



The Humane Society of Hobart

Safety Training Checklist for Staff and Volunteers

- **Electrical Safety:** HSH is up to code on all electrical requirements with a recent inspection in 2024. Access to electric has been provided and installed to meet the needs of shelter operation. Unauthorized personnel may not install or create new electrical pathways without prior approval.
- **Safety Training:** All staff and volunteers must adhere to the safety training provided onsite with the use of this checklist. Further written safety protocols can be found in the American Humane's Complete OSHA and Safety Guide for Animal Shelters.
- **Work-Related Injuries and Illnesses:** If there is a work-related injury or illness, please complete the HSH incident and accident form and follow protocol for specific incident i.e. clinic visit, ER visit, eyewash station, first aid.
- **Hazard Communication Plan:** If a hazard is identified in the shelter setting, onsite property or in animal control vehicle please share that information immediately with shelter leadership.
- **DDS/Rescue/Bleach Sanitation Hazards:** While using sanitation cleaner the appropriate dilutions must be used at all times. Cleaning solutions are hazardous and must be used according to dilution chart and container labels. Only staff is allowed to dilute and measure cleaning solutions to maintain safety and integrity. Personal Protective Equipment is required while creating solutions for sanitation.
- **Personal Protective Equipment (PPE):** PPE is required when handling any animal that is suspected of being ill or injured, during disease outbreak scenarios, while recovering from personal illness, when handling fractious animals, when creating sanitation solutions and in any zoonotic disease scenario.
- **Safe Animal-Handling Practices:** All volunteers and staff must be Fear Free Certified or trained by a Fear Free certified staff member.
- **Zoonotic Diseases:** All humans entering the shelter have the potential to be exposed to Zoonotic Diseases. All animals presenting symptoms of zoonotic diseases will be isolated to quarantine areas and handled by trained staff exclusively. Fosters with animals that have tested positive for zoonotic diseases will follow protocol specific to that disease.
- **Food and Beverages in the Workplace:** Food and Beverages in the workplace are to be consumed in designated areas of staff kitchen and Desk location.
- **Noise Hazards:** Animal Shelters are noisy places and earplugs are available for those that find the noise level intolerable or affect hearing levels after continued exposure.
- **Eyewash Stations:** Eye wash stations are located in the animal laboratory. An accident/incident report must be completed when an eye wash station is used.
- **First-Aid Kits:** First Aid kits are provided and located at the front desk. An accident/incident report must be completed when a first aid kit is used.

- **Waste Disposal:** Waste is picked up by The City of Hobart 4 times a week. Sharps are to be disposed of in an approved Sharps container and scheduled for drop off at an approved location.
- **Fire Prevention Plan:** Fire inspections are conducted by the City of Hobart twice a year. HSH is alarmed directly to police and fire. Please keep all pathways clear and in compliance with COH Fire Department requirements.
- **Fire Extinguishers:** There are 9 fire extinguishers located in the building along with a self-punch alarm system routed directly to police and fire should an emergency arise. An accident/incident report must be completed when a fire extinguisher is used.
- **Routes of Egress:** There are 3 main exits to the building. The main entrance is located on the East side of the building. There is an exit at the south side of the building by the staff kitchen. There is an exit on the north side of the building off of the main kennel.
- **Workplace Violence:** Workplace violence will not be tolerated. Please use the self-punch alarm system routed directly to police and fire should an emergency arise. An accident/incident report must be completed when workplace violence is identified.
- **Building Security:** The building has an alarm system in which when activated is routed directly to police and fire. You can use this system in an emergency by pressing the self-punch activation buttons located in the garage and front desk should building security be at risk. An accident/incident report must be completed when the alarm is used.