

**BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY
POLICIES AND PROCEDURES MANUAL**

Chapter: 5	Environment of Care		
Section: 1	Safety Management		
Topic: 5	Safety Equipment		
Page: 1 of 9	Supersedes Date: Pol: 9-18-08, 11-20-03, 6-18-98 (05-02-001) Proc: 4-1-15, 3-14-13, 11-7-12, 4-27-11, 5-6-09, 10-17-08, 1-20-04, 9-17-02, 7-20-01, 12-15-98 (05-02-01D)	Approval Date: Pol: 12-20-18 Proc: 10-19-18	<hr/> <i>Board Chairperson Signature</i> <hr/> <hr/> <i>Chief Executive Officer Signature</i>
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Policy

It is the policy of the Bay-Arenac Behavioral Health Authority (BABHA) to provide and maintain safety equipment located at each BABHA sites and in each agency vehicle, following state, local and accreditation standards. BABHA ensures contracted specialized residential facilities have and maintain required safety equipment.

Purpose

This policy and procedure is established to identify the safety equipment utilized at BABHA sites and describes the required inspection, testing, or replacement cycles of such equipment.

Education Applies to:

- All BABHA Staff
- Selected BABHA Staff, as follows:
- All Contracted Providers: Policy Only Policy and Procedure
- Selected Contracted Providers, as follows: Specialized Residential Group Homes
 - Policy Only Policy and Procedure- (Section regarding first aid kits only, No. 1 on page 4 of 8)
- BABHA's Affiliates: Policy Only Policy and Procedure
- Other:

Definitions

N/A

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Procedure

As specified, BABHA facilities are equipped with the following emergency and safety equipment:

- a. All sites are equipped with smoke detectors and/or fire alarm systems that are battery operated or hard wired with battery back up. These systems/units are installed in the appropriate locations within BABHA facilities.
- b. Carbon monoxide detector(s) are installed in facilities that are equipped with a gas fired furnace. Carbon monoxide detectors must be the correct type for the facility (I.E. Residential or Commercial) and are installed according to the manufacturer’s instructions.
- c. All sites are equipped with emergency lights that are hard wired with battery backup and/or emergency flashlights (plug-in rechargeable flashlights with battery backup or battery operated).
- d. All sites are equipped with lighted exit signs with a battery back up.
- e. Bio-hazard spill kits are available at all sites (except for Mulholland), and in agency vehicles. Refer to the BABH Kardex for use instructions. At the Mulholland site, McLaren Bay Region Medical Center’s (MBRMC) Housekeeping Department is available for cleaning potentially hazardous spills.
- f. Flashlights are available at all sites and in vehicles. Rooms without windows or emergency lights are equipped with a flashlight.
- g. GFCI outlets are installed according to building code rules and regulations.
- h. All sites are equipped with 5 lb. Type ABC Fire Extinguishers.
- i. Security alarm systems and video surveillance systems are installed as needed.

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- j. Emergency generators are installed at the following sites: Mulholland, Arenac Center, North Bay, and the Horizon Home.
- k. Basic first aid supplies are available at all BABHA sites.

The recommended first aid supplies at sites in which a licensed medical staff person is on duty (-, Arenac Center, Madison Site and North Bay) include the following:

- band-aids
- adhesive bandages
- roller gauze
- 2 X 2 gauze
- sterile pads
- alcohol wipes
- scissors
- antimicrobial hand wipes or gel
- non-latex gloves (sm., med. lg.)
- instant cold pack
- tape

* See the Recommended First Aids Supplies List for more information (attached as a related material).

The first aid supplies at the Wirt and Mulholland sites include the following:

- band-aids
- gauze pads
- adhesive tape
- scissors
- alcohol wipes
- non-latex gloves (sm., med., lg.)

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The first aid supplies in the vehicle safety kits include:

- band-aids
- gauze pads
- adhesive tape
- alcohol wipes
- non-latex gloves (sm., med., lg.)

1. Specialized Residential Group Homes:

The first aid supplies at the specialized residential group home (Horizon Home), direct operated apartment settings, and contracted residential group homes must meet the "Minimum Requirements for Workplace First Aid Kits" per the American National Standards Institute (ANSI) Standard Z308.1-2003 in conjunction with the OSHA Medical and First Aid Standard (1910.151 and Appendix A), excluding medications. See related materials.

Contracted residential group homes are responsible for maintaining and/or replacing the contents of their Workplace First Aid Kits and for ensuring that all staff know the location of the first aid kit and are familiar with its contents. Designated BABHA staff will verify that each contracted residential group home has a Workplace First Aid Kit on site when annual inspections are conducted.

- m. Bullhorns are available at some BABHA sites for use during emergency events and/or drills.
- n. Each BABHA vehicle is equipped with a Safety Kit that is checked quarterly by the Vehicle Coordinator or designee. The inspection includes the completion of an inventory of the vehicle safety kits. See BABHA Policy and Procedure, C05-S06-T02 - Fleet Management and Vehicle Safety for more information.

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- o. In the event of a power outage, the telephone system will work for up to 15 - 20 minutes as long as the telephone lines are not damaged. Cellular phones are available at each site as a back-up.
 - 1. Telephones are pre-programmed to alert 911 operators to a site-specific address from where the 911 call is coming from.
 - 2. All clinical sites have emergency cell phones available. During emergency situations they need to be available as a back-up communication device in case telephone lines are compromised.

- p. Sites that are equipped with a National Oceanic and Atmospheric Administration (NOAA) weather radio keep the radio turned on and monitor weather alerts. Batteries are replaced at least annually.

