

SUBJECT: SAFE ENVIRONMENT

EFFECTIVE
DATE: 10-21-11 (replaces 03-31-11)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of McIntosh Trail CSB to design and provide a safe, accessible, effective, and efficient environment of care in accordance with its mission and services, as well as applicable laws and regulations.

PROCEDURE

1. Provide a physical environment free of hazards and manage staff activities to reduce the risks of injuries. This will be done by the following:
 - a. Maintain and supervise equipment;
 - b. Conduct risk assessment;
 - c. Examine safety issues;
 - d. Conduct ongoing hazard surveillance;
 - e. Provide orientation and education that addresses safety;
 - f. Monitor performance regarding actual or potential risk.
2. Provide the maximum security possible for all staff, individuals served, and visitors to protect them from harm.
 - a. Identification is provided for all visitors and staff.
 - b. Install and maintain electronic security system at each outpatient site.
 - c. Outside doors are to be secured at the end of each work day and alarm systems should be armed at the end of each business day, if applicable.
 - d. Keys to buildings will be issued in accordance with Policy 1211.
 - e. Control access to sensitive areas, as determined by the organization.
 - f. All incidents are to be reported through the use of the incident report in accordance with Policy 1015.
3. Provide an equipment management process to promote safe and effective use of equipment.
 - a. Identify and inventory equipment to be used in accordance with Policy 1410.
 - b. Test and inspect all equipment before it is used.
 - c. Monitor and act on equipment hazard notices and recalls.
 - d. All staff injuries related to equipment use are reported through the Department of Administrative Services Workers' Compensation (Policy 3007).
4. Provide a utilities system that is safe and reliable.
 - a. Identify, evaluate and inventory critical operational components.
 - b. Conduct inspections and test critical operating components.
 - c. Maintain records/reports of problems, failures or user errors.

SUBJECT: SAFE ENVIRONMENT

EFFECTIVE
DATE: 10-21-11 (replaces 03-31-11)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

PROCEDURE (Continued)

5. Provide and maintain an emergency preparedness process to ensure effective response to disasters or emergencies.
 - a. Each site will have an Emergency Preparedness Plan which includes the Disaster Response Team Protocol and the Community-wide Preparedness Plan for dealing with potential emergencies and disasters in accordance with policy 1214 - 1215.
 - b. Unannounced tests of all emergency procedures, i.e., bomb threats, natural disasters, utility failures, medical emergencies, safety during violent or other threatening situations are to be conducted at least annually on each shift. Must include complete actual or simulated physical evacuation drills.
 - c. Provide orientation and education for personnel who participate.
 - d. Monitor performance regarding actual or potential risk.
6. Provide a life safety management process in order to provide a fire-safe environment of care.
 - a. Protect individuals served, staff, visitors and property from fire, smoke and other products of combustion.
 - b. Inspect, test and maintain fire alarm systems.
 - c. Residential sites will conduct unannounced fire drills on all three shifts (one drill performed on a different shift in one of the months in the quarter). Example: July - September: July - 1st shift; August - 2nd shift; September - 3rd shift.
 - d. Inspect and maintain portable fire extinguishers monthly. Make sure 30 day Fire Inspection tag on each fire extinguisher is filled out monthly.
 - e. Provide life safety orientation and education.
 - f. Monitor performance regarding actual or potential risk.
 - g. Inspect monthly, test monthly and change batteries in smoke detectors that are single station (battery-powered) in any Residential/Housing facilities (sites that do not have sprinklers).
7. Provide and maintain a process to safely control hazardous materials and wastes.
 - a. Identify hazardous materials and waste.
 - b. Staff will be instructed in and adhere to the procedures outlined in Policy 1216.
 - c. Monitor and dispose of hazardous materials and waste.
 - d. Provide orientation and education for staff who manage or have contact with hazardous materials and waste.
 - e. Monitor performance regarding actual or potential risk.

SUBJECT: SAFE ENVIRONMENT

EFFECTIVE
DATE: 10-21-11 (replaces 03-31-11)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

PROCEDURE (Continued)

8. Provide and maintain a process to review Critical Incident Reports.
 - a. Lead Nurse to review all reportable CIR.
 - b. Lead Nurse to review all reportable CIR for the following criteria:
Established criteria:
 - ** Two injuries (beyond first aid) that happen within any 3 month period to the same individual.
 - ** Two injuries (beyond first aid) that happen within any 3 month period happening at the same site.
 - ** Two environmental concerns; could be mold, illness/sickness (beyond first aid), slips and falls that happen at the same site within any 3 month period.
 - ** Two environmental concerns; could be mold, illness/sickness (beyond first aid), slips and falls that happen to the same individual within any 3 month period.
 - c. Report all CIR that have met this criteria to the Health and Safety function owner promptly.
 - d. Health and Safety function owner will report on the CIR during the Quarterly Health and Safety meeting.
 - e. The Health and Safety function owner will obtain recommendations from the Health and Safety Committee that may include, but not limited to, environmental modifications, changes in policies and procedures, or additional training of staff.
 - f. Health and Safety Committee to revisit recommendations at next meeting to evaluate the results of the actions taken for improvements and ensuring that the recommended changes that have been made were effective.
9. If any drills are consistently deficient, the frequency of identified drills will be increased to improve performance.