**FORM T**

**SAFETY CHECKLIST**

Safety at the Practicum Agency

* Know the safety related policies and procedures for your practicum agency
* Know the policies and reporting procedures related to sexual harassment -in your
* practicum agency
* Know how to enter and leave the building safely (including after dark)
* Know who to report a security breach
* Know the check-in and check-out procedures
* Know any internal code asking for help (i.e., Dr. Armstrong is needed in room)
* Know if it is acceptable to work with clients with the doors open
* Know if staff and students ever physically hold a client, and under what conditions (i.e., an angry six year old trying to kick another child violently; a teenager trying to leave the facility)
* Know procedures for handling blood related incidents (bloody noses, etc.)
* Know where is the fire extinguisher nearest you, the nearest stairway?
* Know what to do and where to go in case of a fire (or fire drill), or tornado
* Know what to do if another staff person makes you feel unsafe or uncomfortable
* Know where emergency numbers are posted (police, fire department, poison control)
* Know process for reporting injury at the placement agency
* Know how to deescalate angry clients
* Know the agency policy in regards to clients who are inebriated or high (do they have to leave, what if they won't leave, are they encouraged to stay)
* Know how to safely position self in office (access to the door)
* Know how to use the building security
* Know how to use the phone to access help
* Know how to use supervision in regard to safety issues
* Know what to do when clients make threats towards others
* Know how to document incidents or threats
* Know who to contact at the placement site when there is an incident or threat
* Know when to inform Field Instructor/Task Supervisor
* Know what the procedure is if there is a suspicion that someone has a weapon
* Know where to store personal items (purse, cell phone)
* Know policies for after hour meetings with clients

Safety in the Community

* Know the agency's policies and procedures for safety in the community
* Is your car ready? (enough gas, well maintained and local map available)
* Park your car facing out, so you can quickly hop into your car and speed away if necessary
* Remember to drive through the community prior to stopping (note where there is a nearby phone, a grocery store, a community center; who is outside, are there large groups gathering; what are the colors that are being worn)
* Carry a CHARGED cell phone and know how to use it to call emergency numbers
* Know what your policy is about leaving if you are uncomfortable
* Always leave your daily plan at the office with phone numbers attached
* Leave your purse somewhere else (if you leave it in the back of the car, place it there prior to arriving at the home or in the community)
* Walk confidently to the home, using your eyes to scan around you.
* Don't delay getting in and out of your car (this is not the time to call your next client); have keys in hand approaching your car
* Know the agency policy regarding identification badges (can work for or against you in the community; be aware of the confidentiality issues also)
* Minimal jewelry is probably a good idea
* Who do you tell concerns to and how do you document incidents or threats
* Park where you can easily get out and will not be blocked in
* Know there is safety in numbers
* Carry a health bag in your car (latex gloves, bandages)

Safety in aClient's Home

* Engage your client
* Respect their space and property
* Show concern about them and their situation
* Being a judge or jury does not enhance your safety
* Until you know the situation well, try to sit where you have access to a door
* When in a potentially hostile environment, maintain an arm and leg length distance between you and others
* Humor is a great gift (be sensitive)
* If you sense a safety issue, find something to agree about with a client (instead of escalating a situation and then leave; you don't have to make your point)
* There can be safety in numbers
* Hardback or leather covered chairs are much less likely to have unwelcome guests in them (lice, bugs, etc.)
* If lice is a concern and you have longer hair, wear your hair pulled up
* If bugs (roaches) are of concern, you may want to wear pants that are tight around the bottom or have elastic around the bottom, or use socks to pull over the bottom of the pants
* If you want to clean up when you leave, you may want to keep baby wipes or antibacterial soap/lotion in your car
* It is sometimes fine to discuss your safety concerns with clients; they can be helpful (they often know safe places nearby, can let you know of gang colors, when it is best to come, where it is the safest to park; they are a wealth of information regarding being safe in their own communities) ,
* Find out when it would be okay with your agency to ask to meet a client's away from their home (i.e. nearest McDonalds's, at a park, etc.)

Safety Within Yourself

* Self-care plan (exercise, nutrition, friendships, support group, rest, vacation, etc.) Personal boundaries (social, work/school/family expectations)
* Compassion fatigue (laying down concerns about work at end of the day)

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Instructor/Task Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_