

STRAFFORD

Regional Planning Commission

WELLNESS & SAFETY PLAN

The SRPC Executive Committee adopted these policies at its regularly scheduled meeting on January 20, 2017. A revision for 2022 was accepted at the Executive Committee meeting on June 17, 2022.

SRPC Chairperson

Date

150 Wakefield Street, Suite 12
Rochester, New Hampshire 03867
Telephone: (603) 994-3500
Fax: (603) 994-3504
Email: srpc@strafford.org
Website: www.strafford.org

Adopted: January 20, 2017
Revised: January 19, 2018
Revised: January 18, 2019
Revised: April 3, 2020
Revised: February 16, 2021
Revised: Month June 17, 2022

CONTENTS

Contents.....	1
I. Wellness & Safety Objectives.....	2
II. Duties & Responsibilities.....	2
A. Executive Director.....	2
B. Commission Employees.....	2
C. Wellness Coordinators.....	3
D. Joint Loss Management Committee (JLMC).....	3
III. Promoting a Safe And Healthy Workplace Environment.....	4
A. Encouraging Physical Fitness and Healthy Habits.....	4
B. Physical Stress Associated with Desk Work.....	4
C. Emotional Stress.....	5
D. Smoke-Free Workplace.....	7
E. Alcohol & Drug-Free Workplace.....	7
F. Discrimination, Harassment, and Retaliation Prevention.....	7
G. Guidance for Preventing the Spread of Infectious Illnesses, Diseases and Viruses.....	8
IV. Safety Protocol.....	9
A. Vehicles and Travel.....	9
B. Field Work.....	10
C. Accidental Injury.....	11
V. Emergency Action Procedures.....	11
A. Fire Emergency.....	11
B. Active Shooter Emergency.....	13
C. Medical Emergency.....	14
VI. Distribution & Conformity of Wellness & Safety Plan.....	16
VII. Strafford Regional Planning Commission Wellness & Safety Plan Acknowledgement Form.....	17

I. WELLNESS & SAFETY OBJECTIVES

Strafford Regional Planning Commission's most valuable resource is the people who work for the Commission. As such, the Commission is dedicated to providing a safe and healthy environment to protect its employees and preserve Commission assets and resources.

This Wellness & Safety Plan will assist the Commission and its employees in recognizing and managing hazards and risks in order to minimize injuries. It is the responsibility of all Commission employees to follow the policies and procedures outlined in the plan.

To maintain federal Occupational Safety and Health Administration standards for safety and health, the Commission complies with mandates to post information and provide training on key aspects of workplace safety. These activities include arranging annual updates on emergency evacuation, fire safety and ergonomics.

II. DUTIES & RESPONSIBILITIES

A. EXECUTIVE DIRECTOR

The Executive Director of the Commission is responsible for enforcing and implementing these policies and procedures. The Executive Director will report any management issues to the Executive Committee, which will discuss recommendations and implementation strategies. The Executive Director is also responsible for addressing and notifying the appropriate parties of any concerns pertaining to building safety.

The Executive Director will review workplace accidents, injuries, and health data; identify hazards in the workplace and find solutions; keep records of accidents and injuries; and ensure that the appropriate employees attend safety training.

Each year, the Executive Director will appoint at least two employees to act as wellness coordinators. These appointments will be announced to the Commission employees by the Executive Director.

B. COMMISSION EMPLOYEES

All employees must adhere to this plan. Employees will address safety issues as they arise, reporting any unsafe machinery, conditions, or hazardous acts to the Executive Director. Employees will be responsible for attending safety training, as required.

Employees will adhere to safe work habits and adopt a positive attitude about safety in the workplace both in and out of the office.

C. WELLNESS COORDINATORS

Wellness coordinators will serve as Commission employee representatives to assist the Executive Director in promoting a healthy and safe work environment. They will serve terms of one calendar year, from Jan. 1 to Dec. 31.

