HAWTHORNE GROUP, INC.

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Safety Program

The Hawthorne Group, Inc. providing Nursing Pool services, is committed to the maintenance of safety for clients/patients, family care givers and employees. Any and all measures will be maintained to ensure safety in the office, patient's place of residence and in the community being served.

By assessing and managing the environment of care (EOC) along with the care being provided to our clients, we strive to reduce and control hazards and risks associated with the service provided.

Procedure:

1. Assess and identify potential hazards that can cause accidents and/or injuries to our clients, their families and our employees.
    a. Implement processes that will identify such hazards and prevent accidents and/or injury.

2. Ensure that equipment placed in the patient's environment is;
    a. Appropriate for the setting
    b. In proper working order.
        - All medical equipment has been checked and approved for use by the medical supply provider.
    c. The patient, family and employees are given proper instructions on the use and care of the equipment to be able to make decisions regarding safe and continued use of the equipment used in the care process.

3. Establish methods of implementation and training to maintain safety of the organization's staff in the office, Community and patient's home.

Management of Environment:

1. Identify the physical characteristics and processes of the various environments that are necessary to meet the safety goals
    a. Establish methods of educating staff, care givers and patients
        - Competency validation as applies to the person's role
        - Develop methods for educating how to access support systems and carry out work processes.
        - Educate patients and families on skills and processes needed to manage care safely in their environment.
        - Assist patient and family to establish a safe process for handling emergency situations.
2. Establish a method for monitoring, managing and reporting on the EOC. To include:
    a. Current levels of performance and areas requiring improvement.
    b. Actions to be taken for improvement if needed.
3. Processes are established to report and document all incidents/accidents and injuries.

Safety Philosophy:

We feel that the safety of each client and employee is of primary importance.

Clients will be provided with staff that have skills, training and support to be able to provide and maintain a safe environment in our Client's homes in keeping with the highest standards.

The personal health and safety of each employee is of the utmost importance. The prevention of occupational injuries and illness will be paramount. Ergonomic training will be provided along with supplies and devices to aide in keeping our employees safe.

We maintain a Safety and Health program in keeping with best practice. This will require cooperation in safety and health matters between Leaders and employees as well as coworkers with each other and with the clients and family members. Only through such cooperative efforts can safety measures be established and maintained for the interests of all.

Methodology:

1. There will be a Safety Committee in place. Members will be established yearly and will meet quarterly.
    a. Safety Committee will be made up of a Safety Officer, a Leader, and other employees.
2. The client's environment will be assessed initially upon admission to our services and ongoing basis during subsequent visits.
3. Each incident/injury will be reported , recorded, resolved with prompt and thorough investigation accompanied by a plan for prevention of re-occurrence.
4. There will be a Safety Program in place that will include:
    a. Provision of mechanical and physical safeguards
    b. Health and safety Training for employees
    c. Provision of PPE
    d. Enforcement of Health and Safety Rules as conditions of employment

Responsibility:

We recognize the responsibility for safety is a shared obligation.

1. The employer is responsible, and accepts this responsibility for leadership of the health and safety program, for it's effectiveness and improvement.
2. Leaders are responsible for developing the proper attitudes for health and safety for themselves as well as those they lead. Ensuring that safety operations are maintained for the safety of the client/patient, family members, caregivers and all personnel involved.
3. Employees are responsible for genuine cooperation with all aspects of the safety program. Including compliance with the rules and regulations and for continuing safe practices while performing their duties.
4. Clients are responsible for providing a safe environment in their homes for their caregivers to be able to provide that care.

Revised/Reviewed: 1/2023

Employee Health and Safety Training

All employees will receive Health and Safety Training when hired and on a yearly basis after that.

The below list of training subjects is not intended and should not be construed to be an exhaustive list of all training that will ever be done. The type and amount of training an employee will receive will depend on the employee's position, work location, responsibilities, Client's requirements, the Organization's requirements, State and Federal requirements.

This list is reviewed and updated as needed on a yearly basis.

- Fire Safety
- Emergency / Disaster Action and Planning
- Ergonomics
- HIPPA
- Driving Safety
- Adult Protective Services
- Infection Control
- Blood Borne Pathogens
- Oxygen Safety
- Suicide Prevention
- Workplace Violence
- Cultural Diversity Competency
- S.C.A.T.S. (State of Nevada Employee Rights and Responsibilities)Only one time when hired.

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