

A G E N D A
EXECUTIVE COMMITTEE
Administration Conference Room
Monday, May 5, 2014 – 1:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Chair's Announcements
5. Approval of Minutes of the Regular Meeting of March 3, 2014
6. Correspondence
7. **REPORTS**
 - a. Mutual Administration Manager (Carol Weller)
 - b. HR Manager (Ruth Smith)
 - c. Executive Director (Randy Ankeny)
 - d. Foundation President (Mario Michaelides)
8. Foundation Member Comments
9. **UNFINISHED BUSINESS**
 - a. Amend Policy 5536.1 – Guest Passes
 - b. Rescind Policy 5536.2 – Service Passes
10. **NEW BUSINESS**
 - a. Amend Policy 5091 – Basic Safety Responsibilities
 - b. Amend Policy 5440 –Emergency Plan
 - c. Policy 5441 – Emergency Plan – Staff – Discussion
 - d. Amend Policy 5442 – Community Emergency Preparedness
 - e. Recommend Employee Safety Awareness Program
11. Committee Member Comments
12. Executive Session
 - a. Legal and Personnel Update
 - b. Approve Executive Session Minutes
13. Adjournment
14. Next Committee meeting: June 2, 2014 at 1:00 p.m. in the Admin Conf. Room

Agenda is Subject to Change

MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: RUTH SMITH, HUMAN RESOURCES MANAGER
SUBJECT: AMEND SAFETY RELATED POLICIES AND REGULATIONS
DATE: MAY 5, 2014
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

The following documents set forth information on various matters concerning safety. It is the recommendation that these documents be amended to correct titles and provide clarity. The following changes are requested:

Policy 5440, Emergency Plan

- Change Administrator to Executive Director

Policy 5442, Community Emergency Preparedness

- Delete paragraph regarding the approval of the Safety/Emergency Coordinator.
- Change Administrator to Executive Director

Procedure 5091, Basic Safety Responsibilities

- Change the heading of the sections to be more relevant.
- Add the Safety/ Emergency Coordinator to the investigation of Accidents section.
- Add attend monthly Safety Committee meetings under Education section.
- Add Safety Committee activities under Awareness section.
- Delete "Off the Job Safety" under Awareness section.
- Change Special Incentives to Special Safety Programs. Modify wording under Special Incentives to include approval process for the Special Safety Programs.
- Change facilitation of safety rules and reporting from Community Facilities Manager to Safety/Emergency Coordinator.

Action by the Executive Committee to recommend the Board approve the amendment of Policy 5440 – Emergency Plan, Policy 5442 – Community Emergency Preparedness, and Procedure 5091– Basic Safety Responsibilities, is requested.

GOLDEN RAIN OPERATIONS**DRAFT TO AMEND****Basic Safety Responsibilities**

All administrative and supervisory personnel are responsible for the implementation of the following Basic Safety Responsibilities:

1. Engineering Standard Operations

- a. Observing and correcting unsafe conditions:
Must be ever alert to recognize physical hazards when they exist and take prompt action with persistent follow-up to bring about control.
- b. Investigation of Accidents:
Working with Safety/Emergency Coordinator each accident resulting in personal injury or property damage must be investigated properly at the scene of the accident within 24 hours after the occurrence with effective remedial action taken.
- c. Protective Equipment:
All items of required protective equipment must be worn at all times in accordance with established rules. Supervisors must see that it is properly cared for and that employees return used items or have them replaced at the employee's expense if they are willfully damaged or lost.

2. Education

- a. **Attend monthly Safety Committee meetings**
- b. Conduct a monthly safety meeting.
- c. Give proper job instruction with each assigned task.
- d. Properly indoctrinate the new employee in accordance with company standard practice.

3. Enforcement

(Apr 87)

GOLDEN RAIN OPERATIONS**DRAFT TO AMEND**Basic Safety Responsibilities

a. Rules and regulations:

Maintain effective program to see that employees know and properly understand the rules and safe practices involved with their work. See that all rules are enforced.

4. Energizing Awareness

a. Attitude:

Set the best example of safe conduct yourself. Let your sincerity and enthusiasm toward safety be evidenced at every opportunity.

b. First-Aid Safety Committee Activities:

Utilize first-aid safety committee activities training (“~~What to do until the Ambulance Arrives~~”) as an effective tool to develop safety awareness and emergency preparedness.

