Chapter Title	Section #		Subject #
Human Resources	HR		512.3
Subject Title **Safety Management Program**	Adopted 5/13/02	Last Revised 3/17/17	Reviewed 6/18/06; 10/28/09; 2/6/14; 3/17/17; 2/27/19

PROCEDURE

Application

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

1.0 Purpose

The purpose of the Safety Management Plan is to ensure a safe environment for staff, persons served, and visitors through preventative and routine maintenance of facilities and equipment, including agency vehicles; and to establish a process for identifying potential safety issues, reporting incidences of injury or property damage, and addressing safety related concerns.

2.0 Plan Monitoring and Evaluation

The Chief Financial Officer (CFO) is responsible for monitoring the implementation of the Safety Management Plan on a regular basis and for annually evaluating the plan's overall effectiveness and recommending improvements to the Chief Executive Officer as appropriate or needed.

Individuals from the following external parties shall be consulted as needed to ensure safety:

- Fire Department
- Health Department
- Insurance
- Safety Engineer

3.0 Facility and Equipment

The CFO or designee shall be responsible for coordinating maintenance and care of the facility and grounds. Parking lots, sidewalks, and steps shall be kept clear of debris, ice, and snow. Cracks and crevices shall be repaired as needed to ensure safe egress. Inside hallways and walkways shall be kept neat and clear of debris; loose or frayed carpeting shall be repaired or replaced as necessary.

Routine maintenance problems shall be reported to the CFO. Outside technicians or experts shall be contacted through the landlord.

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Agency owned equipment, including chairs, desks, cabinets, etc., shall be maintained in good condition. Any damaged, frayed, or broken components shall be reported to the CFO. Unsafe equipment shall be taken out of service until it can be repaired or disposed of properly.

4.0 Education and Training

Staff shall receive training on safety at orientation and annually thereafter. Trainings shall minimally focus on the safe use of fire extinguishers, reporting of a fire, and fire evaluation. The Human Resources Department shall maintain records on fire safety related trainings.

4.1 Staff are not required to use fire extinguishers in the event of a fire as personal safety is the agency's first priority. Staff shall assess the situation and make a determination as to whether they can safely attempt to put out the fire through the use of a fire extinguisher. If there is enough smoke to hamper vision, staff shall not attempt use of a fire extinguisher but shall immediately report the fire and evacuate the building.

Training for use of fire extinguishers is based on the PASS method:

- Pull: Hold the extinguisher firmly upright. Pull the pin on the handle.
- Aim: Aim extinguisher nozzle at the base of the fire. Stand six to eight feet from the fire – no closer.
- Squeeze: Squeeze the handle to release the extinguishing agent.
- Sweep: Sweep slowly in a side-to-side motion at the base of the fire and move forward as the flame subsides.

4.2 Upon hearing the fire alarm, staff shall immediately check their area for any persons served or visitors, close any windows and doors, and proceed to the nearest exit. Staff, persons served, and visitors shall proceed to the designated gathering area located at the west corner (the corner opposite of the garage) of the Ionia parking lot, the northwest corner of the Belding parking lot, and the east parking lot across the street in Portland.

When exiting the building the receptionist shall bring sign-in sheets and other items needed to identify staff, persons served, and visitors in the building. Roll

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call shall be taken at the designated gathering area and reported to the Chief Financial officer or designee.

No one shall be allowed to re-enter the building until the all-clear signal has been given by appropriate personnel or the CFO.

If evacuation from the building is not possible because of smoke or fire, staff shall remain calm and consider the following:

- Close the room door. Stuff clothes or other material under the door to stop smoke.
- Open a window for air (it may have to be broken).
- Exit through the window if possible. If not, mark the window to show location for fire fighters.
- Stay close to the floor to avoid smoke.
- Make noise so people outside know that there is someone in the room.

5.0 Fire Drills

Fire drills shall be conducted at least annually to ensure the safe evacuation of occupants from the building. Drills shall be conducted at different times during the work day and without advance warning. Logs and evaluations of drills shall be kept by the CFO.

6.0 Fire Safety Equipment

The alarm system shall be tested annually at the time of each drill.

Emergency lighting and illuminated exit signs shall be checked monthly by the maintenance staff.

Internal inspections shall be completed monthly by maintenance staff.

Fire extinguishers shall be inspected monthly by the chairperson of the Health & Safety Committee or designated person. Fire extinguishers shall also be inspected and tested annually by a fire extinguisher service and recorded on the fire extinguisher tag. A sufficient number of fire extinguishers shall be maintained in working order in every location designated, according to Fire Safety Code.

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Records of these inspections and tests shall be maintained by the CFO or the chairperson of the Health & Safety Committee.

7.0 Incident Reporting

A critical incident is defined as any action that results in the injury of a staff member, consumer, or any other person. All staff accidents, resulting in injury or having the potential for future injury to others, occurring within the building or while a staff person is on duty shall be immediately reported to their supervisor and to the Human Resources Department for documentation. If injuries are apparent and of a serious nature, immediate medical attention shall be sought. If injuries are not apparent, Human Resources staff, in consultation with Medical Services staff, shall determine the need for a medical examination. Human Resources staff shall coordinate workers compensation and short-term disability benefits when applicable.

All consumer accidents shall be reported as established in the agency's Unusual Incident Reports procedure. All Incident Report forms shall be reviewed by the appropriate staff and forwarded to the Office of Recipient Rights for logging and safekeeping.

8.0 Vehicles

The vehicle custodian shall conduct thorough inspections of agency vehicles each morning during the regular work week. Preventative and routine maintenance of vehicles shall be completed by vehicle custodian or external technicians as needed. Inspections and maintenance records shall be maintained by the vehicle custodian for each agency vehicle.

Agency vehicles are for business use only. Staff and all passengers shall have their seatbelts fastened at all times. Staff should adjust the seat position and mirrors prior to leaving the parking lot. All vehicles are "No Smoking" environments and shall be returned clean after use. Staff shall report any safety concerns with vehicles to the Chief Financial Officer or his/her designee.

9.0 Vehicle Accident Reporting

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Vehicle accidents involving staff or persons served and occurring in agency vehicles or staff's personal vehicles during work hours shall be reported immediately to the CFO or designee (with injuries to be reported to Human Resources Department as outlined above). The police shall be called and an accident report completed. Staff or persons served injured in the accident shall go to the nearest hospital emergency room for observation.

The CFO shall instruct staff making arrangements for towing and repairs if necessary. All needed repairs shall be investigated by the CFO and approved by the Chief Executive Officer.

10.0 Reporting

Findings of safety inspections, both internal and external, shall be reported on an annual/semi-annual basis. The report findings shall include the status of the safety area, including any areas that require change, and the steps to be taken to implement the changes. Additionally, all critical incidents regarding safety issues shall be included in these annual/semi-annual reports.

11.0 Documentation

Health and Safety Committee will receive events, incidents and concerns of any issue of a safety nature. The event, incident or concern will be documented in the Health and Safety minutes.

12.0 Remedial Action

Health and Safety Committee will review events reported as a safety concern. Health and Safety Committee will give directives or recommendations to appropriate entities to decrease or resolve the safety concern.

13.0 Debriefing of Critical Events

When a critical event occurs, an incident report will be completed. The incident report will be forwarded to the supervisor. The supervisor will determine if debriefing is necessary and will meet with the employee immediately if needed. The supervisor will document the debriefing on the incident report.

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If the critical incident is one of an agency wide matter, the Chief Executive Officer will make the determination if debriefing is needed and then take steps to provide.

Kerry Possehn, Chief Executive Officer	Date		