

# Safety and Risk Management Newsletter



September 2017

## Safety on the Road

Whether you drive a YMCA owned vehicle or your personal car, many of us drive while on YMCA business. While driving it is important to remain mindful of what is taking place on the road around you.

Distracted driving is most commonly associated with reading and/or responding to e-mails or texts. While those activities must be avoided while your vehicle is moving, distractions come from many other areas including other passengers, eating while driving and dialing the phone even when connected to Bluetooth. In order to remain mindful on the road, eliminate distractions.

While transporting children, the driver's sole responsibility should be driving the vehicle safely. If a child behaves inappropriately, it should be addressed by another YMCA staff member or after the vehicle is stopped.

When using a GPS, make sure to program your GPS before you start.



Position the GPS so you can see the map and hear the audio so you do not take your eyes off the road.

While we drive everyday without incident, don't become complacent on the road. Be mindful at all times to the situation around you when driving, so you arrive safely.

## On-Boarding New Staff

With new programs and staff starting this month, safety policies should be a key component of the training for the staff members. Across all industries, new staff have a higher accident rate for work place injuries. When it comes to the members and children we serve they are less ready to respond compared to seasoned staff. By taking time during their on-boarding, it will prepare them for situations that could present themselves in the work place.

Key areas to cover include the following.

- Proper safety equipment— where is the equipment stored and when items such as rubber gloves should be used.
- Lifting procedures— should be gone over for children and objects. Train staff to use handcarts and where they are located.
- Playing with children— staff should not play full speed during programming. It is a risk



to the kids and staff.

- Incident reporting— when to complete the reports and where they are kept.
- Chemical handling— what chemicals they may work with and where to safely store them.
- Footwear standards— they will be different for lifeguards, front desk and maintenance.

After on-boarding, the next key is to hold them accountable to our standards. The moment you see a drift, address it promptly, to keep our staff working at a high standard.

## Safety Reminder of the Month

With summer programs ending and fall programs starting we are changing out equipment we use. During the process of storing equipment make sure closets are kept in good shape. Heavy items should be stored below shoulder height. Walking spaces should be clear from trip/fall hazards. Secure any heavy standing objects to keep them from tipping.