
Subject: Accident Prevention

Source: Early Head Start Performance Standards 1304.22(f) 1, 1304.22(d) 1

Policy

Early Head Start staff and volunteers will take proper precautions to prevent injury at the center.

Procedures

1. All facilities will have a first aid kit readily accessible and clearly marked for emergency use.
 2. All facilities will post evidence of compliance of all applicable and current Health and Fire inspections.
 3. All staff handling food will have their current food handler's card on file with Human Resources.
 4. It is the responsibility of the on-site staff to monitor the contents of the first aid kits on a monthly basis to ensure that they are fully equipped. If replacement items are needed, they will request needed supplies from the Health Manager.
 5. All facilities will be equipped with an ABC fire extinguisher securely mounted and readily accessible. Employees are trained in the use and type of fire extinguishers available.
 6. All fire extinguishers and systems will be tagged, noting monthly inspections and annual maintenance.
 7. Safe ladders are available and used for reaching shelved items.
 8. The required use of safety devices used to cut foil and plastic wrap will be used to prevent injuries to staff.
 9. At least three feet of walking space in the aisles and traffic ways are to be kept free of obstacles and obstructions, including heavy overhead storage and empty food containers.
 12. Smoking is prohibited in all areas on Early Head Start premises and anywhere within sight of Early Head Start children.
 13. Facility exits are clearly marked with visible, approved EXIT signs.
 14. All employees must consume food only in designated areas.
 15. All kitchen employees are required to adhere to sanitation procedures (see Classroom Sanitation.)
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