
DDSD Residential Training Presents...

SAFETY
TRAINING
Participant Manual



State of Oklahoma Department of Human Services
Developmental Disabilities Services Division

Residential

Safety Training

LEARNING OBJECTIVES

Primary Objective:

Upon completion of this training and given the appropriate materials, the participant will be able to discuss and be able to effectively implement a wide variety of health and safety measures around the home and/or residence.

Secondary Objectives:

Participants will be able to accurately:

- Discuss nutritional guidelines and meal planning.
 - List seven methods of proper food handling and storage.
 - Define the term “Universal Precautions” and list four ways to prevent the spread of infection.
 - Discuss safety measures involved with emergency situations such as fires, poisonings, floods, etc.
 - Identify and be able to implement disaster and emergency procedures.
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RESIDENTIAL SAFETY TRAINING

TABLE OF CONTENTS

Introduction	1
I. What foods to Eat and How to Prepare them Safely.....	2
A. Basic Food Groups.....	2
B. Dietary Guidelines.....	4
1. Planning Meals	4
2. Special Diets	5
C. Labeling.....	6
D. Sanitary Food Handling	8
1. Proper Food Storage.....	10
II. Infection Control	13
A. Sources of Infection	13
B. Universal Precautions.....	14
C. The Importance of Immunizations	17
III. Home and Residence Safety	18
A. Fire	19
1. Common Causes.....	19
2. Reducing Fire Related Injuries.....	22
B. Electrical Shock.....	25
1. Common Causes.....	25
C. Chemicals and Dangerous Materials	26
1. Common Causes.....	27
2. If a Poisoning Occurs	28
D. Falls and or Glass Breakage.....	30
E. Lifting and Carrying.....	32

Table of Contents (Cont.)

IV. Working Around the Home	33
A. Tips for the Kitchen	34
B. Tips for the Bathroom	35
C. Tips for Other Household Areas	36
D. Tips for the Yard	37
V. Automobile Safety	39
VI. Accident and Disaster Precautions	41
A. Disaster Supplies and Precautions	41
1. Developing a First Aid Kit	42
B. Tornadoes	44
C. Floods	44
D. Other Serious Injuries	45
1. Injury	49
2. Threats	49
3. Missing Persons.....	49

SAFETY

Primary Objective:

Discuss and be able to effectively implement a wide variety of health and safety measures around the home and or residence

Introduction

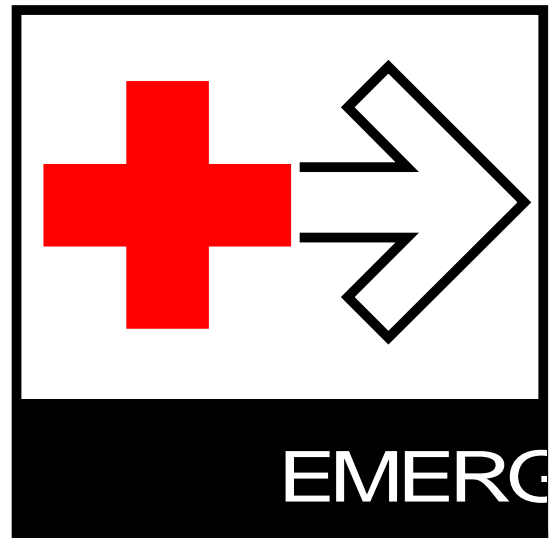
We want to start off this module by first saying something about taking care of the person you work with and yourself, not only physically but environmentally as well. One of the first issues we will discuss is what types of food you should eat and how you prepare them safely.

Foods To Eat And How to Prepare Them Safely

Secondary Objective:

Discuss nutritional guidelines and meal planning.

Food alone cannot make you healthy. Good health also depends upon heredity, environment, lifestyle, and the health care you receive. But, a well-balanced diet based on the United States Department of Agriculture's recommended guidelines can help you stay healthy as well as improve your feeling of well-being.



In general, most meals provide the vitamins and minerals people need and do not need to be supplemented by vitamin tablets. Knowing the foods that supply vitamins and minerals and incorporating them into meals can help people maintain good health.

A well-balanced diet based on the United States Department of Agriculture's recommended guidelines can help you stay healthy as well as improve your feeling of well-being.

• Basic Food Groups

What should we eat to stay healthy? The same rules for good nutrition that apply to you also apply to the people you serve. Different nutrients and vitamins, each with unique purposes, are found in different foods.

FOODS AND ASSOCIATED NUTRIENTS	
FOODS	NUTRIENTS PROVIDED
BREADS, CEREAL, RICE, AND PASTA GROUP	Carbohydrates, B vitamins, iron, protein (some) Whole grain products are excellent sources of dietary fiber. Good energy source.
FRUIT GROUP	Carbohydrates, dietary fiber, vitamins. Citrus fruit, strawberries, and cantaloupe are excellent sources of Vitamin C.
VEGETABLE GROUP	Carbohydrates, dietary fiber, vitamins, minerals. Dark-green and deep orange vegetables are good sources of Vitamin A.
MEAT, POULTRY, FISH, DRY BEANS, EGGS, AND NUT GROUP	Protein, fat, iron, zinc, B vitamins
MILK, YOGURT, AND CHEESE GROUP	Protein, calcium, riboflavin, Vitamin A
FATS, SWEETS GROUP	Fats, simple carbohydrates Butter, candy, pastries, and ice cream all contain large amounts of sugar and or fat.

Carbohydrates provide energy and assist digestion. About half the food eaten each day should be in the form of carbohydrates.

Too many carbohydrates in the form of sugar can cause tooth decay as well as weight gain.

- Too few carbohydrates can result in limited growth, digestion problems, tiredness, or loss of weight. Breads, grains, fruits, and vegetables all contain carbohydrates.

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- There are two types of carbohydrates; simple and complex. Simple carbohydrates are found in sugars and result in quick energy. Complex carbohydrates are found in such foods as breads and pasta and are digested more slowly.
 - **Proteins are primarily found in dairy products and meat and build and repair the tissues of the body.**
 - Too much protein can cause weight gain and could be harmful to people with kidney problems as protein foods require more fluids to rid the body of waste.
 - Too few protein foods can cause loss of weight and body mass, decreased immunity, and increased susceptibility to infection as well as slow healing and recovery from disease.
 - **Fats provide a condensed source of energy and play a role in helping the body digest food and eliminate waste.**
 - Fats have the most calories and should be present in small amounts.
 - Eating too many fat rich foods can cause a person to gain too much weight to be healthy or experience heart-related disease.
 - Too few fats can disturb the digestive process.

Daily diets should contain a variety of foods to be balanced, that is, to provide daily nutritional requirements. All nutrients, even fats, are needed in the right amounts. **Generally, adults need at least one serving from each group daily to have a balanced diet. However, two or more servings are needed for a diet to be adequate.**

• Dietary Guidelines

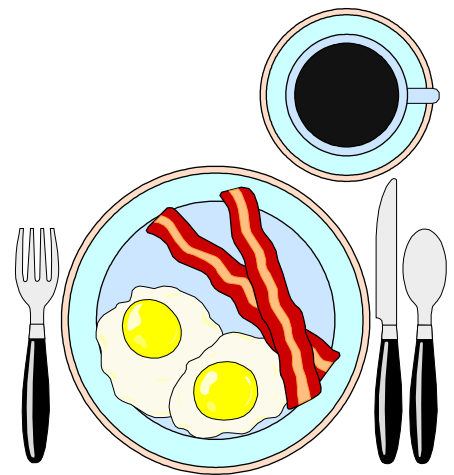
(Developed by the U.S. Department of Agriculture and the U.S. Department of Health and Human Services, 1990)

- Eat a variety of foods
- Maintain a healthy weight
- Choose a diet low in fat, saturated fat, and cholesterol
- Choose a diet with plenty of vegetables, fruits, and grain products
- Use sugars only in moderation
- Use salt and sodium only in moderation
- If you drink alcoholic beverages, do so in moderation

The guidelines call for moderation – which means avoiding extremes in diet. Both eating too much and eating too little can be harmful to an individual. Your good health -- and the health of the people you serve -- depends upon learning about yourself and using that information to be sure you and the people you serve eat properly.

