


**LAPEER COUNTY COMMUNITY MENTAL HEALTH**

**Date Issued 04/17/2008**

**Date Revised 03/20/12; 3/15/13; 10/2/19; 06/20/22; 08/31/22; 02/23/23;**

**4/16/24**

<b>CHAPTER</b> Facilities	<b>CHAPTER</b> 08	<b>SECTION</b> 003	<b>SUBJECT</b> 05
<b>SECTION</b> Safety		<b>DESCRIPTION</b> Health and Safety Committee	
<b>WRITTEN BY</b> Michael K. Vizena, M.B.A. Executive Director	<b>REVISED BY</b> Jacklyn Shillinger, BA, Quality Improvement Coordinator	<b>AUTHORIZED BY</b>  Brooke Sankiewicz, LMSW, CADC, CEO	

**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input 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) works to provide maximum safety for persons served, staff, and visitors.

**STANDARD:**

LCCMH has a Health and Safety Committee to provide oversight and monitoring for safety plans and procedures.

**PROCEDURES:**

- A. The Health and Safety Committee is charged with the oversight of the policies and practices implemented to assure the overall safety of staff and persons served, including the prevention, and spread of infections among LCCMH staff and persons served.
- B. The Committee also coordinates emergency preparedness procedures/activities with the County Director of Emergency Preparedness.

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

- C. The Chief Executive Officer (CEO) appoints the Health and Safety Officer. The Health and Safety Officer serves as a member of the Quality Council and makes periodic reports regarding Health and Safety Committee activities to the Quality Council.
- D. The Health and Safety Committee is a multi-disciplinary unit consisting of at least:
1. Five staff persons representing various programs
  2. One registered nurse or physician
  3. Two administrative personnel
  4. One LCCMH Board Member
  5. One person currently receiving services from LCCMH serves on the committee.
- E. Staff assignments to the Health and Safety Committee are made by supervisory staff and/or by staff volunteering. Committee members are encouraged to continue serving in succeeding years to maintain continuity in committee function.
- F. The Health and Safety Committee meets at least quarterly.
- G. A quorum consists of three members.
- H. Health and Safety Committee meeting minutes, including conclusions, recommendations, and actions are forwarded to the Quality Council and LCCMH Services Board.
- I. The Health and Safety Committee is responsible for the development, implementation, monitoring, and documentation of safety, emergency preparedness, therapeutic environmental control, and infection control procedures deemed necessary to protect staff, persons served, and visitors of LCCMH from unnecessary risk.
- J. The committee promotes and maintains an ongoing hazard surveillance program, to detect and report all safety hazards at the agency. Specific policies may address severe weather, fire safety and prevention (including fire drills), communicable and infectious diseases, trash disposal, cleaning and

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

maintenance of agency sites, drug recalls, disposal of syringes for intramuscular injections, and the monitoring of objects that may be used in a life-threatening manner.

- K. All new staff receive a Health and Safety orientation and training by the Health and Safety Officer or designee. During orientation, safety issues and procedures to be followed in the event of accidents or injury, safety precautions, and completion of incident report forms are reviewed. Staff receive ongoing in-service training at least annually and/or as needed. Training is documented in the employee training transcript.
- L. The Health and Safety Committee periodically reviews agency Incident Reports relating to safety issues and makes recommendations as needed.
- M. Committee members from all agency sites periodically inspect fire extinguishers to ensure proper maintenance has been completed on a scheduled basis (See Fire Safety Policy 08.003.35).
- N. Committee members at all sites conduct emergency procedure drills according to a pre-arranged schedule and complete reports on these drills.
  - 1. Emergency procedure drill information is reported to the committee for discussion and a record of these reports is included in the Health and Safety Committee minutes, which are reviewed by the Quality Council, Administration, and the LCCMH Services Board.
  - 2. All emergency procedures include a minimum of one drill per year, per shift, at all locations rented or owned by LCCMH. The Health and Safety Committee may choose to conduct specific drills more frequently, as deemed necessary.
- O. Either the Health and Safety Officer or the committee as a whole manages an ongoing, organization-wide process to collect and evaluate information regarding hazards and safety practices.
  - 1. This data may be used to identify related deficiencies and make recommendations for corrective action when needed.
  - 2. The goal of all safety-related activities is to provide a treatment and work environment free of injury to staff, persons served, and visitors.

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

3. Any patterns in safety hazards, related to equipment or activities, are reviewed by the Health and Safety Committee, along with summaries of corrective action, and stored in the office of the Administrative Support Services Manager.
- P. Whenever new activities are proposed at the agency, the staff member and supervisor review the plans to explore any possible safety hazards.
- Q. Anything that poses unusual safety risks is taken to the CEO or Health and Safety Committee for further review and to determine if adequate precautions can be taken to assure the safety of persons served, staff, and visitors.
- R. 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.
- S. At the end of each fiscal year, the committee reviews the past year's activities including the objective, scope, organization, and effectiveness of safety activities, and recommends any necessary revisions. At the end of the fiscal year, an Annual Report is prepared and submitted for inclusion in the Quality Council Annual Report.

## REFERENCES:

### LCCMH Policies/Plans:

- 08.001.30 Building and Grounds Maintenance
- 08.001.25 Building Keys
- 08.003.25 Emergency Preparedness and Response Plan LCCMH Emergency Preparedness and Response Plan
- 08.003.35 Fire Safety
- 08.003.40 Gymnasium Safety
- 05.001.195 Infection Control
- 08.003.30 Severe Weather Safety
- 08.003.50 Rapid Response Team: Code Blue and Code Gray

JS

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

-----  
This policy supersedes  
#04/08020 dated 04/17/2008.  
-----