~~c. Off the Job Safety:~~

~~Recognize the value of stimulating employee interest in on the job safety, periodically balancing your program with interest in the safety of your people off the job.~~

c. Special Incentive Safety Programs:

~~Promote all safety contests or special programs effectively to maintain employee interest.~~

Special safety programs will be established to promote safety awareness in a way that will effectively maintain employee interest. These programs will be developed by the Safety Committee and approved by the Executive Director.

(Apr 87)

GOLDEN RAIN OPERATIONS**DRAFT TO AMEND****Basic Safety Responsibilities**

Safety is very much a part of the supervisor's job. It is his/her responsibility to see that everything in his/her department measures up to our safety standards. Safety does not require extra time. On the contrary, unsafe practices, particularly those resulting in injuries and property damage, are time consuming and costly. Just as quality comes from doing things the right way the first time, so does safety result from doing things the safe way the first time.

~~The Community Facilities Manager will appoint an OSHA~~ **The Safety/Emergency Coordinator will facilitate the** to **implementation of** safety rules and regulations and appropriately report any violations.

Procedure

Approved: 21 May 74

Amended: 14 Apr 87

Executive Director**Golden Rain Foundation**

(Apr 87)

GOLDEN RAIN OPERATIONS**GOVERNMENTAL RELATIONS****DRAFT TO AMEND****Emergency Plan**

The basic policy of the Golden Rain Foundation in emergency situations is to cooperate fully with the authorized governmental agencies in assisting residents of the community and in minimizing and repairing with all possible speed property damage to the community.

The Administrator **Executive Director** and/or the Safety/Emergency Coordinator are authorized and directed to work with governmental agencies and request help from other emergency agencies when such help is needed.

The Administrator **Executive Director** is directed to set up routine emergency procedures to alert the staff, both resident and nonresident, so that all possible assistance can be obtained in the shortest time possible.

Policy

Adopted: 21 May 74

Amended: 16 Mar 93

Amended: 25 May 99

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(May 99)

GOLDEN RAIN OPERATIONS**GOVERNMENTAL RELATIONS****Emergency Plan - Staff**

In compliance with the basic emergency plan of the Foundation, as set forth in Policy 5440 and through a verbal agreement with the Los Alamitos Medical Center, the following staff regulation is published:

1. Los Alamitos Medical Center will provide emergency services to assist residents in any and all emergencies.

They may supplement the existing 24-hour medical services with other resident and nonresident staff members outside the regular operating hours of the Leisure World Health Care Center.

The Medical Director will cooperate and work with the nearest general hospital to provide emergency medical assistance when needed.

2. The Community Facilities Manager and Safety/Emergency Coordinator will cooperate with the City and other governmental emergency agencies to preserve, protect, and repair the property of the Foundation and the Mutual corporations in the event of any emergency.

The Safety/Emergency Coordinator will maintain an up-to-date list of resident and nonresident staff to be called in the event of an emergency occurring when the staff is not on duty.

3. The Los Alamitos Medical Center, Community Facilities Manager and Safety/Emergency Coordinator will contact the Executive Director to seek additional help when the nature of the emergency calls for more assistance than is at their disposal.

The Community Facilities Manager will provide all available staff, communication facilities, and transportation when requested by the representative of the governmental agency responsible for directing the emergency operation.

Regulation

Approved: 21 May 74

Amended: 25 Mar 85

Amended: 15 Aug 88

Amended: 16 Mar 93

Amended: 20 Apr 99

(May 96)

Executive Director

Golden Rain Foundation

GOLDEN RAIN OPERATIONS**DRAFT TO AMEND****GOVERNMENTAL RELATIONS****Community Emergency Preparedness**

The Golden Rain Foundation approved the position of Safety/Emergency Coordinator on November 17, 1995.

The Safety/Emergency Coordinator will develop and be responsible for the emergency plan of the Foundation under the direction of the Administrator **Executive Director**.

Detailed plans for major emergencies will be presented to the Executive Committee for review, adoption, and revision, if necessary. These plans will be embodied in an Emergency Preparedness Manual which will be updated periodically.

The Safety/Emergency Coordinator will be a liaison with such organizations as the American Red Cross, Seal Beach Police Department, Orange County Fire Authority, and other emergency service organizations.

Policy

Adopted: 21 May 74
 Amended: 15 Sep 87
 Amended: 16 Mar 93
 Amended: 25 May 99

GOLDEN RAIN FOUNDATION
Seal Beach, California

(May 99)