PLANNING MEALS

People are more likely to want to eat the right foods if the food tastes good and looks appealing. In teaching people to shop for food and cook independently, help them find healthy recipes and snack choices. Many interesting foods meet healthy guidelines. Often, cookbooks and magazines print nutritional information along with the recipes so individual diets can be followed. In order to cut down on impulse food shopping and the temptation to buy junk food, remember the old advice -- **make a list of what you're going to buy before you go to the store and don't shop when you're hungry.**



When planning meals, always remember that the body will store (usually as fat) all the excess calories eaten. Taking in excess calories can mean excessive weight gain. The number of calories needed by a person's body depends on the activity level of that person; for most people, 2000-2500 calories are sufficient. Use a calorie chart to help estimate how many calories are provided by daily meals.

Use alternatives for regular diets such as:

- Sandwiches made from tuna packed in water rather than oil or processed sandwich meat are an easy way to cut down on fat, calories and salt.
- Healthy snacks such as fruit, raw vegetables with low calorie dip, and crackers with cheese in the right amounts are excellent instead of pastries and candy.
- Dips and dairy products that are fat free. Some even taste pretty good.

If you are a residential staff person who prepares meals, it also might be worth your time to take cooking classes at your local high school or Vo-Tech, and/or Adult Education programs (go with the people you serve), etc. It may help you learn how to make meals appealing in appearance and nutritional in content.

● Special Diets

There are some conditions (e.g., diabetes, anorexia, swallowing difficulties, etc.) that are life-threatening and require much more attention to the issues of foods and diets. Talk with the doctor or nurse in such cases. This is another example of our need to get to know the people we serve.

We are familiar with the word "dieting." Most of us are constantly trying to lose or gain weight. Remember when you were a teenager and felt self-conscious about your weight? That may still be the case for many people.

Clearly there are acceptable ranges of weight that we need to watch, if not for health concerns, simply because we want to

look our best for other people. However, what we are talking about here are diets that are a medical priority. While we try to respect choices for the people we serve, in some cases there are no choices. Following a specific diet may mean the life or death of an individual. Know when this is the case.

Nutritionists are often consulted to design diets for people who have specific health problems. People with cardiac problems and/or hypertension require low- or no-salt diets. People with fragile digestive tracts need low fiber diets. People with diabetes need sugar-free diets. There are soft, clear liquid, full liquid, high protein, high calorie, low calorie, ulcer, and flour-free diets, to name a few.

It must be emphasized that a special diet need not limit a person's active participation in life.

While the diet must be followed for the individual in question, it is important again to remember **that most can be modified from a regular balanced diet.** Check with your dietician for dietary substitutions that are palatable and appetizing for the people you serve who have these needs. **It must be emphasized that a special diet need not limit a person's active participation in life.**

• Labeling

How do you know if the foods you're eating provide the nutrients you need? Especially in packaged foods, how do you know if you're even getting the ingredients you've paid for?

Food labels provide a great deal of information to help consumers know more about what they are getting in the products they buy. The Food and Drug Administration

requires some information to be shown on the label of food products. Other information is included on labels at the option of the manufacturer or processor. This information may be in the form of symbols, codes, or data.

• Basic Labeling Information

The following information must be on **all food labels**:

1. The name of the product;
2. The net content or net weight on canned foods (including the liquid in which the product is packed such as water or syrup);
3. The name and place of business of the manufacturer, packer, or distributor.

• Reading Labels

On most foods, the ingredients must be listed on the label **in the order of amount**. The ingredient present in the largest amount, by weight, must be listed first, followed in descending order by weight of the other ingredients. Any additives used in the product must be listed by name. However, the list of ingredients may also simply say "artificial flavor" or "artificial color."

The only foods not required to list all ingredients are so-called "standardized" foods. Standardized foods contain certain "mandatory" ingredients as established by the Food and Drug Administration and include such products as catsup and mayonnaise. Nutritional information, given for customarily consumed serving sizes, must by law provide the following:

Calories, Dietary fiber (grams), Calories from total fat, Total fat (grams), Saturated fat (grams), Cholesterol (milligrams), Total carbohydrates (grams, excludes dietary fiber), Complex carbohydrate (grams), Sugars (grams), Protein (grams), Sodium (milligrams), Vitamin A (% of daily value), Vitamin C (% of daily value), Calcium (% of daily value), Iron (% of daily value)

Information for other nutrients also may be provided. Nutritional information can be helpful in comparing the nutritional value of similar food products and in planning more balanced meals.

The list of ingredients is very important to people on modified diets. It will specify ingredients such as types and amounts of sugar, salt/sodium, or fats that may be a source of concern in modified meal plans.

• **SANITARY FOOD HANDLING**

Secondary Objective:
List seven methods of proper food handling and storage.

Food poisoning is a common hazard that can be avoided through proper food handling and storage. There are methods of spreading contamination, which cause food poisoning. Some include:

- Bacterial growth on foods such as raw fish or chicken, salads using mayonnaise or other egg-based sauces, etc. are especially susceptible to growth such as salmonella and shigella and may
- cause food poisoning if eaten.
- Infected food handlers can spread food infections by contact with food through hands or airborne means.
- Insects and Rodents are common carriers of contamination and can spread infection through contact.
- Chemical food poisoning is caused by contaminating food with pesticides, cleaning products or other chemicals.



METHODS OF FOOD CONTAMINATION

- Bacterial growth
- Infected food handlers
- Insects and Rodents
- Chemical food poisoning

Preventing food poisoning should be a concern throughout the food preparation and serving process. There are several things to keep in mind when working with food.

- Temperature

Keep hot foods hot – cooking destroys most bacteria but when food stands at room temperature for long periods of time, bacteria will start to multiply.

- Re-heating after a food has been at room temperature may kill the bacterial but not the poisons they have produced.
- Cook foods well, especially poultry and fresh pork. Do not put cooked meat back on the same platter that was used for the meat before cooking. The residual juices may contain bacteria and can contaminate the cooked meat.

Keep cold foods cold – don't allow any foods to stand at room temperature.

- Serve milk and other cold foods at under 45 degrees.
- Keep frozen foods solidly frozen, and follow manufacture's instructions for thawing and heating. Remove foods from the refrigerator just before use, and return promptly.
- Creamy mixtures (custards, cream filling, puddings) should be refrigerated until served and used within 24 hours.

Some uncooked foods can be a source of infection. They should be handled only after washing hands carefully, refrigerated (if necessary) before cooking and when cooked heated thoroughly.

- Meats especially should be cooked well.
- Surface and utensils used in preparing any type of food susceptible to bacterial contamination should be washed thoroughly.

SANITARY FOOD HANDLING

- | |
|--|
| <ul style="list-style-type: none">• TEMPERATURE• CLEANLINESS• PREVENTING SPREAD
OF INFECTION |
|--|

- Cleanliness

Keep foods clean – handle as little as possible.

