**June Safety Awareness**

# June’s safety awareness will focus on facility security and hazardous product management.

**Facility Security**

* Exterior doors must always be kept locked at all residential sites, and when advantageous, fitted with peepholes.
* Exit signs must be posted and doorways/entrance ways must be well lit and free of obstruction.
* Windows must have tamper proof locks and window coverings which provide both security and privacy for those inside.
* Cash boxes containing program or individual funds must be securely locked and concealed in a locked desk or cupboard.
* All valuables belonging to individuals (staff are discouraged from keeping valuables at work) should be stored in a locked cupboard or desk.
* All windows and exterior doors must be locked when the facility is vacated.
* Facility security requires a conscientious and collective effort on the part of all employees to ensure that the facility is a safe and comfortable work environment.
* At certain sites security systems may be used.
* At the Administration Building, SCLS and BIS, any person to enter and/or exit the site must sign-in and sign-out using the Communication Book. At all other URSA facilities all persons must be signed-in and/or signed-out using the legal log. All sign-in/sign-out recordings are always to remain accurate.

**Hazardous Product Management**

* No products shall be brought into URSA facilities unless it is included in the approved product list for that facility. This excludes personal cosmetic items purchased for individuals (i.e. nail polish/remover, shampoo, bath oils, after shave lotion).
* Any product not included on the approved list must receive approval from Management prior to acquisition.
* All products are to be properly labeled and stored, i.e. in locked cupboards under the sink, in the bathroom and in the laundry room.
* The URSA Retreat Centre must have all fuels, flammable materials, herbicides and other toxic chemicals clearly labeled and securely stored
* All SDS will be made available on site for reference in case an employee or individual becomes exposed to the hazardous product.

