APS-18-06

May 16, 2018

**MEMORANDUM FOR DIVISION OF SENIOR & DISABILITY SERVICES**

**ADULT PROTECTIVE SERVICES STAFF**

From: Kathryn Sharp Sapp, Bureau Chief

 Division of Senior and Disability Services

 Adult Protective Services Policy Unit

Subject: Worker Safety

Enhancements to the Adult Protective Services (APS) Manual have been made to include a policy on worker safety. Establishing a worker safety protocol is extremely important. This addition to the APS Policy Manual is another product of the Continuous Quality Improvement process. Protocols for safety have been developed with a goal of creating a climate where safety is discussed and strategies developed routinely. APS Policy 1705.05: Worker Safety was developed to provide staff with more information on performing job duties safely as well as instructions on what actions are needed in the event of safety threat.

DSDS employees face the unknown and the unexpected and on a daily basis. There can always be that one home or person that deviates from the normal range of conditions and behavior. Therefore, employees may be taken off guard when a situation begins to escalate for whatever reason. This is why following established protocol is important. Prevention of any safety issue is the ultimate goal, but if an employee is faced with an unsafe situation, the immediate concern is to assist the employee as soon as possible.

**NECESSARY ACTION:**

1. Review this memorandum with all APS staff.
2. Review APS Policy 1705.05: Worker Safety.
3. All questions should be cleared through normal supervisory channels and directed to:
4. Amanda Veltrop at APSPolicy@health.mo.gov or by calling 573-526-5391.

**APS Manual Revisions:**

APS Policy [1705.05](https://health.mo.gov/seniors/apsmanual/doc/1705.05.doc): Worker Safety – New Policy