- All fresh fruits should be thoroughly washed before serving.

Hands should be washed with hot soapy water before handling any food.

- All utensils and work surfaces should be washed with hot, soapy water or in a dishwasher before and after each use.

Use hand towels only on hands and not on dishes.

- Dish towels should be washed frequently.
- Cutting boards and work surfaces should be washed and dried thoroughly.

- Preventing spread of infection

Don't smoke, eat, chew gum, or snack while preparing or handling food as hand-to-mouth transmission of infection may occur.

- Persons with colds, infections, open wounds, or unbandaged cuts should not handle food without proper protection.
- Food served to one person but not eaten should be thrown out.
- Keep garbage in covered containers.

PROPER FOOD STORAGE

Proper storage of food is essential to assure safety and quality. The following guidelines can help to avoid contamination in food products.

● GUIDELINES FOR PROPER FOOD STORAGE

- Do not use food past recommended date on label.
- Store perishable food items at temperature adequate to prevent freezing and to prevent growth of bacteria. (35-45 degrees Fahrenheit)
- Store dry food items using first-in, first-out method of storage.
- Cover securely, label with the product's name, and date all food items when storing in a refrigerator, freezer or storage area.
- Do not keep leftovers more than 48 hours. Milk-based items should be used within twenty-four hours.
- Do not store food items directly on the floor or next to a source of heat.

Other points to remember are:

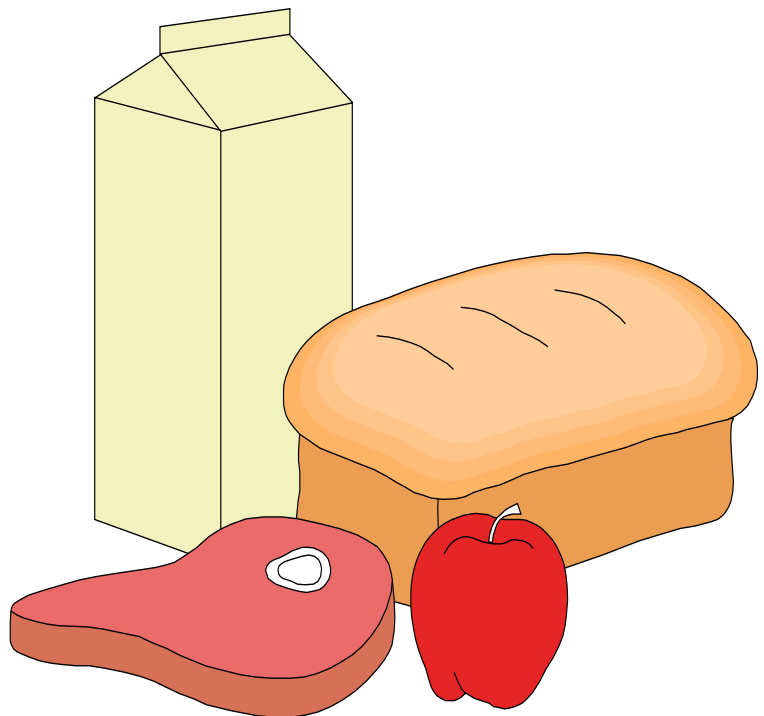
- Dairy products, meats, and other refrigerated items will have "sell dates" and must be used by this date. Breads and cereals will have "freshness" dates. They can be used after this date but may not be very fresh. They should never be used if mold is visible. Canned foods have expiration dates of a month and year. Do not use the can after the first day of the month printed on the can or do not buy if the can looks as if it is bulging.
- Follow the manufacturer's storage instruction on the label. Most fruits and vegetables can be kept at cool temperatures for 2-5 days. Cereals and flour can be kept in air tight and dust free containers. Rice, beans, or pasta, for example, have a much longer "safe" shelf life than oatmeal or bread flour.
- Molds will grow on almost any food in high moisture and warm temperatures. Molds will start growing within 24-28 hours and should not be eaten.

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- Do not serve raw eggs. Do not use cracked eggs from the container.
 - Use pasteurized milk only. Do not use fresh milk from the cow.
 - Chipped dishes, glassware, and flatware should be discarded as they can harbor bacteria.
 - Again, personal cleanliness must be practiced at all times Hand washing must be a priority.

SUMMARY

As always, we don't want to give the impression that people with developmental disabilities are abnormal. Most people need to eat the same kinds of meals you and I eat. Most are average in weight or could lose/gain with exercise and minor adjustments in eating habits – the same as you or I. They don't need "special" diets or "special" anything.

Your agency probably has a health professional knowledgeable in nutrition who can help you if you have any questions. If not, talk with the doctor or nurse of the person you serve. Providing a diet that will help people maintain their good health is an essential ingredient in the overall well being of the individuals you serve.



Now, let's take a look at infections and how they are spread...

II. INFECTION CONTROL

Secondary Objective:
Define the term “Universal Precautions” and list four ways to prevent the spread of infection.

An infection is the result of contamination from a disease-producing substance such as germs, virus, or bacteria. There are all kinds of infectious diseases, ranging from simple colds to such diseases as meningitis and AIDS. One of the responsibilities of direct care staff is to maintain an environment that reduces the spread of infection.

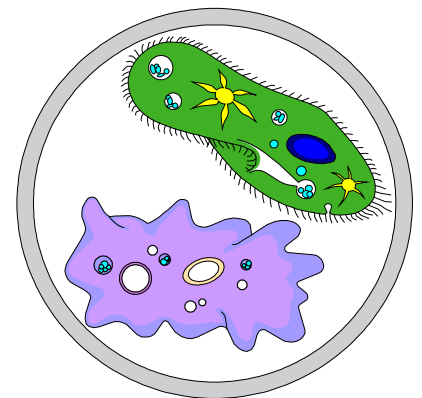
SOURCES OF INFECTION

The source of infection could be a person or an object – and anything that provides an environment for germs to grow, i.e., food, darkness, moisture and warmth. Germs are transmitted in several ways:

- **Direct contact** is person to person through physical touching. Indirect contact is from a contaminated object to a person. Contact with droplets from a sneeze, cough, or splattering of secretions or bodily fluids also spread infection.
- **Airborne contact** occurs from infected droplets or dust particles that are inhaled.
- **Contaminated food and water** are vehicles of transmission.
- **Insects and rodents** can be carriers of infection.

Sources of Infection

Direct Contact
Airborne Contact
Contaminated food and water
Insects and rodents



• UNIVERSAL PRECAUTIONS

Serving people in residential settings involves a number of environments -- from small, single person settings to large, congregate facilities. The larger the environment, the more sensitive you have to become to using precautions to prevent the spread of infections.

One term that is used in much of the training you will receive is "**universal precautions.**" This term is medical jargon that refers to all procedures dealing with infection control. It is used regularly in such programs as Medication Administration Technician Training, First Aid Training and Occupational Safety and Health Administration (OSHA) Training. All of us should be familiar with, and practice appropriate procedures, for maintaining a safe and sanitary environment between routine cleanings.

WASHING HANDS

- Before and after handling food
- After handling soiled laundry
- After helping to change a person's clothes or diaper
- Before handling medications

Also:

- After working with someone who has an infection, or;
- After blowing your nose or coughing, and;
- As obvious as it may seem, it is vitally important to wash your hands after using the bath room

The most basic preventive care is frequent hand washing.

The importance of hand washing cannot be over-emphasized. Hand washing is just as important in protecting yourself from infections as in protecting the people around you. Wash your hands thoroughly, using an antiseptic soap, running water, and clean towels to dry them.

