

# **Health and Safety Policy**

## **Delaware County Board of Developmental Disabilities**

Board Review Date: January 15, 2009  
Board Resolution # 09-01-06  
Effective Date: January 16, 2009  
Next Review Date: January 2010  
Reviewing Department Administration and Early Intervention

### **1. Purpose**

It is the goal of the Delaware County Board of Developmental Disabilities hereafter called DCBDD to have Health & Safety Policies in place that promote the safety and well being of all DCBDD staff and volunteers, contracted agency, and the individuals we serve.

### **2. Introduction**

The policies contained in this manual shall apply to all facilities owned and/or where the Board has operational control. It is the responsibility of all staff to promote safe and healthy environments for all individuals served by DCBDD. In the event that services are provided to individuals at locations other than 106 Stover Dr., the health and safety policies of the host location will be followed as long as those practices do not pose a threat or danger to the individuals served or such practices violate federal, state or local laws.

DCBDD will appoint a Health & Safety Committee. These committees will ensure that all reasonable steps are taken to adhere to federal, state, and local laws/standards as expressed by administrative rules, legislative acts of professional or government agencies. The responsibilities of the Health & Safety Committee shall be but not be limited to the following:

- Hold at least 8 regularly scheduled meetings
- Review safety and health related issues
- Complete an annual facility inspection and make recommendations to administration relevant to any findings
- Consult with professionals having appropriate expertise in the area of health and safety
- Respond to all reported or observed concerns relevant to the health and safety of staff and individuals served
- Organize and record emergency drills
- Ensure all designated staff receive annual training in the areas of First Aid/CPR, Reporting of Unusual Incidents including SE and MUI, Rights of Individuals with developmental disabilities, and Universal Precautions
- Recommend changes to policies and/or procedures to administration
- Report to the Board as required.

### **3. General Safety Rules for All Facilities**

If applicable, each DCBDD department shall develop general safety rules consistent with the goals and objectives of the program. General safety rules should take into consideration the activities or primary functions of each department, and the individuals served.

Safety rules shall address the following:

- Actions, behaviors, or practices that are dangerous or promote unsafe environments or conditions
- Safe operation of power equipment, machinery or appliances that require additional training to operate
- Safety equipment and apparel
- Dress codes
- Evacuation procedures and tests
- Incident/ Accident reports
- Notification procedures and/or requirements for unsafe conditions or health hazards
- Medical emergency procedures
- Training
- Other

Safety rules should be developed by obtaining input from staff and external sources. Safety rules shall be clearly written. Safety rules should be disseminated to all staff, individuals served, guardians, and regulatory bodies on an annual basis, or as needed.

### **4. Dress Code**

The Board reserves the right to prescribe appropriate dress and grooming and to set standards that are in the best interests of the department and position. The Board requires that an employee's clothing and overall appearance be appropriate, in good taste, and present a favorable image of the program to the public and serve as a role model for enrollees.

Clothing shall be conducive to the safe and effective performance or required job duties. Appropriate standards of cleanliness are required.

The following are guidelines to employees on dress and appearance:

1. Dress and appearance of personnel shall be functional and appropriate to their duties and shall promote a good image to the community.
2. Jewelry and personal adornment of any type could be broken, grabbed or pulled by an enrollee, and/or could be inhibiting to moving clients and should be carefully considered before being worn. If any jewelry or personal adornments are broken, it will not be replaced by the program.
3. Clothing shall be clean, pressed and well mended.
4. Clothing shall be appropriately modest and fastened.

5. Apparel that promotes businesses, products, or organizations other than those sponsored by or affiliated with the Board is discouraged.
6. Apparel that promotes alcohol, tobacco, drugs, or implies a sexual, vulgar or hate message is prohibited.
7. Clothing shall be conducive to the safe and effective performance of required job duties.
8. Appropriate standards of cleanliness and grooming are required.
9. Wearing of fragrances (perfume, cologne, etc.) should be done in moderation with recognition that adults, children or co-workers with allergies, asthma, or other respiratory conditions may have an adverse reaction to strong scents.
10. When employees do a home visit and will likely remove their shoes to permit working with children on the floor or keep debris from entering the living space, the employees are to wear socks so as not to be bare footed.

