

SUBJECT: SAFETY MANAGEMENT PLAN	REFERENCE #1003
DEPARTMENT: LONG TERM CARE	PAGE: 1 OF: 1
APPROVED BY:	EFFECTIVE: REVISED:

SCOPE:

The scope of _____ Facility's Safety Management Program is to provide to our residents, 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 residents, personnel and visitors.

GOALS:

- The goals of the 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. The 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.

OSHA SAFETY CHECKLIST

Inspectors: _____ Title: _____ Date: _____

Area Surveyed: _____

Received by committee: _____ Sent to Department: _____ Action copy returned: _____

Work Practices	Y	N	N/A	Comments
Does the area appear to be safe and secure?				
Do employees know where the safety manual is located?				
Are the floors clean and neat?				
Do managers know what equipment is in the equipment management program?				
Are compressed gas cylinders labeled?				
Are cylinders adequately stored and secured?				
Are gauges in good working condition?				
Are hose/connectors in good condition?				
Are chairs in good condition?				
Do employees appear to be working ergonomically safe?				
Are employees trained in proper lifting practices?				
Are exit doors unobstructed?				
Is there ≥ 22 " clearance in aisles and walkways?				
Are evacuation maps located next to fire pulls?				
Are exit signs functioning?				
Are fire extinguishers routinely inspected to determine if they are operative and stored properly?				
When extinguishers are removed for recharge are they replaced by a spare?				
Are fire extinguishers/pulls unobstructed?				
Are heat sources free of combustibles?				
Are proper door openers being used? (no wedges)				
Are there at least 18" clearance around sprinkler heads?				
Are floor surfaces in good condition?				
Are pipes, etc. (<6.5 ft clearance) marked with telltales?				
Has certified workplace hazard assessment been conducted to determine if hazards exist that necessitate the use of personal protective equipment?				
Is personal protective equipment available in all areas identified?				

SUBJECT: UTILITY SYSTEMS MANAGEMENT PLAN	REFERENCE #7001
DEPARTMENT: LONG TERM CARE	PAGE: 1 OF: 1
APPROVED BY:	EFFECTIVE:
	REVISED:

SCOPE:

The Utility Systems Management Plan monitors and evaluates the utility systems in use at this Facility according to applicable laws and regulations.

OBJECTIVE:

The objective of _____ Facility's Utility Systems Management Plan is designed to provide a safe, comfortable resident care and treatment environment by managing the risks associated with safe operation and the functional reliability of the facility's utility systems.

GOALS:

- The goals of _____ Facility's Utility Systems Management Plan includes the following:
 - To minimize the occurrence of unplanned utility systems failures or interruptions;
 - To provide preventive maintenance of the utility systems ensuring reliability;
 - To investigate all utility system problems, failures or user errors.

RESPONSIBILITY:

The Director of Engineering is responsible for maintaining the Utility System Management Program.

ASSESS AND MINIMIZE RISKS OF UTILITY FAILURES, REDUCE THE POTENTIAL FOR ORGANIZATIONAL-ACQUIRED ILLNESS AND ENSURE OPERATIONAL RELIABILITY OF SYSTEMS:

- The Utility Systems Management Program is designed to assure operational reliability, reduce the potential for organizational-acquired illness, assess risks, respond to failures and train users and operators of the utility systems components, thus promoting a safe, controlled and comfortable environment.
- There is a comprehensive preventive maintenance program, which includes a written testing and maintenance program for all utility components included in the program at established intervals of _____. It is the responsibility of the Director of Engineering to keep the preventive maintenance program accurate and ongoing.
- See Utility Systems Preventive Maintenance Policies and Forms.