

# **ADMINISTRATIVE POLICIES AND PRACTICES WPPM #160-10**

## **Subject: Local Agency Requirements**

### **Item: Safe Environment**

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#### **PURPOSE:**

To ensure the safety of WIC employees, participants, applicants and visitors.

#### **POLICY:**

- I. The local agency (LA) is required to provide a safe and healthy work environment for WIC employees, participants, applicants, and visitors.
- II. To the extent possible, a LA is encouraged to maintain WIC sites in areas that are reasonably secured from violent acts, and have security personnel made available.

#### **PROCEDURE(S):**

- I. A safe and healthy work environment at a LA must include, but is not limited to, the following requirements. The work site must:
  - A. Be free of infectious waste and infectious waste containers.
  - B. Be free of hazardous waste and chemicals.
  - C. Have all medicines, drugs, and vaccine safely stored under lock and key.
  - D. Have emergency telephone numbers clearly posted by each telephone unit.
  - E. Have emergency exits clearly marked for permanent sites and clearly known to all occupants of satellite or temporary sites.