



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: ENVIRONMENTAL SAFETY POLICY 14.01

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Authority: Title 42 CFR 483.70, .470  
Chapters 49.17, 51.28 RCW  
Chapters 296-62, 296-126-094, 296-126-096, 296-800 WAC

Reference: DSHS Safety Program Manual

**PURPOSE**

This policy establishes procedural guidelines for environmental safety.

**SCOPE**

This policy applies to all Residential Habilitation Centers (RHCs), State Operated Living Alternatives (SOLAs), and DDD offices.

**POLICY**

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

**PROCEDURES**

All division offices, RHCs, and SOLA programs will establish procedures for environmental 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 authority and responsibilities;
4. Disaster plans for fire, medical emergencies, power outages, natural disasters, bomb threats, and other significant hazards;
5. Facility inspection program, including trends analysis and evaluation of environmental health, safety accidents/problems, and corrective action plans;
6. Industrial hygiene compliance, including management of asbestos, PCB, lead, respirator, hearing conservation, chemical hazard communication, dangerous waste management, and confined space management;
7. General safety and health procedures, including personal protective equipment, lockout/tag out, fall protection, and a preventive maintenance program;
8. Optional Safety Incentive Awards Program for each facility/local office;

B. Human Resources

1. Pre-employment screening for identified jobs with physical requirements;
2. Comprehensive claims management, including early intervention, safe return to work, and claims closure;

C. Employee Training

1. Safety orientation training for new employees;
2. Basic safety education and training, including first aid, cardiopulmonary resuscitation (CPR), lifting procedures, and positive behavior supports;
3. Environmental health procedures, infection control plan, and prevention of bloodborne pathogens exposure;
3. Hazard identification and reporting;
4. Accident reporting, investigation, and follow-up;
5. Vehicle and traffic safety education; and
6. Fire evacuation and disaster drills.

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**SUPERSESSSION**

DDD Policy 14.01  
Issued February 27, 2003

DDD Policy 14.01  
Issued March 25, 1997

DDD Policy 14.01  
Issued October, 1993

Division Directive 350.3  
Issued December, 1989

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

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