



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: ENVIRONMENTAL SAFETY POLICY 14.01

Authority: 42 CFR 483.470
RCW 49.17, 51.28
Chapters 296-62, 296-126-094 and 296-126-096 WAC
DSHS Administrative Policy 9.01
DSHS Safety Program Manual

PURPOSE

The Division of Developmental Disabilities (DDD) shall provide a reasonably safe living and working environment for all persons residing in DDD-operated facilities, and a safe working environment for DDD employees.

SCOPE

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

POLICY

This policy establishes procedural guidelines to ensure a safe environment for persons living in DDD residential facilities and a safe work environment for DDD employees. Local offices are encouraged to participate with other co-located DSHS administrations/divisions in safety programs and activities.

PROCEDURES

- I. Each facility/local office shall establish procedures, as appropriate, for environmental safety which shall include:
 - A. Safety responsibilities, expectations, and accountability of managers, supervisors, and employees;

- B. Safety Officer responsibility, authority, and duties;
 - C. Safety Committee responsibilities and authority;
 - D. Pre-employment screening for identified jobs with physical requirements;
 - E. Safety orientation training for new employees;
 - F. Employee safety education and training which includes Basic First Aid, cardiopulmonary resuscitation (CPR), lifting procedures, infection control, bloodborne pathogens, and behavior support techniques;
 - G. Hazard identification and reporting;
 - H. Accident reporting, investigation, and follow-up;
 - I. Vehicle and traffic safety education;
 - J. Facility inspection program, including trend analysis and evaluation of environmental health, safety accidents/problems, and corrective action plans;
 - K. Comprehensive claims management, including early intervention, safe return to work, and claims closure;
 - L. Disaster plans for fire, medical emergencies, power outages, and other significant hazards, natural disasters, and bomb threats;
 - M. Fire evacuation and disaster drills;
 - N. Industrial hygiene compliance, including management of asbestos, PCB, lead, respirator, hearing conservation, chemical hazard communication, dangerous waste management, and confined space management;
 - O. General safety and health procedures, including personal protective equipment, lockout/tag out, fall protection, and a preventive maintenance program;
 - P. General environmental health procedures, infection control plan, and prevention of bloodborne pathogens exposure; and
 - Q. Optional Safety Incentive Awards Program for each facility/local office.
- II. The division's Executive Loss Control Council is responsible for oversight of DDD safety activities with an emphasis on RHC compliance.

TITLE:

ENVIRONMENTAL SAFETY

POLICY 14.01

SUPERSESSION

DDD Policy 14.01
Issued October, 1993

Division Directive 350.3
Issued December, 1989

Approved: /s/ Timothy R. Brown
Director, Division of Developmental Disabilities

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