

SUBJECT: SAFETY PROCESSES

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

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
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Executive Director

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POLICY

It is the policy of McIntosh Trail Community Service Board to have in place safety processes with documentation to be maintained for compliance.

PROCEDURE

1. McIntosh Trail Community Service Board has all encompassing safety processes that are designed to manage the environment so that it is a safe place to reside, work, and visit. These functions include:
  - a. Safety Process;
  - b. Life Safety Process;
  - c. Equipment Management Process;
  - d. Utility/Equipment Failure;
  - e. Security;
  - f. Emergency Preparedness Process;
  - g. Hazardous Materials and Waste Management Process.
  - h. Other Environmental Considerations

1. d. - e. can be found in FormDocs.
2. Documentation will be maintained on an ongoing basis through the compliancy of the following reports:
  - a. Emergency procedure drills to include fires, bomb threats, utility failures, natural disasters, safety during violent or other threatening situations and medical emergencies.
  - b. Health and Safety Committee Reports (minutes)
  - c. Environmental of Care Checklist

2.a. and 2.c. can be found in FormDocs.
3. McIntosh Trail Community Service Board shall have a Health and Safety Committee which shall oversee the environment of care.
4. McIntosh Trail Community Service Board analyzes identified environment issues and develops recommendations for resolving them.
5. McIntosh Trail Community Service Board implements recommendations to improve the environment and monitors the effectiveness of the recommendations' implementation.
6. If any drills are consistently deficient, the frequency of identified drills will be increased to improve performance.