## **5. Training/Education**

Each DCBDD staff person will participate in the New Staff or Annual Orientation program which will include the required Health and Safety Trainings.

Designated staff will be trained in the following:

- First Aid
- Infant/child CPR
- Universal Precautions
- Identification of Abuse/ Neglect
- Communicable Disease

Such trainings will occur as dictated by the Ohio Department of Education, Ohio Department of Health, and/or local rules and regulations. DCBDD Staff will follow the training schedule as discussed in the DCBDD Personnel Manual.

## **6. Procedures For Filing Medical Or Safety Related Incidents/Accident Reports**

All staff are required to follow the Policies and Procedures designated in the “Reporting Unusual Incidents, Service Exceptions and Major Unusual Incidents” policy. This training is a part of the Orientation and Annual Trainings. In addition all incidents involving safety related issues, injuries or accidents should be forwarded to the Safety Committee for review. Incidents that occur and involve severe client injury, vehicle accident, etc. must also be sent to the County Insurance Administrator.

## **7. Facility Inspections**

Facilities should be reviewed on a regular basis. Inspections should be internal as well as external.

## **8. Storage of Combustible /Flammable Materials**

In all facilities owned, leased or operated by DCDBB there will be appropriate storage areas for combustible or flammable materials. These areas shall be separated

from all rooms and work areas in such a way as to minimize and inhibit the spread of a fire.

## **9. Noise Control**

DCBDD recognizes that excessive noise can result in serious health problems, lack of concentration and increased behavior outbursts. All reasonable steps will be taken to ensure that noise levels remain below levels set by qualified health agencies.

## **10. Transportation ,Vehicle Maintaince, & Safety**

The DCBDD Transportation Department has established written policies and procedures for staff and individuals or families. These policies are given to the rider or family annually.

- Please note: “Any medication is to be placed in a zip-lock style plastic bag and hand delivered to the driver. It is then placed in a locked medicine bag and delivered to the nurse”.
- All vehicles have radio contact with the Transportation Department.

The DCBDD Transportation Department offers an Orientation and Annual Training for all staff that use county owned vehicles or are reimbursed for mileage. This training includes vehicle and rider safety including wheelchair and car seat safety for a variety of vehicles.

## **11. Calamity Days/Emergency Closing**

The Superintendent or designee has the authority to delay opening, dismiss early or to close DCBDD, due to any condition that may pose a threat to the health and safety of our individuals or staff. This information is shared in writing with staff and individuals annually in the Early Intervention brochure.

DCBDD only closes all of its programs when the Delaware County Sheriff’s Department issues a Level 3/snow emergency for Delaware County. Because we can not contact everyone by phone to relay this information, it is important that you tune into the local TV or radio stations to get this information in a timely manner.

For more closing information please see the Transportation policies.

## **12. Inspection of Fire Equipment/Fire Drills/Fire Response**

DCBDD shall make available, in all facilities owned and/or where the Board has operational control, appropriate fire fighting equipment and alarms. Upon notice of a fire, electrical problems that could lead to a fire or smoke of unknown origin, staff will immediately dial 911 for assistance and response. The building will be evacuated following the prescribe procedures until cleared to return, transported home or evacuated to an alternate site.

Fire drills for each building will be conducted at least once a month. Four of the drills held per year will be a testing of the system and will not require evacuation. Fire drills or alarm testing will be held regardless of other drills being conducted and require the cooperation of facility staff. Each fire drill will include written notes to indicate any issues that may occur during the drill and requires an adaptation or changing and will be review by the Safety Committee.

