



Health and Safety Competencies

POLICY: It is the policy of Brightlife Enhancement Services to ensure that all staff members who are assigned to provide services and support to individuals are competent and have the necessary training.

PROCEDURE: Staff shall receive competency-based training in health and safety: 1) during new hire orientation, and 2) at least annually. It is the responsibility of the Brightlife Enhancement Services staff to assign and offer provision of training in the following areas: 1. Health and safety practices (e.g. First Aid, CPR, Universal Precautions) 2. Identification of unsafe environmental factors (OSHA) 3. Emergency Procedures, including evacuation procedures. 4. Identification and Reporting of Critical Incidents 5. Medication Management 6. Reducing Physical Risks and Crisis Intervention 7. Workplace Violence Training shall be provided on an ongoing basis regarding the potential risks involved in working in community settings (including a person's home). Training shall include (but is not limited to) identification of potential risks, ways to prevent risks, and emergency procedures. The training documents shall reference the objectives of that specific training.

The Brightlife Enhancement Services staff shall assign training for all areas above, in advance of the beginning of the calendar year and maintain a training register through the Brightlife Enhancement Services learning management system (or alternate source as appropriate). The training register will identify at minimum (1) who was trained, (2) who conducted the training, (3) when and where the training took place, (4) what training was conducted. The Brightlife Enhancement Services Institute evaluates the effectiveness of the trainings by conducting periodic surveying of trainees. Brightlife Enhancement Services will make the results of the evaluations available to trainers and to management. All live event trainings shall require a certificate or other means of proof of completion. These certificates shall be forwarded to, and maintained by, the Brightlife Enhancement Services by the approved trainers. Training mediums may include: • Educational Sessions (in-person, recorded, or via technology): ○ Provide information, allow discussion, answer questions, and identify needs/concerns. • Drills: ○ Test medical response, emergency notifications, warning/communication procedures, and equipment. • Exercises; ○ Staff walking the evacuation route to a designated area where the procedures for accounting for all personnel are tested. General training for all direct care employees addresses: • Individual roles and responsibilities. • Information about threats, hazards, and protective actions. • Notification, warning, and communication procedures. • Means for locating family members in an



BrightLife **Enhancement Services**

Holistic approach to healthcare

emergency. • Emergency response procedures. • Evacuation, shelter, and accountability procedures. • Emergency shutdown procedures.

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