

Safety Guidelines

The safety of our staff is extremely important to the management and board of directors of IndependenceFirst. To that end, the following safety recommendations have been developed with your safety in mind. Please review them carefully before visiting with a new/current consumer outside of the office.

1. When staff are unsure about their safety when meeting with a consumer they may want to use a buddy system. The buddy system could mean having two staff present at the meeting or one staff contacting another to check in. When staff are aware of potentially dangerous situations staff should make it a practice never visit alone or to use an alternate location to meet.
2. Staff of IndependenceFirst can use their judgement/common sense when considering personal safety. Staff members are encouraged to observe and assess the environment and the characteristics of the person they are meeting with. When safety is a concern staff can make the decision to not go through with the intended meeting.
3. Whenever possible, staff are encouraged to use public places or an office to meet with a potential consumer for the first time.
4. Consumers with a past history of violence can be flagged in our system. Staff can refer to the MiCIL database (ILS Department) or the Wizard (PAS Department) database before meeting with someone for the first time to review entries.
5. Staff is encouraged to attend trainings related to personal safety and dealing with difficult situations and people.

6. Staff that use a personal or agency cell phone may alert their supervisor to the phones GPSs capabilities. The GPS system allows the police to track cell phone numbers in an emergency.
7. When staff members are in the office after hours or on weekends they are encouraged to lock the doors that access the work area.
8. On site staff at the Milwaukee location are encouraged to use the “buddy system” when walking out to their cars. Staff that use the branch offices are encouraged to become aware of the safety guidelines in place and to keep pertinent phone numbers within easy reach.
9. Report any situations to your supervisor where safety was an issue. Human Resources and other Managers can be involved in the process of evaluating a situation for any further response.

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