

Charleston/Dorchester Community
Mental Health Center

Safety and Health Policy

The Charleston/Dorchester Community Mental Health Center seeks to provide an environment free of recognized hazards and seeks to assure the health and safety of staff, clients and their families, volunteers, and visitors. The Center shall have a Safety & Health Committee charged with furthering these aims.

Center Regional Facility Managers will:

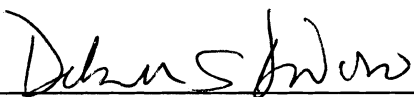
1. At least annually, arrange for the conduct and documentation of a safety review, resulting in a written report, by an external compliance/safety officer. This safety review will include all service locations owned, leased, operated or controlled by this Center, including congregate residential programs. For congregate residential programs this safety review must be conducted by a fire authority at least once every three years.
2. Provide follow-up for recommendations and discrepancies noted in these external safety reviews.
3. At least annually, arrange for a professional inspection of portable fire extinguishers in all Center vehicles at all service locations owned, leased, operated or controlled by this Center.

Service Location Managers will:

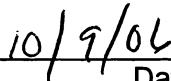
1. Conduct, or arrange to be conducted: semi-annual facility inspections, quarterly health and safety inspections of all assigned Center vehicles, and all required emergency response drills, at all service locations owned, leased, operated or controlled by this Center.
2. Document the findings of these inspections and drills and provide follow-up on discrepancies noted.

The Safety and Health Committee will:

1. Hold quarterly meetings, with minutes kept and promulgated.
2. Review the Safety and Health Policy annually and update as needed.
3. Review emergency response drill forms, vehicle health and safety inspection forms, and internal facility inspection forms and update them as needed.
4. Provide updated emergency response drill forms, vehicle health and safety inspection forms, and internal facility inspection forms to Center service areas and set time frames for their completion.
5. Review documentation submitted by Center service areas for emergency response drills, vehicle health and safety inspections and internal facility inspections for adequacy, completeness, compliance with standards, and appropriate follow-up.
6. Maintain documentation of all completed inspections and drills.
7. Address other identified safety and health issues.
8. Serve as a Center resource in matters regarding Safety and Health.
9. Make policy recommendations to the Executive Director and work cooperatively with the Medical Director, Program Directors, Center Regional Facility Managers, Service Location Managers, Center Disaster Preparedness Coordinator, Center CARF Coordinator, and Risk Management Committee in an effort to: maintain a safe and healthful environment, prevent adverse incidents, evaluate policy and procedures, and comply with state and federal regulations.



Deborah S. DiNovo, Executive Director



Date

8/06tfe

(Revision of policy dated 9/22/03)