The coordinators will directly work with the HealthTrust wellness coordinators to stay current with all HealthTrust benefits and resources offered. The coordinators are responsible for distributing resources and information to employees regarding wellness benefits and opportunities.

Each year, the coordinators will develop a minimum of one campaign to promote wellness in the workplace. Campaigns must be designed to promote health, wellness, or safety. They will cover such topics as physical activity, nutrition, stress management, and heart healthy habits.

The coordinators will help the Executive Director decide how HealthTrust campaign funds will be used. Campaign funds shall be used to purchase items in support of health campaigns or to promote healthier habits and lifestyles of Commission employees. These funds can be used for a single campaign or spent throughout the year. Campaign funds shall be fully expended by December 31st of each year.

The coordinators are responsible for reviewing section III of this plan with employees and for reviewing and updating this plan each year.

D. JOINT LOSS MANAGEMENT COMMITTEE (JLMC)

The SRPC JLMC has been established in accordance with NH RSA 281-A:64 III:

“Every employer of 15 or more employees shall establish and administer a joint loss management committee composed of equal numbers of employer and employee representatives...”

Committee Purpose: To bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace.

The Duties and Requirements of the JLMC include:

- Meet at least quarterly
- Maintain meeting minutes
- Review Accident Data
- Coordinate workplace safety inspections
- Establish safety programs and procedures

- Organize safety training for staff

III. PROMOTING A SAFE AND HEALTHY WORKPLACE ENVIRONMENT

The Commission is dedicated to promoting the highest possible well-being of its employees. This plan outlines several steps and procedures that the Commission has developed to ensure employees work in an environment that is conducive to safety and health. It also provides information and resources available to employees to help them in the many aspects of maintaining their health and safety.

A. ENCOURAGING PHYSICAL FITNESS AND HEALTHY HABITS

The Commission allows employees—with the Executive Director’s approval—to work flexible schedules so they can exercise during work hours. Employees and the Executive Director can discuss taking longer lunch breaks for exercise by either coming in earlier or leaving later.

The Commission also encourages employees to carpool or use alternate forms of transportation—such as walking, mass transit, or biking—to and from work. Alternate forms of transportation are not only good for the environment; they can also increase fitness and activity levels.

Wellness Coordinators will make available resources on all aspects of developing and maintaining a healthy lifestyle. Group challenges and events will be organized throughout the year to promote physical fitness and healthy habits.

B. PHYSICAL STRESS ASSOCIATED WITH DESK WORK

The nature of the Commission’s work requires employees to sit at their desks for long periods, which elevates their risk of developing musculoskeletal disorders (MSDs).¹ Studies indicate that “MSDs are among the most frequently reported causes of lost or restricted work time.”² The continuous use of computers and keyboards also puts employees at higher risk for eyestrain and carpal tunnel syndrome. There are some things you can do to prevent these risks:

¹ Occupational Safety and Health Administration (OSHA). (2016). Prevention of Musculoskeletal Disorders in the Workplace. Retrieved from: <https://www.osha.gov/SLTC/ergonomics/>.

² Occupational Safety and Health Administration (OSHA). (2016). Prevention of Musculoskeletal Disorders in the Workplace. Retrieved from: <https://www.osha.gov/SLTC/ergonomics/>.

1. GET UP AND MOVE

Employees are encouraged to get up and to move and stretch throughout the workday. The Commission allows employees to take up to two 10-minute wellness breaks during the day. During these breaks, employees are encouraged to leave their workspace and move around, take some quiet time to de-stress and stretch, or take advantage of office break areas. Employees are eligible for an unpaid 30-minute lunch break.

