

Health and Safety Policy

Delaware County Board of Developmental Disabilities

Board Review Date: 11/17/11

Board Resolution #:

Effective Date: 11/17/11

Reviewing Department: Administration

1. Purpose

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

2. Introduction

This policy shall apply to all facilities owned, leased or operated by DCBDD. 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 7991 Columbus Pike., 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.

The Health & Safety Committee shall consist of at least one person from each department. This committee 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 4 regularly scheduled meetings on the second Tuesday of January, April, July and October at a time and place to be determined by the committee.
- 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 for any issues or findings
- Respond to all reported or observed concerns relevant to the health and safety of staff
- Organize and record emergency drills, which will be filed in a notebook with the Administrative Office Manager
- Recommend changes to policies and/or procedures to administration
- Report to the Board as required.

3. General Safety Rules for All Facilities

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
- 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 and be disseminated to all staff on an annual basis, or as needed.

4. Dress Code

The Board reserves the right to prescribe appropriate dress and grooming 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. For further dress code guidelines, please consult the Personnel Manual.

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 (if applicable)
- Infant/child CPR (if applicable)
- Universal Precautions
- Identification of Abuse/ Neglect
- Health & Safety
- Transportation Annual Vehicle Training

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. Filing Medical Or Safety Related Incidents/Accident Reports

All staff is required to complete reports pertaining to a workers compensation claim with the Administrative Assistant. If the problem is with a client, please consult with the MUI Coordinator.

7. Facility Inspections

The facility will be inspected by the Health & Safety committee during one of their scheduled meetings. An external inspection will be done annually by the Fire Marshall.

8. Storage of Combustible /Flammable Materials

All facilities owned, leased or operated by DCDBB will have 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 adequate noise levels in an office environment.

10. 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.

For more closing information, please see the Calamity Day policy.

11. Inspection of Fire Equipment/Fire Drills/Fire Response

DCBDD shall make available, in all facilities owned, operated or leased, appropriate fire fighting equipment and alarms. The building will be evacuated following the prescribed procedures until cleared to return, released home or evacuated to an alternate site. An external inspection of the fire extinguishers will be done annually.

Fire drills for each building will be conducted at least four times a year, which will be testing of the system and will require evacuation. Fire drills or alarm

testing will be held regardless of other drills being conducted and require the cooperation of facility staff. For further instructions on the procedures for a fire, please see the Fire Safety and Evacuation plans.

All fire equipment will be inspected either by the local Fire Marshal, Health Department or appropriate contract agency.

12. Emergency Drills

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

- Training staff 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 that at least one person per floor 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.

13. Alternative Shelter

Should the building need to be evacuated for any reason, the procedures for fire drill evacuation should be used. This includes the sounding of the fire alarm.

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 Superintendent or designee shall issue the directive to evacuate and move to the alternative shelter.

The alternative shelter for 7991 Columbus Pike is the Modern Medical facility across the East Parking lot from the East Wing at 7840 Graphics Way, Lewis Center. This site will be confirmed in writing on an annual basis and placed on file.

14. Building Lock Down

Should there be a civil disturbance and the building need 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 any other sites if necessary.
3. Instruct all staff through the paging system, with a code, to indicate that the building is under lockdown. All staff and visitors will meet in either the first or second floor North Wing rooms. Any one in the basement is to go the IT room.
4. Once in the “safe area”, the door near the copier room is to be dead bolted and everyone is lie on the floor. Be sure that all windows are closed and locked.
5. If anyone is unable to make it to the “safe area”, you are to either stay where you are or evacuate the building.
6. The IT department will notify any staff currently off-site by text message of the situation and to not return to the building until cleared to do so.
7. Department heads/Staff will notify any external agencies as needed for assistance, notify of canceled meetings, etc.
8. Wait for instructions from the Authorities or Superintendent. Do not attempt to intervene or take any personal action.

The Superintendent or any staff member will determine when the situation warrants building lock down procedures.

Periodic lockdown drills will occur at least once a year.

15. Tornado Drills

Tornado drills should be conducted at least once a year in the spring. Typical tornado months are April, May, June and July. The committee will discuss any issues that may occur during the drill that would require adaptation or changing of the current policy.

Tornado “safe spots” will be located in the basement of the West wing and must be clearly posted. The designated room should be located away from external walls, have no windows, and should have a solid door. The paging system will notify staff of a tornado drill. Staff and visitors will move to the designated area, crouch on the floor or under heavy furniture and turn off the lights. No one may leave until the drill is over. A Health & 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, a designated Health & 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.

16. Power Failure

In the event DCBDD experiences a power failure, two generators, located in the basement of the building, should turn on and power the building until the problem is fixed by the proper authority. If the generators fail to work, the director or designee will determine and communicate with staff whether to evacuate or report to the alternative shelter location.

17. 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. Everyone will be asked to evacuate the building immediately using the paging system. Get everyone a safe distance from the building – no less than 500 yards. Follow the fire safety procedures on how to evacuate the building.
2. Call the Fire Department or 911
3. Call Gas Company
4. The IT department will notify all staff by text message of the situation and to not return to the building until cleared to do so.
5. Keep people at a safe distance until the problem has been corrected and everyone is permitted to go back into the proper authorities.

18. 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 Columbus Pike Site is served by the Delaware County Sheriffs Department and the Orange Township Fire Department.

19. Medical Emergencies and Life Threatening Crisis

Each floor in the building, including the emergency meeting areas, 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

20. Infection Control Procedures (including Blood borne Pathogens or HIV/HepB/H1N1).

It shall be the policy of DCBDD to provide and maintain a working and learning environment conducive to optimal promotion of health and safety to all individuals. The control of infectious disease is essential to ensure the health and safety of all persons associated with DCBDD. It is the responsibility of all staff to follow the Universal Precautions policy.

21. 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.