Knowing when to wash your hands is just as important as knowing how to wash them. Remember to wash your hands:

- before and after handling food of any kind;
- after handling soiled laundry or cleaning up secretions or bodily fluids;
- after helping to change a person's clothes or diaper, or assisting in the bathroom;
- before handling medications;
- after assisting with oral hygiene.

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- after working with someone prior to going to someone else, or;
 - after blowing your nose or coughing, or before and after smoking a cigarette or brushing or flossing your teeth;
 - as obvious as it may seem, it is vitally important to wash your hands after using the bath room.

Use the same precautions for everyone. Wash before and after working with someone, and after handling anything. Remember, there is no such thing as a perfectly sterile world.

• **Maintaining a Clean Environment**

Some people with developmental disabilities may require no assistance in maintaining a clean environment. Others may be able to keep things clean with some assistance. Still others may not be able to help in those activities at all. Despite which situation applies, it is ultimately our responsibility to make sure a clean environment is maintained.

All direct service staff should be familiar with and practice appropriate procedures to maintain a safe and sanitary environment between routine cleanings. Tips on home cleaning will be provided in the module "Nuts and Bolts". Be sure to **remember that the kitchen and bathroom are the two places where the highest risk occurs.**

Responsibilities of the staff include

- washing and cleaning the basin, bathtub, shower, and/or portable equipment after each bath. (Use gloves and special non-abrasive powder especially designed for this purpose.)
- cleaning up spills immediately so that no one slips or falls.

As noted in Foundation training, serving people in residential services in Oklahoma today involves a number of different environments -- from small natural home settings to large congregate care facilities. Generally speaking, **the more people in the environment, the more you have to use infection control precautions.**

In small settings such as family foster homes, home maintenance may be fairly simple. In larger, congregate settings or where shift patterns of staff are used the increased risk of disease/infection may require more extensive precautions. The following may be required by your employer in such settings:

- the use of rubber gloves
- the use of disposable or paper towels
- training in the proper disposal of waste products
- routine use of disinfectants on floors, counters, etc. (The Health Department recommends a 10% bleach solution -- 1 cup bleach to 10 cups water -- as an effective disinfectant.)

Remember, gloves protect the individual as well as you -- but don't use them as a barrier for just yourself. Change gloves between individuals and ensure new pairs are used for each situation requiring them.

Treat infections as potentially dangerous, using the same infection control procedures for all types of infections. When someone is sick, is running a temperature, has a contagious condition such as the flu or chicken pox, minimize the number of people exposed. Practice good hygiene to reduce risk of others contracting the disease or infection.

- **INFECTIONS FROM EXPOSURE TO NEW ENVIRONMENTS**

Another source of infection is the exposure to a new environment. After living in one place over time, people develop antibodies to a variety of germs prevalent in their environment. Therefore, people are more susceptible to infections from germs in new situations.

When people move to a new place, they will often contract more infections for a period of time. People recovering from an illness or surgery in a hospital or nursing home may also be exposed to new infections. For this reason, recovery should take place in the person's usual place of residence when possible. If needed, supportive care can be arranged.

- **The Importance of Immunizations in the Prevention of Infections**

Antibodies in our body fight infections. Immunizations help us enlarge our antibody resources. It is important that everyone keep their immunizations as current as possible. Some common immunizations are available that help prevent infections. These include

tetanus, pneumonia,
hepatitis B, and influenza.

Childhood immunizations are still a major preventative of debilitating diseases.

SUMMARY

As residential staff, you may often know the individual you work with better than anyone else. It is your responsibility to ensure that his or her health care and nutritional needs are met, as well as maintain a clean environment that prevents the spread of infection.



Now let's take a look at safety issues that affect the home and/or residence...

Home and Residence Safety

INTRODUCTION

Since 1900:

- Seven million people in the United States have died from accidents.
- Seven hundred million injuries have occurred (almost 20% of the injuries involving permanent disability).
- \$750 billion has been lost to the country's economy.
- Almost 85% of all accidents are preventable.

A great need exists for education in safety and accident prevention. Through prevention, death, disability, and economic loss can be avoided or reduced.

Let's look at what can be done in the home to increase safety and reduce the number of accidents...

THE HOME

Secondary Objective

Discuss safety measures involved with emergency situations such as fires, poisonings, floods, etc.

I. FIRE

• Common Causes

Fire is often considered the most dangerous cause of household accidents -- thousands of people are injured and/or die of smoke inhalation, burns, and heat each year with the greatest number of deaths occurring not from the fire itself, but from smoke inhalation.



There are four major causes of fire in the home:

- **Electrical malfunctions**

Plugging too many appliances into an electrical outlet may cause wires to overheat and fuses or circuits to trip. Remember that if fuses or circuit breakers trip there's a reason -- it is a warning signal to you! Replacing a blown fuse with a new fuse of higher amperage may cause wires to overheat resulting in an electrical fire. An electrician should check for problems if a home's fuses and circuit breakers are blowing or tripping repeatedly. Frayed and cut electrical cords can cause shorts to occur and must be replaced. Do not use appliances and heating equipment that emit unusual odors or smoke.

- **Defective or misused heating equipment**

When heating systems are pushed beyond what they can handle, fire is a possibility. Have the fireplace inspected and cleaned each year or more often if recommended by the chimney cleaner. Don't clean the chimney yourself, use a chimney cleaner. In wood-burning systems, the chimney and stove pipes must be cleaned annually. When you take the ashes out of your fireplace hearth, make sure there are no live coals in the ashes. Kerosene heaters and even electrical heaters should never be used as a source of heat for a house.

- **Cigarettes**

Smoking is strongly discouraged. Not only does it constitute a major health hazard, it is a significant factor in accidents involving fire. Still, people with disabilities may live in someone else's home and need to respect the decisions of the people living there. Even if the residence is not the person's own house, or the person with disabilities does smoke, it is the responsibility of the service providers, staff, and administrators to reach an

understanding with all people who live in the house regarding how this issue will be handled in terms of safety.

At the least, the following rules must be observed. Never smoke in bed before going to sleep. A bed (or couch or chair) may catch on fire. Make sure cigarette butts in ashtrays are completely put out before emptying into trash. Do not use the wastebasket as an ashtray.

Finally, in your Foundation training you were told about imagery, that is, how other people see people with disabilities. At the risk of laying a "guilt trip" on you, you affect people with developmental disabilities in two ways. You need to know that you're a role model for people and you also reflect -- either positively or negatively, the image of the people you serve to the community. Smoking is not glamorous and it detracts from the ability of people with disabilities to be accepted. They do not need any more barriers to inclusion than they already have. Staff need to keep these issues in mind.

- **Flammable liquids**

This includes gasoline, cleaning fluids, paint products, turpentine, kerosene, and spot removers. These liquids produce fumes that can ignite if exposed to an open flame or external heat.

To avoid the possibility of flammable liquids exploding:

- a. Do not store liquids in a closed area such as car trunks, garage cabinets, or basement rooms.
- b. Do not store liquids in unmarked containers.
- c. Properly dispose of rags, cardboard, or newspaper that have absorbed dangerous liquids. They are readily combustible if a fire does start. In fact, all paper products should be recycled and not allowed to accumulate -- it helps you and the environment.
- d. Store flammable liquids in an open, well-ventilated area, preferably outside the home.



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- e. Dispose of all hazardous materials properly. (Check with your local fire department for information about appropriate disposal.)