Fire drills:

1. The Safety committee member will activate the fire alarm system.
2. Staff should exit the building using the nearest safe route, normally using the exit routes posted.
3. Double-check the evacuation. The Safety Committee member may re-enter the building and check to ensure that everyone has left the building, including visitors.
4. Persons in charge of the drill will then give the “all clear” allowing everyone to re-enter the building.
5. The drill will be timed from the activation of the alarm system to the “all clear”.
6. The fire drill form is then completed noting any problems or concerns with the drill.

In case of an actual fire:

1. It is the responsibility of the person discovering the fire to sound the alarm or notify staff of the fire.
2. The receptionist or any staff will call the fire department. Give clear, accurate information and follow all instructions.
3. Staff may attempt to limit the damage caused by the fire by using a fire extinguisher to control the fire unless doing so poses a threat to employees. The evacuation of the building and notification of the fire department must precede this attempt.
4. Evacuate everyone from the building. Do not re-enter the building unless instructed to do so by the fire department

All fire equipment will be inspected either by the local Fire Marshal, Health Department or appropriate contract agency. Training for use of equipment will be established by the building health & safety committee.

### **13. Emergency Drills**

DCBDD recognizes the need to be prepared for any and all emergency situations. The Health & Safety Committee is responsible for

- Training of staff and individuals we serve through drills
- Implementing a documenting all regular drills including problems and the solutions
- Ensuring all warning systems are operational
- Ensuring all protective equipment and fire equipment is operational
- Ensure a minimum of one person from each site is trained to use a fire extinguisher.

- Ensuring that all staff are aware of the procedures and responsibilities for internal drill i.e. tornado drills or lock down procedures and external drills i.e. fire evacuation routes.
- Ensuring that staff can support safe evacuation or protection of the individuals we serve in an emergency
- Posting of emergency routes and safe places (fire, tornado, or lock down) in all applicable rooms.

#### **14. Evacuation/Alternative Shelter**

Should the building need to be evacuated for any reason the procedures for fire drill evacuation should be used. This should include the sounding of the fire alarm, and collection of the emergency bags when departing the building.

Under extraordinary circumstances (i.e. flooding, storm, tornado, gas leak, or fire damage) where all staff and individuals must vacate the building and seek indoor shelter at another location. The Director or designee shall issue the directive to evacuate and move to the alternative shelter.

The alternative shelter for Early Intervention Site, 4981 County Home Rd. will be located at Kilbourne United Methodist Church, 5591 St. Rt. 521 Kilbourne, OH. The alternative shelter for DCBDD, 106 Stover Dr. will be located at DARR, 118 Stover Dr. This site will be confirmed in writing on an annual basis.

#### **15. Building Lock Down**

Should there be a civil disturbance and the buildings needed to be locked down, the following are procedures to be followed:

1. Immediately notify the Police using the 911 system and follow their instructions. Be clear and accurate in your report.
2. Notify the Superintendent and department heads for the site involved. The Superintendent or department heads will notify the other sites if necessary.
3. If the building is ordered to lock down, the office managers will close and lock all doors and windows and post a sign stating that the building is closed due an emergency.
4. Instruct all staff through intercom, paging system, etc to move away from any windows or doors and to not leave the building for any reason. Possibly, have all staff meet in a central location.
5. Office Managers will notify any staff that is currently off-site of the situation and to not return to the building until cleared to do so.
6. Department heads/Staff will notify any external agencies as needed for assistance, notify of canceled meetings, etc.
7. Wait for instructions from the Authorities or Superintendent. Do not attempt to intervene or take any personal action.

The director or designee will determine when the situation warrants Shelter-in Place procedures.

Periodic lockdown drills for both external and internal lockdowns will occur throughout the year.

## **16. Tornado Drills**

Tornado drills should be conducted at least four (4) times per year. They shall be held in April, May, June and July. Each tornado drill will include written notes to indicate any issues that may occur during the drill and requires adaptation or changing.

