

# PAC

## **Risk Management Resources**

*“The cost of  
Workers’ Compensation  
can be controlled”*

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**WELL**Advised

## **Safety Guidelines for Home Visits**

- 1) Do not give consumers your home phone number. In case of emergency, the consumer should call the referral agency, their doctor, or 911.
- 2) Do not take your purse with you on visits. Lock it in the trunk of your car before leaving for the consumer's house.
- 3) Keep the interior of your car free of personal belongings. Lock them in your trunk.
- 4) Alert the consumer and family of the approximate time of your visit. Whenever possible, call prior to the visit so they can watch for you.
- 5) Have accurate directions to the street, building, and/or apartment. Carry a road map and a cell phone or change for a pay phone. If you get lost or cannot locate the street, do not stay lost. Call the agency or family for directions immediately.
- 6) If the area is unfamiliar to you, check with your consumer employer for more detailed information. Pay close attention to directions on chart such as "use the rear door" or "beware of dog".
- 7) Always drive with your windows closed and your car doors locked. Lock your car door after exiting your vehicle. Check your vehicle prior to reentry.
- 8) As you approach your destination, carefully observe your surroundings, e.g., note location and activity of people, type and locations of cars, condition of buildings (abandoned or heavily congested).
- 9) Park in well-lighted and heavily traveled areas. Walk in the middle of the sidewalk. Avoid alleyways and obstructed areas with heavy shrubs.
- 10) Before getting out of the car, once again, thoroughly check the surroundings. If you feel uneasy, do not get out of your car. Return to or call from a safe location.
- 11) Be alert at all times. Remember that your safety in the community is dependent on your good judgment and remaining alert. This is true whether you are in a department store, hospital parking lot, or on a home visit.
- 12) Once inside the house position yourself so that there is no one between you and the exit door.

Keep in mind that you are putting yourself at the advantage of someone else who knows their environment and what secrets it contains. You must be observant in order to get advanced warnings of possible dangerous situations.

- Make note of access routes, exit routes, and blind spots.
- Always look and assess the type of people around the house and their activity prior to walking to the house.
- Walk with confidence. Move about quickly, but in a calculated manner.
- When seeking admission to a residence, try to call prior to your arrival.
- When walking, if you are approached or hassled, turn and walk the other way.
- Avoid carrying a briefcase.
- Avoid carrying a purse.
- If possible, do not stand directly in front of the door after you knock or ring the bell.
- Know where the kitchen is and be aware that this is a potential hazard due to the availability of knives.
- Program 9-1-1 into your cell phone.
- Drive around the block once to establish a rapid escape route.
- Pick the widest streets to exit in an expedient manner as they are more difficult to block.
- Familiarize yourself with the nearest police station in the area.
- Leave adequate space between cars to maneuver and pull out easily.
- Lock your door immediately upon entering your car.
- Keep windows rolled up.
- Do not stop if you foresee a potential hazard, just drive away.
- Pay attention to the lighting – Park near or under street lights.
- Have your ignition key ready when returning to your car.
- Always check your back seat.

## TEN COMMANDMENTS OF BODY MECHANICS

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- 1. KEEP A WIDE BASE OF SUPPORT:** Spread your feet apart to make yourself more stable. You may even want to place one foot in front of the other.
- 2. SIZE UP THE LOAD TO BE LIFTED:** Don't attempt to lift alone if you have any doubt about your ability to do so.
- 3. GET HELP IF NEEDED:** If the object is too heavy or if the size or shape of the object is too awkward, ask for help or use some equipment designed to assist in moving heavy loads (such as a cart, dolly, or wheelbarrow). Use team work and use a count, "1-2-3 lift" or "push" when moving an object.
- 4. KEEP THE OBJECT CLOSE TO YOU:** The farther the object is from you, the more pressure you will place on your lower back.
- 5. BEND YOUR KNEES AND HIPS:** Straighten your legs to lift. Keep your back straight (maintaining a normal lumbar curve) and use your stomach muscles to help lift.
- 6. DO NOT TWIST OR BEND SIDEWAYS:** Face the object you are picking up. If you must turn or change direction, pivot your feet rather than twisting your waist.
- 7. PUSH RATHER THAN PULL:** Pushing is much easier on your back than pulling. Brace your hands on the object and use your legs to move the object.
- 8. LIFT SMOOTHLY AS A UNIT:** Avoid strain produced by jerky, uncontrolled movements.
- 9. TAKE YOUR TIME:** Hurrying causes your muscles to act inappropriately and increases the chance of injury.
- 10. CHANGE STRESSFUL POSITIONS FREQUENTLY:** Maintaining any position too long is uncomfortable and can be harmful.

\*\* If you have been sitting, kneeling, or bending over for any length of time, stop frequently  
and do a standing back-bend.

\*\* If you have been working in a standing position or with your arms overhead, stop frequently  
and squat.

**PREVENT**  
a slip... a trip... a fall....



**Falls are the second leading cause  
of Accidental Death!**

- ☞ Walk at a safe speed and don't participate in horseplay.
- ☞ Inspect and maintain all walking surfaces for worn spots, holes, high spots and any other defects.
- ☞ Do not obstruct your vision by carrying a large load above shoulder height.
- ☞ Promptly report any hazards and promptly repair them.
- ☞ Keep all areas free of clutter! Be alert for electric/telephone cords, call bell cords, open file drawers, pallets or boxes.
- ☞ Wear proper footwear. Select shoes that provide firm support and slip resistant soles.
- ☞ Report burned out lights.
- ☞ Clean up spills immediately. Place a 'Wet Floor' sign or waste can at the spill site while you get a rag or mop. If you caused it – clean it up. Tell your Co-workers of the hazard and have it cleaned up.
- ☞ Around WET surfaces be careful. Make sure the soles of your shoes are clean to maintain firm traction and balance.
- ☞ Always use a step ladder for out-of-reach items. **NEVER** use a chair, box, or shelf.
- ☞ In Winter keep salt and sand readily available at doorways and problem areas.
- ☞ Allow enough time to get where you are going and take your time.
- ☞ Always obey "Wet Floor" signs.
- ☞ On slippery surfaces take short choppy steps.
- ☞ Use handrails when you go up and down stairs.



**"WATCH YOUR STEP"**  
It's good advice!