- **Reducing Fire-Related Injuries**

- **DEVELOP FIRE EVACUATION PLAN**

One of the most important things you can do to help reduce or eliminate fire-related injuries is to **develop and practice a fire evacuation plan**. All individuals living within a residence should be familiar with not only the escape routes, but also the rules to follow during an evacuation.

If there are people with disabilities who cannot evacuate without assistance from staff, it is vital that a plan for helping them is in effect. Learn how to implement this plan. New employees need to have this information as soon as possible in their orientation.

- **Basic Steps in a Fire Evacuation Plan**

The following are some general guidelines for all homes:

- Use the most direct route to reach the outside
- Stay close to the floor
- Take short breaths
- Cover face and hair with wet cloth
- Never open hot doors (touch the door's surface before opening.)
- Close all doors and windows when leaving a room
- Meet at a preselected place outside the building
- Determine if all people are present
- Do not re-enter building until it is determined safe by the fire department

**CALL 911 OR YOUR AREA
EMERGENCY NUMBER
FROM ANOTHER LOCATION
TO REPORT THE FIRE. DO
NOT REENTER THE HOME
TO MAKE THIS CALL!**

● **SMOKE DETECTORS**

Smoke detectors can give early warning of a fire and are responsible for saving hundreds of lives every year. **All residences are required to have smoke detectors installed and in working order.**

- Place them on the ceiling or walls directly below ceiling. Halls, bedrooms, and the bottoms and tops of stairwells are the best places for detectors.
- Be sure to locate one in each part of the residence that might be considered a "high risk" area, i.e., the kitchen, furnace room, laundry, rooms with fireplaces, etc.
- Check the batteries regularly and replace them once a year and make sure the detector works properly.

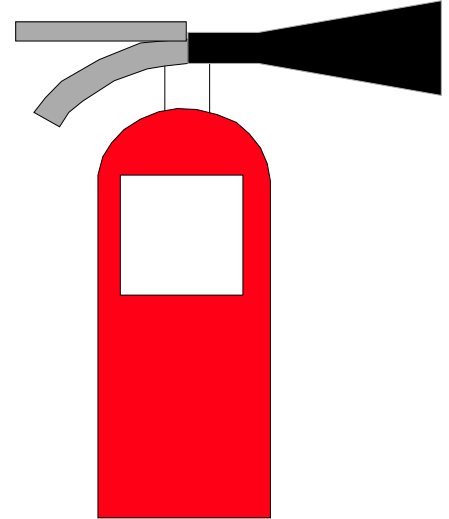
● **FIRE EXTINGUISHERS**

Fire extinguishers should be located in several easily accessible area within the home, especially the kitchen. Since different kinds of fires require different chemicals to extinguish them, fire extinguishers are available in three basic types.

Be sure you select the appropriate fire extinguisher for the appropriate area and KNOW HOW TO USE IT! Fire extinguishers come in four basic types, A, B, C, and ABC and are rated for the type of fire they will extinguish. Some are good for oil-based fires, some for chemical fires, some for fires that are celluloid based. The best all around fire

extinguisher is one that will put out all three types of fires. This is usually an ABC rated extinguisher. Check with your local fire department to find the extinguisher that best fits your needs.

Fire extinguishers should be checked on a regular basis to make sure they are working. Your local fire department may provide this service. If you have any questions, contact a local fire department or your state fire marshall for assistance.



NOTIFY THE FIRE DEPARTMENT *IMMEDIATELY* IF A FIRE OCCURS

• What To Do In Case Of Fire

Fires must be reported **as soon as possible**. The chances of containing the fire decrease drastically after the first six to eight minutes. Call 911 or, if your area does not have the 911 emergency number, call the local emergency number (i.e., fire department, etc.). Have these numbers listed next to your telephone. When reporting a fire:

- be brief
- be accurate
- speak clearly
- give your name
- give your address
- give the name of the nearest cross street
- give your location on the block
- describe any special landmarks or street arrangement
- let them know if you have people with severe disabilities that need to be helped (some people obtain stickers depicting a wheelchair or a person with a disability and place them on the bedroom window where a person with physical disabilities sleeps).

AIDING VICTIMS OF FIRE

Follow basic first aid procedures when dealing with people who have been burned. Cool the burn with water to help alleviate the pain until help arrives. Do not burst any blisters that may have formed -- these are nature's methods of protecting the burned skin. Follow hand washing and other appropriate procedures to prevent infection.

II. Electrical Shock

• COMMON CAUSES

Electrical shock can damage vital organs, stop the heart and respiration, and cause death. The three most common causes of electrical shock in the home are:

- Appliances and lighting fixtures that are not working correctly or have frayed cords
- Temporary or poorly designed wiring
- Use of electrical appliances while standing on wet ground or handling with wet hands or stretching cords across water (sinks, tubs, etc.)

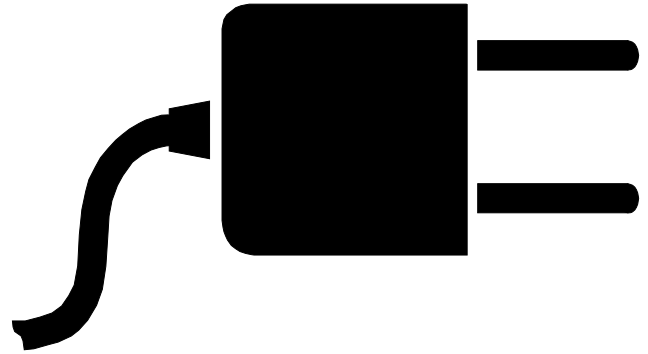
• AIDING THE VICTIM OF SHOCK

If someone does receive a serious shock you should observe the following guidelines:

- **Determine if person is still in contact with the electrical current source.** If so, turn the source off or

remove the source from the person using wood (a broom, for example), cloth, or rolled-up newspaper to move the source away from the person. **DO NOT TOUCH THE PERSON OR SOURCE OF CURRENT IF THE PERSON IS STILL IN CONTACT WITH THEM.**

- **Call 911 or an ambulance immediately or have someone call them for you.** Again, if your area does not have the 911 emergency number, call your fire department or police department.
- **Give the victim cardiopulmonary resuscitation (CPR) if indicated, after removing the person from the electrical source.**



Other potential dangers at home or at work include the following...

III. Chemicals And Dangerous Materials

Accidents from dangerous materials and chemicals often result from:

- **Skin Contact**
Common cleaning agents and poisons sometimes irritate or are absorbed through the skin. Poisons (such as herbicides and lawn pesticides) can be absorbed through the skin. Always follow container directions, wear mask and gloves and do not let people walk on treated grass until it is safe, or be in direct contact with caustic cleaning products, such as freshly cleaned carpets, until they are free of the irritating effect. Wash immediately if your skin comes into contact with a caustic or poisonous substance. Shower or bathe and put on clean clothes after using these chemicals.

**ACCIDENTS FROM
CHEMICALS AND
DANGEROUS
MATERIALS**

- Skin Contact
- Food Contamination
- Inhalation

- **Food Contamination**

Poisonous substance may be mixed into food if food is eaten in a contaminated area or if food is stored in a contaminated container. Never use poisonous substances (such as rat poison) in the home. Contact an exterminator to eliminate pest problems. When painting or using products like shellac or lacquer, always read the caution notes printed on the product label.

- **Inhalation**

Poisonous, airborne substances may be inhaled in a contaminated area if an appropriate mask is not used to filter air. Be especially careful with wasp sprays or other common aerosol poisons.

● Common Causes

Poisoning accidents increase each year. Of the 300,000 people poisoned each year, about 3300 die. Almost two-thirds of these deaths are caused by taking deadly amounts of medications such as aspirin, barbiturates, sleeping pills, and tranquilizers.

