all supplies or equipment, including wheelchairs and walkers or other mobility aids used by a person, specialized equipment using proper vehicle restraints are properly secured before the vehicle is in motion.
 4. Staff will comply with all seat belt and child passenger restraint system requirements under Minnesota Statutes, sections 169.685 and 169.686 when transporting a child. (Refer to section 4 of this policy)
- d. Program vehicles are to be utilized exclusively to for the purpose of transporting persons served by this program, and equipment and supplies related to the program.
- e. Staff will be responsible for the supervision and safety of persons while being transported.
1. When the vehicle is in motion, seatbelts are to be worn at all times by all passengers, including the driver and all passengers.
 2. Staff must be prepared to intervene in order to maintain safety if a person being transported engages in known behavior that puts the person, the driver, or other passengers at risk of immediate danger of physical harm.
- f. Staff will be prepared for emergencies to ensure safety. Vehicles will be equipped with the following in case of emergency:
1. Name and phone number of person(s) to call in case of emergency.
 2. First aid kit and first aid handbook.
 3. Proof of insurance card and vehicle registration.
- g. In the event of a severe weather emergency, staff will take the following actions:
1. Monitor weather conditions. Listen to local television or radio or a weather-radio for weather warnings and watches.
 2. Follow directions for the need to change plans and activities, or seek emergency shelter.
 3. Inform passengers why plans and activities have changed. Assist passengers remain calm.

- h. All staff are required to follow all traffic safety laws while operating the program vehicle. This includes maintaining a valid driver's license, wearing seatbelts, and obeying traffic signs while operating program vehicle.
- i. All staff are prohibited from smoking, eating, drinking, or using cellular phones or other mobile devices while operating the program vehicle.

4. Vehicle Use

- a. Using Company Vehicles: Company vehicles will be limited to the following uses, in prioritized order:
 - 1. Staff and persons served of Meridian Services, Incorporated during regular program hours.
 - 2. Staff and persons served of Meridian Services, Incorporated for program-related business or program during times other than regular program hours.
 - 3. Programs and services for other disabled or elderly persons after 4:00 PM weekdays, and on weekends.
 - 4. Programs and services for other disabled or elderly persons during Meridian Services, Incorporated's program hours (if coordination of schedules can be arranged).
 - 5. In general, Meridian Services staff will not be available as drivers for other organizations or individuals.
 - 6. Drivers for other organizations or individuals must be approved in advance by the appropriate Meridian Services, Incorporated supervisory or administrative personnel.
 - 7. Other organizations or persons using a Meridian Services, Incorporated vehicle will pay Meridian Services, Incorporated a mileage rate established for each vehicle, or a flat fee for short-distance use. Groups other than Meridian Services will be limited to using a Meridian Services vehicle within a fifty (50) mile radius of the site location.

- b. Vehicle Fueling: A local gas station will be selected for Meridian Services, Incorporated use in each town. The assigned station should be used when the vehicle is being filled. Sign your name and which vehicle you are servicing on the charge slip and give to the business office. Enter the gallons, dollar amount, and the mileage in the vehicle log book.
- c. Vehicle Keys: Keys will be kept in a designated place. Always return them there.
- d. Vehicle Insurance: Vehicle insurance is with: Zurich
Agent: Christianson Group

Christianson Group
11100 Bren Road West
Minnetonka, Minnesota 55343

- e. Vehicle Parking: Always return the vehicle to its proper place after use. Close the windows, remove the trash, lock the vehicle, and return the keys.
- f. Driver Orientation: Each driver of a company vehicle must complete an annual general driver orientation program which addresses:
 - 1. Valid driver's license
 - 2. Acceptable driving record
 - 3. Training of vehicle operators, including training to operate the vehicle, handling and transferring of persons served and materials, and emergency road procedures review of these policies.
- g. Safety Restraints: Safety restraining devices shall be available and used in all vehicles.
- h. Safety Equipment: Each vehicle shall be equipped with a well-maintained first aid kit, fire extinguisher, emergency instructions, and current insurance papers.

4. Child Passenger Restraint Systems:

- a. Every motor vehicle operator, when transporting a child who is both under the age of eight and shorter than four feet nine inches on the streets and highways of this state in a motor vehicle equipped with factory installed belts, shall equip and install for use in the motor vehicle, according to the manufacturer's instructions, a child passenger restraint system meeting federal motor vehicle safety standards.
- b. No motor vehicle operator who is operating a motor vehicle on the streets and highways of this state may transport a child who is both under the age of eight and shorter than four feet nine inches in a seat of a motor vehicle equipped with a factory-installed seat belt, unless the child is properly fastened in the child passenger restraint system. Any motor vehicle operator who violates this is guilty of a petty misdemeanor and may be sentenced to pay a fine of not more than \$50. The fine may be waived or the amount reduced if the motor vehicle operator produces evidence that within 15 days after the date of the violation a child passenger restraint system meeting federal motor vehicle safety standards was purchased or obtained for the exclusive use of the operator.
- c. A Child Passenger restraint system: means any device that meets the standards of the United States Department of Transportation, is designed to restrain, seat, or position children, and includes a booster seat.
- d. When a child is transported, Meridian Services, Incorporated must comply with all seat belt and child passenger restraints system requirements under section 169.685 and 169.686.
 1. Seat belt requirements: A properly adjusted and fastened seat belt, including both the shoulder and lap belt when the vehicle is so equipped, shall be worn by the driver and passenger of a passenger vehicle.
 - 2.. A person who is 15 years of age or older and who violates the above paragraph is subject to a fine of \$25, The driver of the vehicle in which the violation takes place is subjected to \$25 fine for each violation by the driver or by a passenger under the age of 15, but the court may not impose more than one surcharge on the driver, The Department of Public Safety shall not record a Violation on the person's driving record.

e. Training Requirements

- a. Before Meridian Services, Incorporated transports a child or children under the age of nine in a vehicle, the person transporting the child must satisfactorily complete training on the proper use and installation of child restraint systems in motor vehicles. Training completed under this section may be used to meet initial or ongoing training under (Minnesota Rules, part 2960.3070, subparts 1 and 2).
- b. Training must be at least one hour in length, completed at orientation or initial training and repeated at least once every five years. At a minimum, the training must address the proper use of child restraint systems based on the child's size, weight, and age, and the proper installation of a car seat or booster seat in the motor vehicle used by the Meridian to transport the child or children.
- c. Training must be provided by individuals who are certified and approved by the Department of Public Safety, Office of Traffic Safety.