Inspections/tests of safety supplies and equipment are performed according to the following schedule:

<u>Item</u>	<u>Frequency</u>	<u>Documentation</u>	<u>Responsibility</u>
Stand-alone smoke detector check/test	Quarterly	Contracted Service Provider Inspection Log Note 1	Contracted Service Provider
Carbon monoxide detector check/test	Quarterly	Safety Rep. Inspection Log Note 2	Site Safety Representative
Emergency lights & Exit lights	Monthly & Annual	Contracted Service Provider Inspection Log Note 3	Contracted Service Provider
Flashlights	Quarterly	Safety Rep. Inspection Log Note 4	Site Safety Representative
Fire Extinguisher Check	Monthly	Safety Rep. Inspection Log Note 5	Site Safety Representative

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Fire Extinguisher Maintenance	Annually	Safety Rep. Inspection Log Note 5	Qualified Service Technician
Fire Alarm & Sprinkler Systems, Notification Devices, Automatic Extinguisher Systems, Stand Pipe, Smoke Dampers, Air Handling Detection Devices, And Sliding/Rolling Smoke Doors	As required (per MBRMC)	Documentation available upon request from BRMC	MBRMC Maintenance Dept.
Bullhorn	Quarterly	Safety Rep. Inspection Log Note 6	Site Safety Representative
Panic Buttons/Lights	Quarterly	Safety Rep. Inspection Log	Site Safety Representative
Generators	Quarterly & Annual	Contracted Service Provider Inspection Log Note 7	Contracted Service Provider
Vehicle Safety Kits	Quarterly	Quarterly Vehicle Safety Inspection Log	Vehicle Coordinator or designee
First Aid Supplies	Annual	Safety Rep. Inspection Log	Site Safety Representative or designee
Bloodborne Spill Kit	Annual	Safety Rep. Inspection Log	Site Safety Representative or designee

Note 1: Test by pressing the test button on the smoke detector. Replace batteries at least annually and more often if required - record the test and battery changes on the Contracted Service Provider Safety Inspection Log. Smoke detectors that are hardwired into the electrical system are inspected/tested at least annually by the alarm company. A copy of the inspection/test report/invoice is submitted to the Environment of Care office/Facilities Manager.

Note 2: Test by pressing the test button on the carbon monoxide detector (if installed). Replace batteries at least annually and more often if required - record the test and battery changes on the Safety Rep. Inspection Log.

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Note 3: Inspect and test emergency lights and lighted exit signs with battery back-up monthly using a 30 second interval - document the functional test on the Contracted Service Provider Safety Inspection Log. Test emergency lights once annually for 90 minutes. Document on the Contracted Service Provider Safety Inspection Log.

Note 4: Inspect and test for operability. Replace batteries, bulbs, or the flashlight as needed. Record inspections on the Safety Rep Inspection Log.

Note 5: Fire extinguishers are inspected and maintained annually by a fire extinguisher service provider. The monthly inspection is completed by the Site Safety Representative and documented on the Safety Rep. Inspection Log. A copy of the annual inspection invoice/billing is submitted to the Environment of Care office/Facilities Manager.

Note 6: Bullhorns are tested at least quarterly. Replace the batteries as needed.

Note 7: A contracted service provider conducts a visual inspection and a 30 minute run test quarterly. An electrical contracting company completes the annual maintenance inspection and service.

Defective equipment, batteries, or components are disposed of and replaced as soon as possible. Replacements may be ordered by the Environment of Care office.

Attachments

N/A

Related Forms

Safety Representative Inspection Log (G:\BABH\Safety Materials)
 Contracted Service Provider Safety Inspection Log (G:\BABH\Safety Materials)

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Related Materials

Recommended First Aid Supplies List
 OSHA Medical and First Aid Standard 1910.51 and Appendix A
 OSHA Compliance for First Aid in the Workplace

References/Legal Authority

1. MIOSHA Health and Safety Standards:
 - a. General Industry Safety Standards, Part 1, General Provisions
 - b. General Industry Safety Standards Part 8, Portable Fire Extinguishers
 - c. General Industry Safety Standards Part 9, Fixed Fire Equipment
2. Environment of Care/Infection Control Point Paper (filed in the BABHA EC Office)
3. CARF Health and Safety Standards
4. American National Standards Institute (ANSI) - Standard Z308.1-2003 – Minimum Requirements for Workplace First Aid Kits

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SUBMISSION FORM				
AUTHOR/ REVIEWER	APPROVING BODY/COMMITTEE/ SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced
Tina Sequin	Risk Mgmt Committee	10/17/08		Three-year review
Tina Sequin	Risk Mgmt Committee	05/06/09		Annual review and revision
Tina Sequin	Safety Committee	11/03/10	Revision	Delete jc requirements and incorporate EC plans, as necessary per CARF Standards
M. Wolber/M. Bartlett	Janis Pinter	04/27/11	Revision	Clarified contracted residential group homes are responsible for maintaining their first aid kits
Tina Dilley	Safety Committee	11/07/12	Revision	Triennial review/revisions; updated to current practice
Tina Dilley	Ellen Lesniak	03/14/13	Revision	Updated to reflect that Residential providers take measures to ensure that the home staff know the location of the first aid kit and are familiar with the contents
Mike Allen	Safety Committee	04/01/15	Revision	Triennial review – updated building names
Mike Allen	Marci Rozek	10/19/18	Revision	Triennial review-Policy statement revision to align with topic. Procedure revision to add direct operated apartment settings
Eric Strode	Karl White	8/30/21	No Changes	Triennial review
Eric Strode	Karl White	5/16/24	Revision	Triennial Review – Procedure revision to Carbon Monoxide detector installation.