Potentially poisonous household products are:

POTENTIAL HOUSEHOLD POISONS	
CLEANING AIDS	Ammonia, Bleach, Detergents, Drain Cleaners, Dyes, Cleaning Fluids, Lye
MEDICAL ITEMS	Antiseptics, Aspirin, Cough Syrup, Cold Medications, Iodine, Prescription Medications, Over the Counter Medications, Rubbing Alcohol
COSMETICS	Astringents, Nail Polish Remover, Hairspray
MAINTENANCE ITEMS	Gasoline, Insect Spray, Paint Products, Glues, Animal Poisons
OTHER ITEMS	Benzene, Aerosol Sprays, Kerosene, Typewrite Cleaner Fluid, Household Plants

REMEMBER! *The above are only a few of the hundreds of items that may be poisonous. Often, substances not thought normally poisonous can harm an individual depending upon the amounts consumed, breathed, incorrectly applied, and the individual's sensitivities to the substance.*

● IF A POISONING OCCURS

As noted in the beginning of this section on safety, we do not want to make homes into settings that are unnatural or hospital-like. It is important to think through how environments are created and maintained. They should reflect common sense and the potential vulnerability of the person or persons being served in them. Children are more vulnerable than adults. Younger children are more vulnerable than older ones. People who are unable to communicate well may be at higher risk than those who can communicate. Each setting must reflect the individual needs of the person(s) served there. This applies not only to safety and prevention, but to all other considerations as well.

If a poisoning occurs, you should:

- Remain calm
- Work fast
- Find the container of the substance
- Call the poison control center (which should be listed by the telephone with all emergency numbers) and follow instructions.
- Administer the antidote ordered by the poison control center if they indicate you do so. (You may keep Syrup of Ipecac or activated charcoal on hand in case the poison control center instructs you to administer these antidotes.)
- Take the person to a doctor or an emergency room.

It is extremely important to:

**TAKE THE JAR OR BOTTLE
CONTAINING THE POISON WITH YOU
TO THE HOSPITAL OR DOCTOR TO
AID IN PROPER IDENTIFICATION AND
ADMINISTRATION OF THE ANTIDOTE!**

And remember to call the...

***Oklahoma Statewide
Poison Control Center
1-800-764-7661***

- **The number of poisoning accidents can be reduced by:**
 - **Keeping all medicines and poisonous substances out of reach of susceptible individuals and away from food and drinks.**
 - **Never storing poisonous materials in unmarked or easily confusing containers. Do not remove labels or put substances in other bottles. Be sure to label even small quantities correctly.**
 - **If there are indications that a person has been poisoned -- either by ingesting a poisonous substance or by exposure to a poisonous gas or other substance, the Poisons Control Center should be contacted immediately. The telephone number of the nearest poison control center should be displayed near your telephone(s).**

IV. Falls And/or Glass Breakage

● Common Causes

Falls and/or accidents from glass breakage are common dangers in the home. They are often caused by:

- Stairs poorly lit or cluttered
- Household clutter or too much furniture that impedes free movement
- Wet surfaces or floors (especially in bathrooms or kitchens)
- Electrical and telephone cords stretched across pathways or traffic areas
- Objects carried in such a way that they block a person's vision.

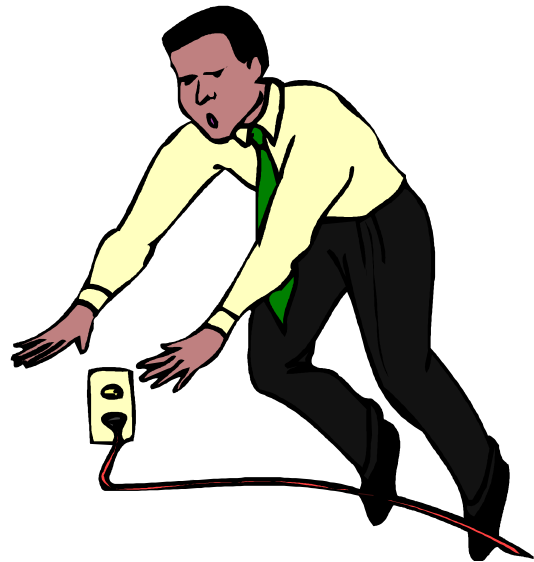
Clear glass doors such as sliding patio doors or storm doors that are not marked (either with stickers, mobiles, or other visual reminders). It is very easy to be unaware of a closed glass door or window that is unmarked and to walk or run through it, getting severely cut. Glass doors or storm windows should be replaced with tempered safety glass if this is an issue.

• ELIMINATING FALLS

Falls can often be eliminated by using common sense around the house and workplace. Make sure that everything is in its place

- stairs, paths and walkways are well lighted and are
- not blocked by toys or other items
- sand ice and shovel snow from walkways and drives.
- make sure that paths are not blocked and vision is clear when carrying large items.

One of the most important tips in the prevention of falls is just to **SLOW DOWN**. "Hurrying" is the leading cause of accidents and injuries from falls.



V. Lifting And Carrying

When lifting and carrying objects, accidents/injuries happen because of:

- **Improper lifting**
Always lift by bending the legs. Carry objects close to the chest, not extended away from the body.
- **Picking up objects with sharp edges**
Work gloves will help prevent cuts and splinters.
- **Carrying objects that block vision**
Do not stack loads too high. Ask someone to help you or make more than one trip.
- **Plate Glass Doors and Windows**
As noted earlier, be careful of plate glass doors and windows. If necessary, replace them with tempered glass or safety glass and clearly mark entryways.



• NOISE

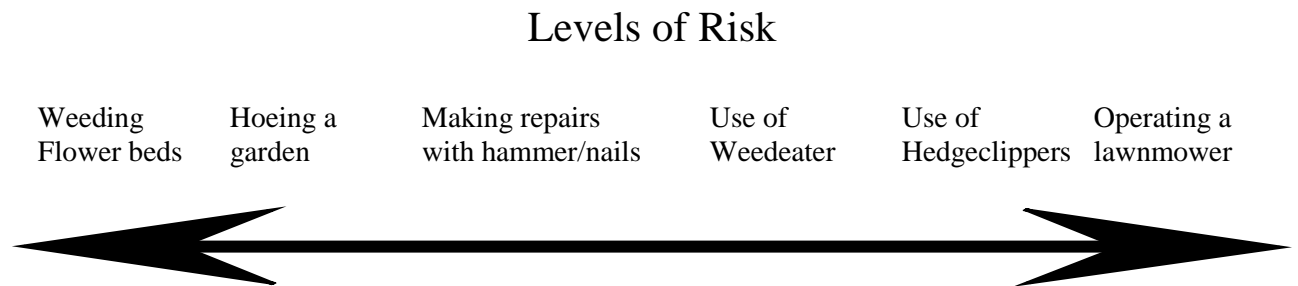
Constant loud noises over a period of time can cause hearing damage. Research has also shown that noise causes tiredness and irritation which in turn may lead to accidents. It is extremely important to pay attention to the noise level inside a building and its effect on people.

WORKING AROUND THE HOME

The person's case manager and other team members should be involved in decisions that may involve a higher than average level of risk. For example, it would not be advisable to let an inexperienced person with mental retardation use farm equipment, power saws, or heavy machinery **without discussing this with other team members and providing the appropriate training and supervision.**

Think of the levels of risk as a continuum. At the low end of the scale are activities fairly risk free. At the high end, judgement should be used as to the level of risk involved and the person's capabilities.