2. ADJUST YOUR WORKSTATION

When arranging the components of your work area, whether in the office or at home consider these ergonomic tips:

- a. Make sure your computer screen is directly in front of you so that you are not turning your head to view it. Ideally, while looking forward, your eyes will hit the top of the screen and easily read downward. If you have a laptop you can prop it up on a monitor stand or on some books and use a separate keyboard.
- b. Your keyboard should be at or below elbow level. If your only keyboard is on your laptop, and you have another monitor available, try positioning the laptop so the keyboard is at elbow level, with the monitor at the appropriate eye level.
- c. Your legs should be at a 90-degree angle at the knee. If your feet don't touch the ground consider putting a box or stool under your feet. If your legs are too long for the chair and your knees are cramped, try to raise your chair, place an extra cushion on the chair, or find a chair that fits you better.
- d. The goal is not to sit upright all day long. That is unrealistic. Find a way to recline slightly backward so that you are not supporting your posture through your core all day long. This could be accomplished by adjusting the lumbar on your chair, if possible, or adding a small pillow behind your back. Whenever possible, stand up, stretch and move!
- e. Use a sit/stand workstation that allows you to raise and lower your desk.
- f. Most importantly, create a space that feels peaceful to you. Visual surroundings play a big role in your sense of well-being. Small things like adding a plant to your office or tidying your desk at the end of each day can make a big difference.
- g. Employees that require disability accommodations should contact the Executive Director or the Office Coordinator with any questions or requests for accommodation. *Please refer to the Disabilities Accommodations Policy in the Employee Handbook, Section II, D.*

Please see Appendix A for an Ergonomic Guide

C. EMOTIONAL STRESS

Emotional stress is another potential concern for Commission employees. Emotional stress can result from a heavy workload, infrequent breaks, long work hours, poor communication, poor social environment, conflicting or uncertain job expectations, job

insecurity, lack of opportunity for growth, and rapid changes for which employees are unprepared.

Employees may also be experiencing stress in their personal lives which could affect their work performance.

Employees are encouraged to utilize the **Life Resources Program (EAP)** which is available to ALL employees regardless of health care coverage. EAP is completely free and confidential.

EAP offers:

- Mental Health Counseling
- Financial Resources
- Legal Resources
- Life Coaching
- Work/Life Referral Services

LifeResources EAP is available 24/7 to employees and retirees of Member Groups that offer HealthTrust medical coverage and their eligible dependents and household members. There is no requirement that such individuals be enrolled in HealthTrust coverage to use the EAP.

Call the EAP at 800.759.8122, 24/7/365. For online access, visit the LifeResources website at mylifeexpert.com username: healthtrust | password: resources

Another free resource is [The National Alliance on Mental Illness. NAMI, New Hampshire Info & Resource Lines](#). You can call the Info and Resource Hotline anytime at 1-800-6264. The website lists numerous Crisis Hotlines including:

- [National Suicide Prevention Lifeline](#). call 1-800-273-TALK (8255) for free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.
- [Crisis Text Line](#) – free, 24/7 support for those in crisis. Text 741741 from anywhere in the US to text with a trained Crisis Counselor.
- [The LGBT National Help Center](#) – call 1-888-843-4564. Open to callers of all ages. Provides peer-counseling, information, and local resources.
- [NH Rapid Response Access Point](#) – Call/Text 1-833-710-6477 – If you or someone you care about is experiencing a mental health and/or substance use crisis, you can call and speak to trained and caring clinical staff. You'll be served by compassionate providers from mental health centers in your community who can help you access vital resources in an emergency.

D. SMOKE-FREE WORKPLACE

Tobacco smoking has been clearly established as a preventable cause of illness in smokers. Exposure to second-hand smoke has also been shown to be hazardous to the health of nonsmokers. The Commission complies with New Hampshire's Indoor Smoking Act, which regulates smoking in enclosed workplaces. In keeping with SRPC's intent to provide a safe and healthful work environment, all forms of smoking, inhaled agents and nicotine-based products are prohibited anywhere in the Commission offices, AND is allowed only during lunch and break periods. E-cigarettes and vaping are likewise prohibited. This policy applies to all employees, clients, constituents, and visitors

Please refer to the Smokefree Workplace Policy in the Employee Handbook Section II: G.

