

# Safety and Risk Management Newsletter



## August 2017

### Summer Program Safety

As August starts it is important to take a moment and remind your teams about key safety rules and expectations for programs. Many of our seasonal staff will start to prepare for what is next and staff have become comfortable with the routine of the program.

Key items to keep an eye out for and address are as follows.

- Be present in programs and immediately address a drift from standards.
- Last week we had 7 staff injuries. Slip/falls and playing were the contributors to 6 of them. Staff should be engaged with the children but not playing full speed or to win. If you supervise staff working with children go over participation expectations, it keeps the kids and the staff safe.
- Promptly address bee nests. If not addressed, the nest will continue to get larger increasing the risk of stings.



- When kids are outside in wet weather make sure activities are appropriately modified to reduce the potential for injuries.

### Shutdown Safety

During August and September many of our branches will perform full or partial shutdowns to detail clean, make changes or overhaul sections of the operation. During this time when new challenges are presented, we must focus on the safety of our members and staff.

Whether it is a carpet replacement or parking lot repair, daily vigilance is required to maintain a safe environment for members when they are coming in and out of our buildings. Every day, conditions at the branch will change and multiple times a day staff should check all areas open to members. Key areas to check are as follows;

- Entrances- does the work being done in the front of the building cause a trip/fall hazard? if so, restrict members from the area and re-route them to a different entrance.
- Hallways- be careful with cords and equipment in the hallways. Keep them to a minimum and put away when done, they are a trip hazard to our members,
- Do not leave power equipment or tools in areas where young children are present.



- When the pool is closed, keep all doors locked and secured to reduce access. Block off the deep end to reduce the chance of a fall.

Staff during this time will be involved in a number of tasks that are not a normal part of their work routine. Their safety is paramount, please follow the guidance below.

- Only approved and trained staff should use any power tool.
- Staff handling chemicals, should have completed Hazzard Communication training and wear appropriate chemical handling gloves and protective eyewear.
- Proper footwear- wear closed toe footwear when working and work boots as appropriate.
- Ladder safety- The Building and Grounds Director should train the staff on safe usage prior to the staff using the ladder. Use the right ladder for the job, do not stand on tables or use makeshift ladders.