

## THE JESSAMINE PLACE

### BASELINE ASSESSMENT FOR SAFETY IN THE WORKPLACE

1. The Baseline Assessment for Safety in the Work Place will be completed by Supported Employment staff prior to the person's annual staffing (at least two weeks).
2. The Action Plan (a part of the assessment) will be completed identifying any safety issues with timelines to have corrections completed or issues resolved.

*Note: Any immediate danger or potential danger to the person will be managed immediately; may require the person being pulled from the work site.*

3. The assessment will be used in the annual staffing to develop outcomes if appropriate.
4. The assessment will become a permanent record in the person's file.

*Note: New job sites will be assessed prior to the person beginning his/her employment and annually thereafter.*

### AGGREGATE DATA

Aggregate data will be compiled from the POM: People are Safe.



5. knowledgeable of:

A. Exit routes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exit Routes are:

- a. Unobstructed
- b. Clearly marked
- c. Unlocked from Inside
- d. At least 28 inches wide and 7.5 feet high

6. free from harassment, violence and hostile work environment

\_\_\_\_\_

\_\_\_\_\_

7. Work place has:

- A. 1st aid supplies
- B. 1<sup>st</sup> Aid Personnel
- C. Emergency facial washing Station if warranted
- D. Emergency evacuation drills
- E. Smoke Detectors
- F. Fire Extinguishers

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. protected with safety equipment

- a. Safety shoes
- b. Safety Glasses
- c. Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. knowledgeable of combinations of chemicals that when combined become toxic

\_\_\_\_\_

\_\_\_\_\_

10. safe around moving equipment and  
and machinery

10. Concerns of the person:

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Suggested Questions to Ask:

1. Do you feel safe at work?
2. Do you have safety equipment a work?
3. Is your work environment clean and orderly?
4. What would you do in case of emergency on the job?

Action Plan for: Name: \_\_\_\_\_  
(to include steps to correct with timelines)

Date: \_\_\_\_\_

Action to be taken - #1: \_\_\_\_\_  
\_\_\_\_\_

Accomplished

Date

Completion Notes: \_\_\_\_\_  
\_\_\_\_\_

Yes { } No { }

Action to be taken - #2: \_\_\_\_\_  
\_\_\_\_\_

Completion Notes: \_\_\_\_\_  
\_\_\_\_\_

Yes { } No { }

Action to be taken - #3: \_\_\_\_\_  
\_\_\_\_\_

Completion Notes: \_\_\_\_\_  
\_\_\_\_\_

Yes { } No { }

Action to be taken - #4: \_\_\_\_\_  
\_\_\_\_\_

Completion Notes: \_\_\_\_\_  
\_\_\_\_\_

Yes { } No { }