E. ALCOHOL & DRUG-FREE WORKPLACE

The Commission encourages employees in need of assistance with a controlled substance to seek proper medical or mental health assistance. The Commission offers help through the [Employee Assistance Program \(EAP\)](#), [Life Resources](#). This service is provided in partnership with HealthTrust and is available 24 hours a day, seven days a week. For more information or to take advantage of EAP, contact Life Resources directly at 800-759-8122.

For 24/7 access to mental health and/or substance abuse, visit [NH Rapid Response Access Point](#) – or Call/Text 1-833-710-6477. If you or someone you care about is experiencing a mental health and/or substance use crisis, you can call and speak to trained and caring clinical staff. You'll be served by compassionate providers from mental health centers in your community who can help you access vital resources in an emergency.

For the complete Alcohol and Drug Free Workplace Policy, please refer to the Employee Handbook, Section II: E.

F. DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION

The Commission is committed to providing a work environment that is free of discrimination, harassment, or retaliation. In keeping with this commitment, the Commission maintains a strict policy prohibiting discrimination, harassment, and retaliation of or against our job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party, including but not limited to harassment based on race, color, creed, religion, age, sex or gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity or gender expression (including transgender status), pregnancy, sexual orientation, marital status, national origin, physical or mental disability, genetic

information, military service or veteran status, or any other category protected by applicable federal, state or local laws and ordinances. Such conduct will not be tolerated by the Commission.

The Commission is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

Each Commission employee is responsible for helping to keep the work environment free of discrimination, harassment, and retaliation, including while on Commission premises, while on Commission business (whether or not on Commission premises) or while representing the Commission.

For the complete Anti-Harassment Policy and Complaint Procedure, please refer to the Employee Handbook, Section II, C

G. GUIDANCE FOR PREVENTING THE SPREAD OF INFECTIOUS ILLNESSES, DISEASES AND VIRUSES

To protect the health of employees, customers, and visitors, and to ensure the continuity of business operations, we ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace.

Employees are reminded of the following:

- a. **Stay home when you are sick!** Employees experiencing any symptoms of unwellness are encouraged to stay home to prevent the spread of illness to coworkers and the public. Staff have the option to telecommute, and regular full-time employees may use their paid time off if they are unable to work due to illness.
- b. It is recommended staff wear a face-mask when conducting any face-to-face business.
- c. Practice social distancing when possible.
- d. Wash your hands frequently with warm, soapy water for at least 20 seconds.
- e. Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- f. Avoid people who are sick with respiratory symptoms.
- g. Clean frequently touched surfaces.
- h. Get vaccinated against COVID-19 and the seasonal flu.

- i. SRPC will comply with government issued regulations in the event of an emergency order

Employees who report to work ill will be sent home in accordance with these health guidelines.

IV. SAFETY PROTOCOL

A. VEHICLES AND TRAVEL

The Commission is committed to promoting safety on the road. Driving is inherently risky. The NH Division of Motor Vehicles processes over 40,000 crash reports a year; most crashes result from errors in driver judgment, rather than defective equipment or poor road conditions. Distracted driving due to cell phone use and texting can result in injury and loss of life.

In 2020 the Commission acquired a company vehicle for staff use. Field work has priority for use of the van, followed by a trip with the longest mileage. If available, employees must use the SRPC van for SRPC business. Staff will still be required to use their personal vehicles when needed.

All local, state and federal laws must be strictly followed. Employees who drive during work time are prohibited from using a cell phone and must abide by the hands free state law. [RSA 265:79-c Use of Mobile Devices while Driving Prohibition](#)

Employees who need to communicate on any digital device should pull over to the side of the road and come to a complete stop or use voice command/handsfree technology. Any traffic violations due to using a digital device shall result in serious disciplinary action including possible termination.

When traveling to and from meetings, even when carpooling, Commission employees shall wear their seatbelts until they reach their destination. If multiple people are traveling in the van, masks are recommended but at the discretion and comfort level of the riders.