Here is an example of a "Levels of Risk" Continuum...



I. Tips to Follow

Secondary Objective:

Summarize safety tips for working around the kitchen, bathroom, yard, and basement.

• ***FOR THE KITCHEN***

Again, these are safety tips that apply to *all* American households. They are not unique to people with developmental disabilities. However, you may want to make teaching these practices a part of the learning experience for the people you serve.

The kitchen must be kept clean and orderly to maintain a safe and healthy environment. Dishes should be washed and food put away after each meal. Spills should be cleaned up immediately. Pilot lights on gas heaters or stoves should be inspected regularly. Other tips include:

- When lighting a gas burner, the match should be lit before the burner is turned on.
- If a grease fire occurs in the kitchen, **DO NOT** try to extinguish it by pouring water on it, instead cover the fire with a cooking pan lid or use the right type of fire extinguisher.
- Keep the handles of pots and skillets turned inward so they will not be knocked or pulled off the stove by adults or young children.
- Keep curtains secure so they do not blow over the stove.

-
- Keep electrical cords and appliances away from sinks or stoves.
 - Store poisonous cleaning materials in a safe place and away from foods.
 - Use a sturdy, balanced step stool for climbing.
 - Dry your hands before using electrical appliances.
 - Prevent steam burns by lifting pot lids by their far side first.
 - Use pot holders when picking up hot containers. **DO NOT USE** paper towels, dishtowels or napkins as these can burn, get wet, and allow burns to occur.
 - Keep sharp knives and cutting instruments stored separately from other cutlery. Always place sharp instruments point down when loading into a dishwasher

● ***FOR THE BATHROOM***

The most common accidents in the bathroom are falls and electrical shocks. The following guidelines can help reduce these accidents.

- Never use an electric razor, radio, television, hair dryer, or other appliance near the water.
- Never grab an appliance or light fixture with wet hands or while standing in water.
- Check the water temperature with your hand before showering or bathing to prevent burns. This is ***absolutely essential*** if you are helping a person bathe. Remember, water temperatures can change -- checking just once with your hand does not assure that water temperature will remain the same. You may check the water, find it satisfactory and then leave to grab a towel or something else. In those few minutes, colder

water may clear the pipes and fresh, hot water may drastically change the temperature of the water entering the bathtub or shower. *Always test the temperature just before a person steps into the shower or bath.*

NEVER LEAVE SOMEONE WITH MOBILITY PROBLEMS ALONE AROUND WATER. There have been investigations where staff left a person alone in the bathroom with the tub full. While they were out of the room the person got into a bathtub full of scalding water and burned himself severely. Again, remember that burns and scalds can occur quickly -- ALWAYS CHECK THE WATER TEMPERATURE IMMEDIATELY BEFORE YOU LET SOMEONE ENTER A SHOWER OR BATH AND NEVER LEAVE THAT PERSON ALONE!

- DO NOT store glass bottles near the bathtub or shower.
- Use nonskid mats in the shower. Use rubber-backed rugs on the floor.
- Throw razor blades away in a closed container.
- Have support bars installed near toilet stools, showers, and bathtubs for people who have problems. In fact, they're helpful for all of us.
- We've said this before but it doesn't hurt to emphasize it again -- **Never** leave a vulnerable person (adult or child) alone in the bathtub, even for a short time.

• ***OTHER HOUSEHOLD AREAS***

Basements, garages, attics, and storage sheds can often be places in which accidents may occur. In order to keep these areas safe, one should:

-
- Keep work areas well lighted and well ventilated.
 - Know the proper way to change a fuse or reset a circuit breaker on your electrical box. Remember, if a fuse or circuit breaker keeps tripping or burning out, the circuit is overloaded and an electrician needs to be brought in to solve the problem. Notify your supervisor if you are aware of such problems.
 - Know where the main water, gas, and electrical cut-offs are so you can shut them off if necessary.
 - Know who to call to light the pilot on the gas furnace and hot water heater.
 - Know who to call if you suspect a gas, oil, or water leak and have their telephone numbers handy.
 - Make sure that all co-workers and supervisors are informed if problems develop.
 - Install and use railings on stairs.

• ***FOR THE YARD***

- FOLLOW MANUFACTURER'S INSTRUCTIONS AND SAFETY PROCEDURES WHEN USING OUTDOOR EQUIPMENT
- Wear shoes, gloves, and safety glasses when operating dangerous machinery or equipment.
- DO NOT use gasoline near a flame.
- Store gasoline in an outside area.
- DO NOT store gasoline in the trunk of the car.
- DO NOT store gasoline in a glass container.

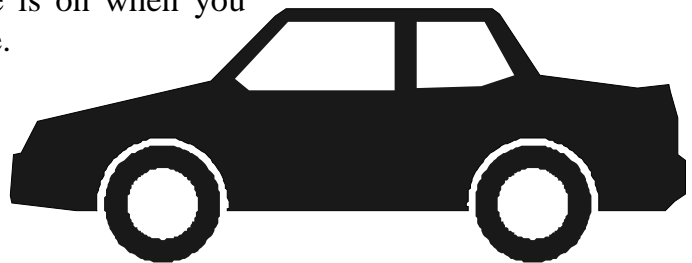
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- DO NOT pour gasoline into an engine when it is running or hot.
 - DO NOT pull a mower toward yourself when mowing grass.
 - DO NOT stand downhill of the mower.
 - Always turn the motor of a lawnmower OFF before trying to remove limbs or rocks lodged in blades.
 - Clear trash and rocks out of a yard before mowing.
 - Store shears with blades closed.
 - If using an extension cord, carry it over the shoulder opposite the hand holding the equipment.
 - Read and follow safety instructions for all equipment and machines. **ALWAYS** use safety glasses.
 - Be aware that unshielded grass chutes should never be pointed in the direction of people or animals. Rotating blades can turn stones or branches into dangerous projectiles.

Many people find yard work fun and relaxing. It can be a satisfying experience to take care of growing things. So, if the person(s) you are serving are capable of helping outside the home, all the following cautions need to be explained to them.

II. Automobile Safety

There are several safety considerations that you should perform when using an automobile. Some of these are:

- MAKE SURE THAT YOU AND YOUR PASSENGERS WEAR YOUR SEATBELTS. This isn't only a safety consideration, **it's the law!**
- Before you transport anyone, make sure your vehicle is in good operating condition.
- Before driving, make sure your view is unimpeded.
- Pull off to the side of the road and stop before dealing with disruptions or distractions.
- Before you drive, make sure there is nothing under your car that could be run over.
- If a tornado is spotted or radio warns of a tornado in your vicinity, pull off to the side of the road and stop, or take precautions as time permits.
- Unload passengers onto a sidewalk rather than the street.
- Be sure your emergency brake is on when you park or stop for a period of time.
- Tie down wheelchairs.
- Don't drive into smoke.
- Don't drive into water flooding a road.



SUMMARY

There are many types of potential (or real) disasters that might occur. We have mentioned a few. But what is most important is that your agency has a policy and procedures manual that tells you who to contact and how to respond to emergency situations. Be sure to become thoroughly familiar with those resources.

**REMEMBER, THE HEALTH
AND SAFETY OF THE PERSON
YOU SERVE IS YOUR
RESPONSIBILITY!!!**



ACCIDENT AND DISASTER PRECAUTIONS

Secondary Objective:

*Identify and be able to implement
disaster and emergency procedures.*

I. Disaster Supplies And Precautions

If a disaster such as a flood or tornado, you should know where candles, flashlights, fresh batteries, and a battery-operated radio are located. Also, be aware of the emergency radio channels that broadcast in your area.

