



EMPLOYEE SAFETY GUIDE

Purpose: This handbook explains safety rules in clear, simple language. It is for staff who provide care in people's homes.

Goal: Help you and the person you support stay safe while you work.

How to use: Read each section during training. Keep the handbook with you. Use the checklists and steps when you are on the job.

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1) Your Role and Basic Safety

- Think before you act. Look at the room, floors, lighting, pets, and space.
- Use safe tools for every job. Do not rush.
- Keep pathways clear and well-lit. Clean up spills right away.
- Know who to call in an emergency. Call 911 for life-threatening situations.
- Report any injury, near miss, or exposure the same day.

2) Clean Hands and Standard Precautions

When to clean your hands

- Before you touch the person or clean supplies.
- Before a clean task and after any contact with body fluids.
- After you remove gloves and after you leave the room.

How to clean your hands

- Use hand sanitizer with at least 60% alcohol for routine care. Rub all over hands until dry.
- If hands are dirty, wash with soap and water for at least 20 seconds. Dry with a clean towel.

Gloves and cough etiquette

- Wear gloves when you might touch blood or body fluids, open skin, or mucous membranes.
- Clean your hands before putting on gloves and after taking them off.
- Cover coughs and sneezes with a tissue or your elbow.

3) Blood and Body Fluids: What to Do

If an exposure happens:

1. Act fast. Wash skin with soap and water. If eyes or mouth are hit, flush with clean water for at least 15 minutes.
2. Tell the employer/participant right away and follow reporting steps the same day.
3. Get medical care as soon as possible. Some medicines work best when started quickly.
4. Fill out the incident form and attend any follow-up visits.

How to prevent exposures:

- Use sharps containers and safe work habits. Do not pass unprotected sharps.
- Do not recap, bend, or remove needles by hand.
- Ask about the Hepatitis B vaccine if you may be exposed at work.



4) Safe Handling and Disposal of Sharps

- Put used needles and lancets straight into a hard, puncture-resistant container that closes tight.
- Best choice: an FDA-cleared sharps container. If not available, use a heavy-duty plastic bottle with a screw cap (like a detergent bottle).
- Do not use coffee cans, glass jars, thin plastic, or bags.
- Close and dispose of the container when it is about three-quarters full. Follow local rules.
- Never put loose sharps in the trash or recycling. Never flush sharps.

5) Moving and Lifting People Safely

Plan first

1. Check the person's ability to help. Lock beds and chairs. Clear the space.
2. Choose the safest method: belt, slide sheet or board, shower chair, grab bars, or a lift.
3. Explain what will happen. Agree on a simple cue, like “1-2-3.”

During the move

4. Keep the person close to your body.
5. Keep your back straight. Bend your hips and knees, not your waist.
6. Do not twist. Turn with small steps.
7. Stop if it feels unsafe.

Tips

- Set wheelchair brakes. Remove footrests and armrests if needed.
- Make sure the person wears non-slip footwear.
- If a fall starts, guide the person down if you can do so safely. Check for injury and report.

6) Preventing Slips, Trips, and Falls

- Pick up cords and clutter. Secure or remove throw rugs.
- Use good lighting in halls, stairs, and bathrooms. Add night-lights if needed.
- Wipe up spills right away. Use no-skid mats where floors get wet.
- Wear supportive, slip-resistant shoes.
- Use handrails on stairs. Take shorter steps on slick surfaces.
- Watch for pets that move around your feet.



7) Fire Safety and Using an Extinguisher (PASS)

- Your first job is to get people to safety and call 911.
- Use a fire extinguisher only for a very small fire that is not growing and only if the room is not full of smoke.
- Keep your back to a clear exit.
- PASS method: Pull the pin. Aim at the base. Squeeze the lever. Sweep side to side.
- If smoke builds or the fire spreads, leave right away.

8) Hazardous Products and Safety Data Sheets (SDS)

- Keep products in their original containers. Read labels before use.
- Never mix cleaners (for example, bleach and ammonia).
- An SDS explains hazards, first aid, safe handling, and storage. Ask to see it if you are unsure.
- Open a window or turn on a fan for more air. Wear household PPE if the label says to.

9) Working in Heat: Water. Rest. Shade.

- Drink about one cup (8 oz) of water every 20 minutes when it is hot.
- Take more breaks as the heat rises. Do not skip breaks.
- Use shade, fans, or AC to cool down.
- Know the warning signs: cramps, heavy sweating, fatigue. Danger signs: confusion, fainting, hot or very dry skin.
- If you or the person feels sick from heat, stop work, cool down, and get help.

10) Reporting Incidents the Same Day

- Make the area safe. Give first aid if needed.
- Tell the employer/participant right away. Follow program steps the same day.
- For sharps or splashes, wash or flush immediately and seek medical care quickly.
- Write down who, what, when, where, what you did, and hazards you saw.



Appendix A — Home Safety Walk-Through

- Entry and pathways are clear. Rugs are secure or removed. Lights work.
- Floors are dry and even. Cords are taped down or moved.
- Bathroom has grab bars, a non-slip mat, and a shower chair if needed.
- Bedroom has space on the transfer side. Bed height is safe.
- Medicines and sharps are stored safely. Sharps container is upright and not over three-quarters full.
- Smoke alarms work. Exits are clear. Oxygen safety rules are followed if oxygen is used.
- Temperature is comfortable. There is access to shade, fans, or AC in hot weather.

Appendix B — Common Transfers: Step-by-Step

Bed to chair (with transfer belt)

1. Lock the bed and chair. Place the chair close at a slight angle. Remove footrests/armrests if needed.
2. Put on the transfer belt. Help the person scoot to the edge of the bed. Feet flat. Non-slip footwear on.
3. On “1-2-3,” help to stand using your legs. Keep the person close.
4. Pivot with small steps. Do not twist. Lower so the hips touch the back of the seat. Reattach parts.

Chair or toilet to standing and back

1. Place your feet shoulder-width apart. The person pushes from armrests; they do not pull on you.
2. Stand together on the cue. Stabilize. Step or pivot. Lower with knees and hips bent.

Tub and shower

1. Use a shower chair and grab bars. Place a non-slip mat. Keep soap and towels within reach.
2. Use a seated pivot or careful step-in, based on ability. Dry the floor right after bathing.

Appendix C — Quick Guide After an Exposure

1. Needle/cut/splash happens.
2. Wash with soap and water. Flush eyes or mouth with clean water for at least 15 minutes.
3. Tell the employer/participant and follow reporting steps.
4. Seek medical care as soon as possible. Some treatments are time-sensitive.
5. Complete the form and any follow-up.