State Law requires all vehicles traveling on roadways must be cleared entirely of snow and ice prior to operating a vehicle.

During storms, the Executive Director may close the office, or close it before the end of normal business hours. When the Commission closes due to inclement weather, employees eligible to telecommute and who have work suitable to perform at home are encouraged to do so.

Decisions to close the office due to inclement weather are made at the Executive Director's discretion. Every effort should be made to report to work; however, in

emergencies such as severe weather, fires, or power failures, if an employee believes that travel may put their safety at risk, the Executive director should be contacted

For the complete Vehicle Operation Policy please refer to the Employee Handbook, Section III, F.

B. FIELD WORK

Traffic count data collection requires field personnel to work within the roadway right-of-way (R.O.W.). Field work, especially the placement of traffic counting devices, places Commission employees at considerable risk. Numerous hazards are associated with setting and collecting traffic count devices, collecting culvert data, mapping trails, and performing other field work. They include the risk of being struck by a motor vehicle, injuries associated with traversing over rough or wet terrain, allergic reactions, insect bites, poison ivy, tick bites and Lyme disease, dehydration, and exposure to harsh conditions such as wind, rain, or sun. All field work staff must review and sign a mandatory safety protocol prior to beginning field work

Therefore, it is imperative that sound safety precautions be taken during field work. No safety protocol or procedure can take the place of common sense and where-with-all in the field. All field personnel should carry identification and, if necessary, move carefully to ensure safety. Two employees will make up one data collection team.

Below is a list of some critical safety precautions that Commission employees should take while conducting field work.

1. SAFETY PROTOCOLS

For safety protocols, please refer to the SRPC Safety Protocol

2. TRAVELING TO AND FROM FIELDWORK ACTIVITIES

When traveling to and from field locations, employees are required to adhere to this plan's Vehicle and Travel Procedures.

3. ACIDENTAL INJURIES

Injuries that occur at work must be reported immediately to the Executive Director or other designated administrative employee.

4. MUNICIPAL POLICE AND PUBLIC WORKS ASSISTANCE

Commission employees should ask the local police to control traffic at sites they determine may be hazardous. These locations should be identified early in the field season so that arrangements for traffic control can be made well in advance. Similarly, municipal road agents and highway departments should be notified in advance of field work to minimize interference from their activities (i.e., street sweeping).

5. POSTED-NO TRESPASSING-KEEP OUT

Commission employees shall not navigate or step onto a site posted with no trespassing signs.

C. ACCIDENTAL INJURY

Injuries that occur at work must be reported immediately to the Executive Director or other designated administrative employee. All injuries must be reported regardless of whether they are minor, require minimal first aid, or are more serious and require immediate attention from a health care provider.

The Executive Director is responsible for reporting all workplace injuries in accordance with the requirements of the New Hampshire Workers' Compensation Law. Failure to report workplace accidents is a serious matter that may preclude an employee's coverage under Workers' Compensation Insurance.

The office first aid kit is kept in the labeled kitchen cabinet.

V. EMERGENCY ACTION PROCEDURES

A. FIRE EMERGENCY

1. NOTIFICATION

The building where the SRPC office is located, is equipped with smoke and fire alarms which are tested on a regular basis by the building maintenance department. In the event of other emergency situations where there is no alarm, employees shall do their best to notify all staff in the office as soon as possible.

To eliminate confusion, during an emergency, designate one person to contact the appropriate community emergency response personnel. The telephone numbers and contact information for the emergency response personnel for SRPC are:

Fire: 911

Police: 911

Ambulance/EMS: 911

2. ESCAPE ROUTE PLANS

SRPC has a main office with two exits and a separate conference room with two exits.

Emergency evacuation escape route plans (see Appendix B) are posted at all exits to the office and conference room.

