

## Annual Report on Health and Safety

Calendar Year 2013

### **Emergency Procedure Drills:**

All required emergency procedures drills were completed for the calendar year. Emergency procedures were discussed with staff and consumers present during drills.

During a utility failure drill an administrative assistance had difficulty accessing the back-up computer drive. No training or corrective action was necessary. An actual occurrence of potential workplace violence occurred at the Dobson office. Emergency procedures were followed properly, the potentially violent individual left the premises without incident, and the proper authorities were notified.

No trends were identified.

### **Self-Inspections:**

Two self-inspections were completed at each office. No issues were discovered and no trends identified.

### **External Inspections:**

An external inspection took place at the Dobson office on 4/22. No external inspection was due for the North Wilkesboro office until 3/6/2015. It is recommended that in the future external inspections should be completed annually for each location.

### **Workplace Injuries:**

A shredder in the Dobson office blew up injuring a member of the administrative staff. A Worker's Compensation claim was filed and the shredder's manufacturer was contacted. The Health and Safety Director discussed proper use of the shredder per the manufacturer's instructions.

A consumer accidentally struck an employee in the face with the back of the consumer's head during a community outing. A Worker's Compensation claim was filed. No further action was necessary.

No trends were identified.