Tornado “safe spots” must be clearly posted. The designated rooms should be located away from external walls, have no windows, and should have a solid door. The alarm sound for the tornado drill will be clearly distinguishable from other alarms used for drills. Board employees will move to the designated areas, crouch on the floor or under heavy furniture and turn off the lights. No one may leave until the drill is over. The Safety committee member will time the drill, announce the “all-clear”, and report the drill using the appropriate form.

On days when storms are forecast or when storm conditions are present, the designated Safety committee member will monitor the weather and report tornado warnings and watches to all staff.

In the case of an actual tornado, employees should follow the drill procedures and remain calm.

## **17. Power Failure**

In the event DCBDD experiences a power failure, the director or designee will determine and communicate with staff whether to evacuate or shelter-in-place. Emergency lighting is in place within the building.

## **18. Gas Leaks**

Natural gas leaks, with odor in the building, may occur and bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside of the building. The gas goes up and odor goes down. If odor is detected in the building:

1. Evacuate the building immediately, following your local building evacuation plan. Get everyone a safe distance from the building – no less than 500 yards.
2. Call the Fire Department or 911
3. Call Gas Company
4. Call Superintendent, if applicable, to alert that office of the situation
5. Keep people at a safe distance until the problem has been corrected and everyone is permitted to go back into the proper authorities.

## **19. 911 Testing and Use**

DCBDD in cooperation with the 911 dispatchers will test the 911 system at least one time during the calendar year. This will ensure the working order of the equipment as well as the information given to the dispatchers. The Early Intervention site is served by the Delaware County Sheriff and the Tri-Township

Fire and Emergency. The Stover Dr. Site is served by the Delaware City Police and City Fire Departments.

## **20. Medical Emergencies and Life Threatening Crisis**

The first aid area will have an Emergency First Aid kit along with emergency phone numbers posted with easy access at all times.

When a life threatening situation is perceived to exist, a department head/office manager/safety committee member in charge of the building may:

1. Call 911 immediately
2. Apply first aid and life-sustaining techniques utilizing trained persons on staff
3. Notify emergency contact

## **21. Health Plan**

DCBDD recognizes the need to maintain the general health and well being of all individuals. DCBDD will share general health and well being information that is shared with us from other entities, i.e. the Delaware General Health District, Ohio Department of Education, Ohio Department of Health, Ohio Department of MR/DD.

All individuals who attend Early Intervention need to have the following information on file before starting the Early Intervention program.

- A health record that contains ongoing pertinent health information, which includes a record of current immunizations or the exemption or waiver where an immunization is medically contraindicated, a list of medications, a list of any allergies and treatments, and authorization for emergency medical treatments.

## **22. Infection Control Procedures (including Blood borne Pathogens or HIV/HepB).**

It shall be the policy of DCBDD to provide and maintain a working and learning environment conducive to optimal promotion of health and safety of all individuals. The control of infectious disease is essential to ensure the health and safety of all persons associated with DCBDD. Specific infectious control procedures are to be used by all staff at all times. It is the responsibility of all staff to follow and reinforce the infection control guidelines. Lack of compliance shall be reported to the director.

### Universal Precautions

The guidelines for infection control shall be followed at all times, and infection control barriers must be used as directed in training procedures. Universal precautions are intended to prevent mucus membranes and non-intact skin exposures of persons to many pathogens with their environment. Universal precautions training will be required of all staff assigned to work at DCBDD.

### Admission of Individuals Served

No eligible individual identified as having a chronic infectious disease will be excluded from the DCBDD program. DCBDD will make all reasonable accommodations to provide continued programming to the eligible individual.

In cases where there is not a consensus decision the superintendent will make the final decision. DCBDD due process procedures should be followed.

### Hiring of Personnel

During the hiring process all staff employed shall be informed of the potential risk of exposure to communicable diseases.

All staff will participate in an orientation program where health and safety rules will be reviewed. All other personnel procedures are addressed in the DCBDD Personnel Manual.

## **23. Maintenance of Records**

All records that pertain to health and safety will be maintained in accordance to the requirements of local, state, and federal regulations.