When a fire/emergency alarm is sounded, or instructions for evacuation are given, all employees shall immediately exit the building at the nearest/safest exits, as shown in the escape route plans.

3. ASSEMBLY AREA

Upon exiting the building, evacuees shall meet as soon as possible at the designated assembly area, which is the three flagpoles diagonally across the parking lot from the main office entrance. *If exiting from an alternative exit, please find your way to the designated assembly area.*



Three Flagpoles



Main Office Entrance

4. ACTION

Upon receiving notification of a fire emergency, occupants must:

- a. Exit the office and close office doors if possible and do not lock
- b. Leave the building using the designated escape routes (see Appendix B)
- c. Assemble in the designated area which is the three flagpoles diagonally across for them parking lot. *If exiting from an alternative exit, please go to the designated assembly area.*
- d. Remain outside until otherwise instructed by law enforcement or emergency personnel
- e. Assist all physically challenged employees with evacuation
- f. Fight the fire ONLY if:
 - The Fire Department has been notified
 - The fire is small and is not spreading to other areas
 - The fire has not passed the incipient stage (that which can be put out with a fire extinguisher)
 - Escaping the area is possible by backing up to the nearest exit
 - The fire extinguisher is in working condition and personnel are trained to use it

- Fire extinguishers are located by the main inner door and in the kitchen. The main office area has emergency lighting. (See Map, Appendix A)
- g. Supervisor or designated staff member must:
- Coordinate an orderly evacuation of employees/visitors
 - Perform a head count of personnel/visitors after the evacuation has occurred
 - Provide the Fire Department and other Emergency personnel with the necessary information about the facility
 - Report the incident to the Executive Director if not on location

B. ACTIVE SHOOTER EMERGENCY

This Information is from the [Department of Homeland Security](#). These are general guidelines and are provided only as a guide to prepare employees in an active shooter emergency.

1. HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

- a. Call 911
- b. Alert co-workers, if possible
- c. Secure entrances, if you have time
- d. Assess where the shooter is
- e. Run
- f. Refer to the escape route plans posted by the office exits
- g. Leave your belongings behind
- h. Assess exits before using them
- i. Help others to escape, but evacuate even if others don't follow
- j. Keep your hands visible when exiting the building
- k. Hide
- l. Lock entrances and block them if you have time
- m. Turn off lights, music and computer monitors
- n. Hide in an area out of the active shooters view
- o. Hide without bunching with others
- p. Take items to throw at the intruder, if needed
- q. Block entry to your hiding place
- r. Silently contact security or police. If you cannot speak, leave the line open and remain quiet

2. FIGHT

As a last resort and only when your life is in imminent danger

- a. Attempt to incapacitate the active shooter

- b. Act with physical aggression and throw items at the active shooter
- c. Disable the intruder from continuing his progress
- d. Distract the intruder to confuse him so other better positions can disable or disrupt him
- e. Attempt to disrupt when an intruder stops to re-load the firearm (5-10 seconds to re-load)

3. HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

- a. Immediately raise hands and spread fingers
- b. Keep hands visible at all times
- c. Remain calm and follow officers' instructions
- d. Avoid making quick movements toward officers
- e. Avoid pointing, screaming and/or yelling
- f. Do not ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

4. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- a. Location of the victims and the active shooter
- b. Number of shooters if more than one
- c. Physical description of shooter/s
- d. Number and type of weapons held by shooter/s
- e. Number of potential victims at the location

5. RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

An active shooter may be a current or former employee. Alert the Executive director if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior include one or more of the following:

- a. Increased use of alcohol or drugs
- b. Unexplained increase in absenteeism and/or vague physical complaints
- c. Depression/Withdrawal
- d. Increased severe mood swings, and noticeably unstable or emotional responses
- e. Increasing talk of problems at home
- f. Increase of unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes.

C. MEDICAL EMERGENCY

Every medical emergency is different, so different protocols may be required for different situations. That said, by definition, most medical emergencies require

immediate professional attention. For this reason, the first course of action should be to call 911.

