

CHAPTER Facilities	CHAPTER 08	SECTION 003	SUBJECT 05
SECTION Safety		DESCRIPTION Health and Safety Committee	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) Health and Safety Committee works to provide maximum safety for persons served, staff, and visitors.

STANDARD:

- A. The LCCMH Health and Safety Committee provides oversight and monitoring of safety plans, policies, procedures, building, and equipment to ensure the overall safety of staff, persons served, and visitors.
- B. The Health and Safety Committee coordinates emergency preparedness procedures/activities with the County Director of Emergency Preparedness.

PROCEDURES:

- A. The Chief Executive Officer (CEO) appoints the Health and Safety Officer. The Health and Safety Officer chairs the Health and Safety Committee. The Health and Safety Officer serves as a member of and reports updates to the Quality Council.
- B. The Health and Safety Committee consists of at least:

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1. Five staff members representing various programs
 2. One registered nurse or physician
 3. Two administrative personnel
 4. One LCCMH Board Member
 5. One person served
- C. Staff assignments to the Health and Safety Committee are made by supervisory staff and/or by staff volunteering.
- D. The Health and Safety Committee meets at least quarterly and has a minimum of three members.
- E. The Health and Safety Committee meeting minutes, including conclusions, recommendations, and actions, are forwarded to the Quality Council and LCCMH Services Board.
- F. The Health and Safety Committee develops, implements, monitors, and documents safety, emergency preparedness, therapeutic environmental control, and infection control procedures to protect staff, persons served, and visitors from unnecessary risk.
- G. The Health and Safety Committee oversees ongoing hazard and safety evaluations through regular building and medical inspections, supported by a hazard surveillance program to identify and report safety risks agency-wide.
1. The findings help identify deficiencies and guide corrective action when necessary.
 2. The goal of all safety-related activities is to provide a safe work environment free of injury for staff, persons served, and visitors.
 3. Damaged electrical equipment (e.g., frayed wires, exposed parts) are reported. CMH-owned hazards are repaired or removed; privately owned items are taken off-site. Safety equipment, such as battery packs, is included in monthly facility and vehicle inspections.

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4. Safety Inspections are tracked on the electronic Monthly Inspection Checklist Form and the LCCMH Form #125 Vehicle Inspection Form. Forms are located in the templates folder.
 5. Results from inspections are reported at the Health and Safety Committee meeting and included in the meeting minutes, and the Health and Safety Chairperson reports safety activities and updates to the Quality Council.
 6. The Health and Safety Committee reviews patterns in safety hazards and corrective actions, and stores summaries in the Contract Manager's Office.
 7. The program's Health and Safety members report concerns and provide updates on repairs or issues. All actions are documented in committee minutes, with significant issues reported to the Quality Council and included in the Annual Report.
 8. Bi-annual building inspections at all locations address safety, maintenance, and 'take cover' items using Checklist Form #312 (Templates folder). Results are shared with the Contract Manager to update the work order list for Maintenance and Grounds staff.
 9. If any non-electrical or non-mechanical item (e.g., chairs, tables, etc.) is found to have loose parts, sharp edges, or other damage that could cause injury, it is repaired or removed to ensure the safety of staff and individuals served.
 10. The Chairperson trains new members in basic inspection techniques and equipment use, with updates as needed. Training is noted in minutes. Members conduct general, non-certified inspections only.
- H. Any incident, accident, equipment failure, or user error that affects or could affect safety must be noted on the inspection sheet and promptly inspected by the Health and Safety Committee member. These incidents are reported at committee meetings, and corrective action is taken as needed.
- I. Committee members check fire extinguishers during inspections. Licensed companies perform annual extinguisher and routine fire alarm checks in coordination with County Building and Grounds Staff, per regulatory requirements.

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- J. New staff receive Health and Safety training from the Health and Safety Officer or designee on procedures for accidents, injuries, and incident reporting. Ongoing training is provided annually or as needed via the Learning Management System and documented in employee transcripts.
- K. For all health and safety incidents, the staff member who takes lead on the response completes the electronic Emergency/Drill Report Form. Summaries of all forms are reviewed and recorded by the Health and Safety Committee. The Health and Safety Committee also reviews any safety-related Recipient Rights Incident Reports and recommends corrective actions as needed.
- L. All emergency procedures include at least one drill per year, per shift, at each LCCMH location. The Health and Safety Committee may conduct additional drills as needed.
 - 1. Health and Safety Committee members are responsible for conducting assigned drills and completing the electronic Emergency/Drill Report Form.
 - 2. If an actual emergency occurs, a drill of the same type is not required that year.
- M. Whenever new activities are proposed at the agency, the staff member and supervisor review the plans to explore possible safety hazards.
- N. Anything that poses unusual safety risks is taken to the CEO or Health and Safety Committee for further review to determine if adequate precautions can be taken to ensure the safety of persons served, staff, and visitors.
- O. In the event the CEO or Health and Safety Committee determines the activity is too risky, the specific concerns are outlined and sent back to the staff person proposing the new activity for resolution.
- P. The committee tracks goals and actions in the Health and Safety Workplan (Templates Folder), reviews safety activities annually, recommends updates, and submits an Annual Report for the Quality Council.

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DEFINITIONS:

Emergency/ Drill Report Form: a document used to record details about a practice drill or actual event for emergencies, like fire or severe weather. It tracks when the drill happened, who participated, how it went, and any problems or improvements needed.

Learning Management System: an online tool that helps people take courses, complete training, and keep track of their learning process.

Recipient Rights Incident Report: a formal document used to report, document, and initiate review of any alleged or suspected violation of the legal rights of an individual receiving behavioral health services. These reports are submitted by staff, recipients, or others who witness or become aware of an incident that may constitute a rights violation

REFERENCES:

Electronic Emergency Drill Report
 Electronic Mechanical Inspection Form
 Electronic Medical Inspection Form
 Health and Safety Workplan
 LCCMH Emergency Preparedness and Response Plan
 LCCMH Form #312 Building Inspection Checklist
 LCCMH Policy 05.001.195 Infection Control
 LCCMH Policy 08.001.05 Facilities Management Plan
 LCCMH Policy 08.001.25 Building Keys
 LCCMH Policy 08.001.30 Building and Grounds Maintenance
 LCCMH Policy 08.003.25 Emergency Preparedness and Response Plan
 LCCMH Policy 08.003.40 Gymnasium Safety
 LCCMH Policy 08.003.50 Rapid Response Team: Code Blue and Code Gray

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Supersedes: #04/08020 dated 04/17/2008