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Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 3N.06

**SUBJECT: WORKER SAFETY RISK
MANAGEMENT PROTOCOL – Safety Resources
and Tools Appendix**

Approved by: Executive Director

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Responsible for Implementation: All Staff

Safety Resources and Tools Appendix

The following resources can be utilized to identify potential safety concerns.

- A. Safety Hazard Computer Notification Directions
- B. Criminal Record Check Websites
- C. Directions for Completing the Child Incident Report
- D. Intake Case Review History (Under the Intake Tab on the Dashboard)
- E. Safety Workshops

Appendix A

When a Safety Hazard is identified, the worker will follow the identified steps to enter the Safety Hazard into SACWIS:

- 1) Log into the SACWIS system.
- 2) Select the case the Safety Hazard will go under.
 - a) If the worker is not assigned on the case, the case can be found through the “Search” function.
- 3) Click “View Case Information.”
- 4) Click the “Members” tab at the top of the screen.

- 5) Select and click on the name that the Safety Hazard is to be documented.
 - 6) In the left box click on "Profile."
 - 7) Click on the "Safety Hazard" tab.
 - 8) Click "Add Safety Hazard" button.
 - 9) Select from "Available Safety Hazards" and add them to the "Selected Safety Hazards" box.
 - 10) Add Safety Hazard Narrative for safety hazards selected and click "Save" button.
 - 11) If saved correctly a "Hazards" box will appear on the home screen and have all members with a safety hazard listed. A red "Hazard Box" will also appear next to the members name in the "Members" screen under Case Information.
- If a Safety Hazard is indicated on a case, follow the above steps to go to the Safety Hazard page in SACWIS to read about the threat.

To remove a safety hazard flag, follow the same steps to the safety hazard tab and uncheck your selection.

Appendix B

Criminal Record Check Websites

It is highly recommended that staff utilize the following websites to inquire about police/court involvement of a family.

The main websites are:

www.fcmcclerk.com : Franklin County Municipal Court, Columbus, Ohio

www.drc.ohio.gov : Ohio Department of Rehabilitation & Corrections

www.criminalwatch.com/states/oh/asp : State Sex Offender Directories

<https://fcdcfcs.co.franklin.oh.us/CaseInformationOnline/> Franklin County Court of Common Pleas, Columbus, Ohio

www.nsopw.gov: National Sex Offender Public Website

<http://www.columbuspolice.org/Reports/SearchMain> Columbus Police Department
[Columbus Police Department Police Run Report](#)

www.vinelink.com Victim Information and Notification Resource Information

Appendix C

For directions on completing the Child Incident Report, please see Policies and Procedures section 3L Child Incident Reporting.

Appendix D

Intake Case Review History (refer to SharePoint)

Appendix E

To increase worker safety and improve safety awareness/risk management, the below trainings are offered on a rotating basis. Course descriptions are available on the Professional Development website.

- 1) Adrenaline State
- 2) Blood-borne Pathogens
- 3) Bomb Threats
- 4) Canine Safety
- 5) Car Seat
- 6) Clandestine Drug Lab Activity
- 7) CPR
- 8) De-escalation Techniques
- 9) Defensive Driving
- 10) Domestic Violence
- 11) Field Safety
- 12) Fire Safety
- 13) First Aid
- 14) Front Desk Security
- 15) Handling Irrate and Angry Clients
- 16) Infectious Diseases

- 17) Interviewing Safety
- 18) Introduction to Safety
- 19) Meth Awareness
- 20) Office Safety
- 21) Operation Street Smart
- 22) Personal Safety
- 23) Poison Smart
- 24) Protect Your Neck
- 25) Psychobiology of Hatred and Violence
- 26) Rage on the Road
- 27) Safety for Social Service Aides
- 28) Safety Forums
- 29) Safety I, II, III
- 30) Safety Marshal
- 31) Self Preservation-Adrenaline State
- 32) Stalking
- 33) Street Level Psych Emergencies 1 & 2
- 34) Street Drugs
- 35) Verbal De-escalation
- 36) Verbal Self-defense