Beyond that, here are some additional guidelines that should apply in the case of most medical emergencies:

1. CALL 911

It bears repeating: In the case of most medical emergencies, the sooner you call 911, the better. Make sure someone is responsible for dialing 911 before taking any other steps. It's always better to be safe than sorry.

2. TAKE A FEW DEEP BREATHS

It may seem counterintuitive to pause but taking a few moments to gather yourself will help you think more clearly and act more effectively. Before you start to act, make sure you breathe and center. It may be helpful to count to 10 and/or remind yourself that you can respond to the situation at hand.

3. ASSESS THE SITUATION

Are there any potential hazards that could be dangerous to the injured party or onlookers? For example, if a person is having a seizure, check to see if they're surrounded by hard objects that could cause damage. If you notice any hazards, do your best to neutralize them. Be extremely cautious about moving the injured person, especially if there's any chance they have a spinal injury. Only move the injured person if not moving them would prove life-threatening.

4. ASSESS THE INJURED PERSON

Check to see if they're alert, coherent, and breathing. Confirm that you're able to find their pulse. If they're breathing and have a pulse, keep them as comfortable as possible and stay with them until emergency professionals arrive.

5. BE PREPARED TO ADMINISTER CPR OR AED UNTIL PROFESSIONALS ARRIVE

If the injured person isn't breathing and/or you can't find a pulse, individuals trained in CPR should begin CPR. Locate available AED.

6. ADDRESS THE MOST LIFE THREATENING ISSUE

In some cases, an injured person might present multiple issues. Attempt to address the most life-threatening issue first. For example, severe bleeding or stopped breathing is likely a greater priority than a broken bone.

7. ASSIST PROFESSIONALS ONCE THEY ARRIVE

Follow instructions closely and provide as much information as possible so they're equipped to respond appropriately.

8. NOTIFY THE INJURED PERSON'S EMERGENCY CONTACTS

They'll want to know what's going on and will be able to keep the victim company at the hospital or medical center.

9. MAKE A RECORD

Once the emergency is over, write down as accurately as possible your memory of the events that transpired. (It might be helpful to collaborate with a few observers.) This will be useful if anyone needs to review what happened. It will also assist in planning for future emergencies.

By taking steps to prepare for a medical emergency and learning how to respond if an emergency occurs, you'll significantly increase the chances your team is able to effectively navigate this type of situation. To appropriate the old saying, an ounce of preparation is worth a pound of emergency response.

VI. DISTRIBUTION & CONFORMITY OF WELLNESS & SAFETY PLAN

Upon adoption of this program by the SRPC Executive Committee, each employee will receive a copy of the Wellness & Safety Plan. Every employee will be asked to sign a copy of the attached form acknowledging that they have received the Wellness & Safety Plan which will be filed in their personnel file.

Each year, the Wellness Coordinators will review and update this plan. Employees will have the opportunity to discuss safety issues and make recommendations for procedures.

VII. STRAFFORD REGIONAL PLANNING COMMISSION WELLNESS & SAFETY PLAN ACKNOWLEDGEMENT FORM

This Wellness & Safety Plan has been prepared for your information and understanding of the policies and procedures as well as the practices and expectations of the Commission. PLEASE READ IT CAREFULLY. Upon completion of your review of the plan, please sign the statement below and return it to the Executive Director.

I, _____, have received and read a copy of the Commission's Wellness & Safety Plan that outlines the SRPC's policies, procedures, and expectations for employees pertaining to workplace safety.

I have familiarized myself, at least generally, with the contents of this plan. By my signature below, I acknowledge, accept, and agree to comply with the plan provided to me by the Commission.

I understand that this plan is not intended to cover every situation that may arise during my employment, but is simply a guide to the policies and procedures, practices, and expectations of the Commission.

I also understand that the Wellness & Safety Plan is subject to change at any time the Commission deems appropriate.

Employee Signature

Date Received