

## HPAE. Putting care first.



### DID YOU KNOW... #5

That Sunrise House must have a manual that contains policies & procedures for:

- Reportable events: accidents, serious injuries, or death of client;
- Alleged/suspected crimes that endanger life/safety of clients;
- Outbreaks of communicable diseases; and
- Regular employee physical exam schedule, including when hired.

**New Jersey Administrative Code:**

§ 10:161A-3.6 Policy and procedure manual

If you experience any Code violation fill out an incident report at <http://www.hpae.org/campaigns/sunrise-houseaac-workers-contract-campaign/document-problem-connect-local/> or tell your Rep.