Remember, if the person you serve requires medication or a special diet, be sure that all necessary supplies and equipment are not forgotten in the confusion of an emergency situation.

DEVELOPING A FIRST AID KIT

- Instruments
- Medicines
- Dressings
- The Box

Developing a First Aid Kit

A properly supplied First Aid Kit should be maintained at both the home and the workplace. The kit should include the following items:

- **Instruments**

- tweezers
 - scissors (kept for this purpose only)
 - thermometer
 - safety pins

- **Medicines**

- Be aware that individuals may be allergic to medications -- soap and water or an antibacterial wipe are often best to use for disinfecting a wound.*

- acetaminophen or soluble aspirin tablets
 - simple antiseptics
 - antiseptic cream for spreading on dressings

- **Dressings**

- white gauze
 - absorbent cotton
 - paper tissues
 - 2-inch and 3-inch wide plain bandages
 - ready-to-apply sterile dressings, each packed singly in its protective covering. These are obtainable in various sizes. Two- and three-inch wide adherent dressing strips, which can be cut to size for covering simple wounds.
 - One-inch wide adhesive strapping

- **The box** that stores first aid materials should be both roomy and portable and made of metal or plastic with a tight-fitting lid that can be easily opened by an adult. Its contents should be clearly labeled.

Remember, anything you remove from the box should be immediately replaced. Check expiration dates of all contents and replace as needed.



Where To Keep The First Aid Kit

The bathroom is not the best place for a First Aid kit. Steamy or moist locations should be avoided. It should be immediately accessible but out of the reach of individuals. The upper shelf of a hall cupboard or in a dry kitchen cabinet is satisfactory.

• Procedures For Specialized Situations

• Severe Weather Procedures

In the event of the threat of severe weather, stay tuned to the radio/television for storm information. Follow the precautions they suggest. If you determine that it is necessary to seek medical attention for someone, or if you have been injured and can't move

- Remain calm,
- Send someone to call 911 or your area emergency number. Instruct them to tell the person who answers what has happened and that help is needed.
- If damage has been done to your home, or if injuries have been sustained, make your emergency contacts.
- **BEGIN WITH PRIORITY OF IMPORTANCE. IT MAY BE NECESSARY TO EVACUATE A BURNING OR UNSAFE STRUCTURE FIRST THEN INJURIES MUST BE TAKEN CARE OF IN ORDER OF SEVERITY.**

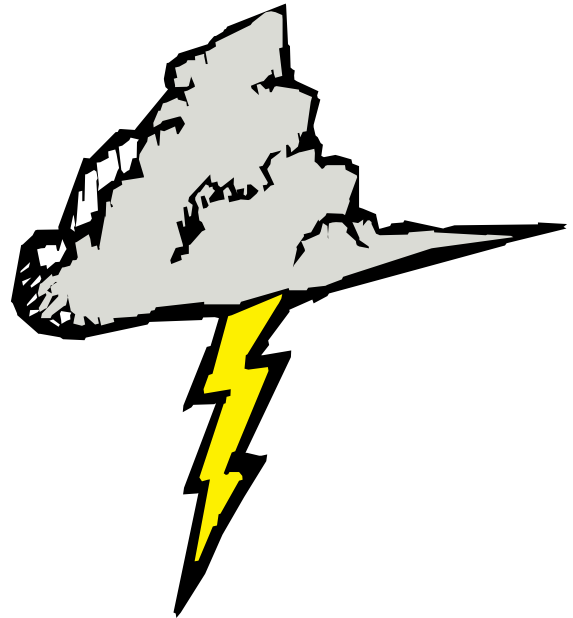
<p>PROCEDURES FOR SPECIALIZED SITUATIONS</p>
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- | |
|---|
| <ul style="list-style-type: none">• Tornado• Floods• Serious Injury• Threats• Missing Persons |
|---|

• TORNADOS

Tornado drills are held to prepare people for the possibility of a tornado occurring. During a drill, you should follow your agency's outlined procedure for severe weather. Be sure that **residents go to an area in the center of the residence that has no windows and no glass that might be blown on them.** Do not go outside.

Follow procedures for calling 911 or your local emergency number if anyone is injured or you need assistance. After the threat of a tornado has passed, **STAY WITH THE RESIDENTS AS LONG AS NECESSARY. BE SURE EVERYONE HAS BEEN ACCOUNTED FOR AND IF NECESSARY, REMOVED FROM THE RESIDENCE IF STRUCTURAL DAMAGE HAS OCCURRED.**



• FLOODS

If water begins to enter the house, immediately throw breakers in the electrical breaker box to turn off electricity. If flood levels are expected to be high, gather medications, clothing, blankets and other necessary items for the people you serve and take them to a safe location away from the flood area. Emergency housing may be necessary until the danger of the flood has passed. Keep everyone together while relocating and remember, **STAY CALM.**

• Other Serious Situations

• SERIOUS INJURY

If an injury occurs that requires serious medical attention, call 911, your area emergency number, or take the person immediately to a doctor or emergency room. Notify your supervisor immediately.

• THREATS

All threats should be treated as though they are serious and may be carried out. If a staff member hears of a threat of potential physical harm or violence involving either staff, residents or the general public, he or she must report the threat immediately to the supervisor. In some cases, the police should be notified.

• MISSING PERSONS

Perhaps your most important duty is to safeguard the welfare of the people you serve. This means knowing where they are and how they are doing. However, sometimes even the most conscientious staff person may not be able to anticipate all situations. For example, at some public functions, where there are lots of crowds, you might get separated, however briefly, from the person you are accompanying.

Similarly, a person might travel to and from work or community events for years without any incident and then not come home once at the normal time. It is very important to understand that certain precautions should be observed in order to protect an individual who may be missing.

- **Know your agency's policy regarding the procedures you should use AND FOLLOW THEM.** Notify your supervisor immediately.

MISSING PERSONS

- Make sure that each person you serve carries an identification card
- Ask questions and assess the situation very carefully
- Look for personal items that might also be missing
- Think about the individual's frame of mind
- Try to assess a time frame
- Notify the authorities immediately if the person is not found

-
- **Make sure that each person you serve carries an identification card** (preferably a picture ID card) with his or her address and phone number on it when that person is away from home. Or, wears an identifying medication or ID necklace or bracelet if they have medical problems.
 - **Ask questions and assess the situation very carefully.** Be sure that all areas where the individual might have gone have been checked. If the individual routinely visited certain places or people at certain times, check these also. Ask:

Has the individual been observed visiting with someone, e.g., a relative, who may have come by to take him or her out of the residence without staff's knowledge?

Is anyone aware where he or she might have gone?

- **Talk with other residents** and see if they might know where the individual went as well as the last time they saw the person.
- **Think about the individual's frame of mind.** Was he or she upset or angry? Has this behavior happened before and who did that person go to after the previous incident?
- **Look for personal items that might also be missing.** Did he or she take an overnight bag or favorite clothing or items?
- **Try to assess a time frame** when the individual might have left the residence. Be rational -- do not panic. Cover all the above questions and try to think of other items that might be important before notifying the authorities.

If a person is not found after following the above procedure, notify the authorities immediately and follow their instructions.

SUMMARY

The health and safety of the people we serve is our primary responsibility. We must always be aware of the factor in our environment that might influence that responsibility. However, at the same time we are not police. We should not “hover” or overly protect. We must be concerned about the choices and rights of the people we serve. Finding that balance between our duty and our awareness of the individual choice is the challenge we face daily.

