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.
SUPERSESSION

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  Date:  February 1, 2008
Director, Division of Developmental Disabilities