

SUBJECT: SAFETY MANAGEMENT PLAN	REFERENCE #1003
DEPARTMENT: BEHAVIORAL HEALTH	PAGE: 1 OF: 1
APPROVED BY:	EFFECTIVE:
	REVISED:

**SCOPE:**

The scope of \_\_\_\_\_ Facility's Safety Management Program is to provide to our patients, personnel and visitors a physical environment free of hazards and to manage activities proactively through risk assessment to reduce the risk of injuries.

**OBJECTIVES:**

The objective of the Safety Management Plan is to control known and potential safety hazards to our patients, personnel and visitors.

**GOALS:**

- The goals of \_\_\_\_\_ Facility's Safety Management Plan includes the following:
  - Provide education to all personnel on the elements of the Safety Management Program;
  - Inservice all personnel on the use and how to complete incident reports;
  - Ensure safe work practices and conditions;
  - Reduce the risk of safety related incidents by proactively evaluating systems in place and making necessary changes through the Safety Committee, Performance Improvement Committee, Administration and departmental participation.

**RESPONSIBILITY:**

The Safety Officer and Safety Committee are responsible for developing, implementing, monitoring and managing the Safety Management Program.

**MAINTAINING AND SUPERVISING ALL GROUNDS AND EQUIPMENT:**

The Director of Engineering is responsible for supervising the activities of the ground's maintenance crew. The ground's maintenance crew will maintain the property according to the expectations of the facility. Monitoring of equipment and preventative maintenance and inspection procedures as well as education and training of users to protect against failure or user error is monitored and maintained by the Director of Engineering.

SUBJECT: WORKPLACE VIOLENCE PREVENTION PLAN	REFERENCE #2046
	PAGE: 1 OF: 1
DEPARTMENT: BEHAVIORAL HEALTH	EFFECTIVE:
APPROVED BY:	REVISED:

**PURPOSE:**

Healthcare workers have faced a significant risk of job-related violence and violence continues to increase. \_\_\_\_\_ Facility will provide a means of addressing workplace violence.

**POLICY:**

- The safety and security of \_\_\_\_\_ Facility's personnel, patients and visitors is of vital importance. Therefore, acts or threats of physical violence, including intimidation, harassment or coercion, which affects the facility or which occurs on the facility's property will not be tolerated.
- This prohibition against threats and acts of violence applies to all persons involved, including but not limited to facility personnel, contract and temporary personnel, patients and visitors. Therefore, a violation of this policy by any individual on the facility's property is considered misconduct and will lead to disciplinary and/or legal action as appropriate.
- No reprisals will be taken against any employee who reports or experiences workplace violence.
- Responsibility for a Workplace Free From Acts and Threats of Violence:
  - All facility personnel must refrain from engaging in acts of violence and are responsible for maintaining a work environment free from acts or threats of violence.
- Prevention Program for Workplace Security:
  - A prevention program for workplace security will include the following:
    - Complete a security and safety assessment of facility;
    - Control access and freedom of movement;
    - Ensure adequate security systems including door locks, security windows, physical barriers and restraint systems;
    - Provide employee training;
    - Install effective systems to warn others of a security danger or to summon assistance (i.e., panic buttons);

# FIRE DRILL REPORT

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Shift: \_\_\_\_\_

Alarm Set Off By:  Sprinkler  Pull Box  Smoke Detector

Phone \_\_\_\_\_

Area Involved: \_\_\_\_\_

Scenario: \_\_\_\_\_

## FACILITY RESPONSE

Number of personnel at scene: \_\_\_\_\_ Observers and their locations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(In lieu of observing all areas of the building, an organization observes locations outside the fire origin's smoke compartment to the extent necessary to ensure all aspects of the facility's fire plan has been evaluated.)

	Yes	No
Fire procedure observed by employees in involved area:	<input type="checkbox"/>	<input type="checkbox"/>
Fire procedure executed calmly, smoothly and efficiently:	<input type="checkbox"/>	<input type="checkbox"/>
Employees well aware of fire-safety rules and procedures:	<input type="checkbox"/>	<input type="checkbox"/>
Fire doors closed:	<input type="checkbox"/>	<input type="checkbox"/>
Fire Response Team responded:	<input type="checkbox"/>	<input type="checkbox"/>
Amount of time for team to respond to the scene:	_____	
Responded with correct extinguisher (A, B, C, K):	<input type="checkbox"/>	<input type="checkbox"/>
Fire protection equipment functioned appropriately:	<input type="checkbox"/>	<input type="checkbox"/>
Emergency number utilized when calling operator to report fire:	<input type="checkbox"/>	<input type="checkbox"/>
Paging procedure correct:	<input type="checkbox"/>	<input type="checkbox"/>
Shutoffs (air circulating, air conditioning, and oxygen in fire area):	<input type="checkbox"/>	<input type="checkbox"/>
Patient records removed:	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation procedure discussed:	<input type="checkbox"/>	<input type="checkbox"/>

## EMPLOYEE REVIEW

How did personnel participating in fire drill view the outcome of the drill? Did personnel identify any opportunities to improve?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_