



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: ENVIRONMENTAL SAFETY POLICY 14.01

Authority: Title 42 CFR 483.70, .470
[Chapter 49.17 RCW](#) *Washington Industrial Safety and Health Act*
[Chapter 51.28 RCW](#) *Notice and report of accident*
[Chapter 296-62 WAC](#) *General occupational health standards*
[Chapter 296-126 WAC](#) *Standards of labor for the protection of the safety, health and welfare of all occupations*
[Chapter 296-800 WAC](#) *Safety and health core rules*

Reference: DSHS Administrative Policy 9.06, *Prevention and Control of Occupational Exposure to Bloodborne or Other Potentially Infectious Materials that may Contain Bloodborne Pathogens*
DSHS Administrative Policy 9.07, *DSHS Safety and Health and Industrial Insurance Programs*
DSHS Safety Program Manual
DDD Policy 9.03, *Employee Protection from Bloodborne Pathogens*

PURPOSE

This policy establishes procedural guidelines for environmental safety.

SCOPE

This policy applies to all Division of Developmental Disabilities (DDD) offices, Residential Habilitation Centers (RHCs), and State Operated Living Alternatives (SOLA) programs.

POLICY

- A. DDD shall provide a safe living environment for all persons residing in its facilities and a safe work environment for division employees.
- B. All division offices are encouraged to participate with other co-located DSHS administrations/divisions in safety programs and activities. All co-located DSHS

administrations/offices are expected to coordinate and participate in all hazards planning, which may include environmental safety plans.

PROCEDURES

All division offices, RHCs, and SOLA programs will establish local or standard operating procedures for environmental and worker safety that include the following, as appropriate:

A. General Safety

1. Safety responsibilities, expectations, and accountability of managers, supervisors, and employees;
2. Safety Officer authority, responsibilities, and duties;
3. Safety Committee membership, authority and responsibilities;
4. Comprehensive all hazard or disaster plans for fire, medical emergencies, utility failures, natural disasters, security threats, and other significant hazards;
5. Continuity of Operations Plans (COOP) for business functions and recovery following emergencies;
6. Facility inspection program, including trends analysis and evaluation of environmental health, safety accidents/problems, and corrective action plans;
7. Industrial hygiene compliance, including management of asbestos, PCB, lead, respirator, hearing conservation, chemical hazard communication, dangerous waste management, and confined space management and other facility-based hazards following the Department of Labor and Industries' expectations;
7. General safety and health procedures, including personal protective equipment, lockout/tag out, fall protection, and a preventive maintenance program; and
8. Optional Safety Incentive Awards Program for each facility/local office.

B. Human Resources

1. Pre-employment screening for identified jobs with physical requirements as approved by the DSHS Human Resources Division (HRD); and
2. Comprehensive claims management, including early intervention, safe return to work, and claims closure.

C. Employee Training (As Relevant to Position, Duties and Responsibilities)

1. Safety orientation for new employees;
2. Basic safety education and training, including, but not limited to, first aid, cardiopulmonary resuscitation (CPR), lifting procedures, according to local office/facility/program needs and specific job duties;
3. DDD Field Worker Safety Guidelines and Online training;
4. Positive Behavior Support and Therapeutic Options;
5. Environmental health procedures, infection control plan, and prevention of bloodborne pathogens exposure;
6. Hazard identification and reporting;
7. Accident reporting, investigation, and follow-up;
8. Vehicle and traffic safety education; and
9. Fire evacuation and disaster drills.

EXCEPTIONS

Any exceptions to this policy must have the prior written approval of the Division Director.

SUPERSESSION

DDD Policy 14.01
Issued June 1, 2009

Approved: /s/ Linda Rolfe
Director, Division of Developmental Disabilities

Date: September 4, 2012