**July Safety Awareness**

# July’s safety awareness will focus on fire prevention safety/evacuation and lifts and transfers/stretches.

**Evacuation**

* Emergency evacuation procedures are posted in several conspicuous locations throughout every URSA facility.
* Employees are expected to be familiar with the evacuation procedures in the facility to which they are assigned.
* Fire drills must be conducted once per month while individuals are in the facility. The results must be recorded on the appropriate form and submitted to the Coordinator. Drill procedures are to be documented on the Fire Drill Report Form and brought to the attention of the Director or Designate.

**Fire Prevention**

* All fire equipment (smoke detectors, fire extinguishers, generator) must be checked, recorded, signed and dated monthly.
* A yearly inspection of fire alarms and extinguishers must be completed by a certified individual or company.
* All entranceways and stairwells are always to be kept free of obstacles and debris.

**Lift and Transfers**

* The safety of the individuals and the staff is of the utmost importance, therefore, safe lifting and transferring techniques must always be followed.
* Specific guidelines must be followed as set out per individual and/or site. For details on specific guidelines, see individual care plans/service plans.
* Most sites have mechanical lifts (i.e. ceiling tracking and lifts). Training is required prior to using the equipment. Staff are not to use equipment without the proper training.
* There is no manual lifting of individuals, unless as outlined by the physical therapist or in the event of an emergency.
* Standing pivot transfers are to be approved by the physical therapist.
* All transferring procedures are to be outlined in the Individual Information sheet as well as posted in the individual’s bedrooms.

**Stretches**

* URSA has developed a simple set of stretches that all employees must complete prior to lifting/transferring individuals (i.e. complete the stretches prior to a.m. or p.m. routines involving lifting, etc.)

