TITLE: ENVIRONMENTAL SAFETY FOR CLIENTS AND STAFF

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) and its contractors shall provide a reasonably safe living and working environment for all clients served and a safe working environment for employees.

SCOPE

This policy applies to all Residential Habilitation Centers (RHCs) and other Intermediate Care Facilities for the Mentally Retarded (ICF/MRs).

POLICY

This policy establishes procedural guidelines to ensure a safe living and working environment for clients served by DDD and a safe work environment for employees of DDD and its contractors.

PROCEDURES

Each facility shall establish procedures 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. Safety orientation training for new employees;

E. Employee safety education and training which includes Basic First Aid, Cardiopulmonary Resuscitation (CPR), lifting procedures, infection control, bloodborne pathogens, and behavior management techniques;

F. Hazard identification and reporting;

G. Accident reporting, investigation, and follow-up;

H. Vehicle and traffic safety education;

I. Facility inspection program including trend analysis and evaluation of safety accidents/problems and a corrective action plan;

J. Comprehensive claims management, early intervention, safe return to work and claims closure;

K. Disaster plans for fire, medical emergencies, power outages, natural disasters, and bomb threats;

L. Fire evacuation and disaster drills;

M. Industrial hygiene compliance which includes management of asbestos, PCB, respirator, hearing conservation, chemical hazard communication, dangerous waste management, and confined space management.

N. General safety and health procedures which include personal protective equipment and a preventive maintenance program; and

0. Safety Incentive Awards Program.

**SUPERSESSION**

Policy Directive 350.3
Issued December, 1989