Safety and Emergency Coordination Policy

Effective Date 7/94
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Policy
It is the policy of the Department of Behavioral Health (DBH) to establish duties and responsibilities for DBH staff assigned to safety functions; and to coordinate the functions of DBH Disaster/Safety Coordinator, Supervisors, Location Safety Coordinators (LSC), and the Department Safety Committee.

Important: Each operating facility within DBH must have a Location Safety Coordinator assigned to it.

Purpose
To ensure that DBH employees have a safe work environment, and to ensure safety and emergency response coordination.

Responsibilities
The following illustrates the responsibilities of DBH staff assigned to safety functions:

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Supervisor or designee</td>
<td>• Oversee safety and program compliance</td>
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<td>• Appoint clerical/administrative staff to serve as the LSC for the facility</td>
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<td>• Conduct safety inspections at facilities for which they do not work</td>
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<td>Disaster/Safety Coordinator</td>
<td>Serve as the Chairperson of the Department Safety Committee – includes recording and distributing minutes.</td>
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| Location Safety Coordinator (LSC) | • Establish Assultive Behavior Plan (ABP) and coordinate quarterly employee drills/training with the Clinic Supervisor  
• Ensure [LSC posting](#) and CalOSHA notices and reports are posted properly throughout the facility  
• Maintain documentation of safety program activities and legislation within DBH's Safety Program Binder  
• Conduct quarterly fire evacuation drills and report results on standard reporting format (see Fire Drill Reports link below) and coordinate annual fire extinguisher training  
• Review and update site-specific Emergency Action Plan (EAP) annually and train staff on their responsibilities  
• Complete [HIPAA Baseline Privacy & Security Walkthrough Audit](#) and department self-inspection checklist on a quarterly basis and submit reports at safety committee meetings  
• Assess facility for reportable Hazardous Communication Program, train staff on the Hazard Communication Program and conduct an annual review  
• Provide oversight and ensure compliance of the Medical Waste Management program at all applicable facilities  
• Act as a liaison between supervisors and emergency services personnel in the event of an emergency or disaster  

*Note:* Certain circumstances may require one LSC to serve more than one facility.
### Reporting Safety Issues

| Clinic Supervisor | • Coordinate quarterly ABP training with the LSC  
|                   | • Address and/or monitor client related safety and/or hazardous issues  
|                   |  
|                   | **Note:** ABP training should emphasize appropriate staff responses to clients, employees, or other public, who disrupt threaten, and/or are dangerous.  
| DBH Safety Committee | • Meet quarterly to discuss and report safety and emergency planning and/or issues  
|                   | • Coordinate annual safety inspections of all DBH facilities  

### Reporting Safety Issues

Any DBH employee with a safety or hazard issue and/or complaint must report it to his/her LSC or immediate supervisor for resolution. If the problem is not resolved within a reasonable amount of time, the employee must report the issue to his/her Program Manager or the Disaster/Safety Coordinator.  

**Note:** Employees may also report safety or hazard issues to the County’s Risk Management Department via the [Hazard Report](http://co unty lin e/ r iskmanagementl co ntent/Sa fe tyMan ua l/ Haza rd r ep ort).  

### CAL/OSHA Poster and Safety Representative Poster

The State of California requires that CAL/OSHA official notices be displayed in areas visible to all employees. Posters are provided by the County’s Risk Management Department, or may be obtained by request from the DBH Disaster/Safety Coordinator.  

**Note:** The LSC information must be displayed adjacent to the CAL/OSHA notices and throughout each facility.  

### Related Documentation

The following is safety and emergency material for reference and coordination use:  

- Standard [Emergency Action Plan (EAP)](#)  
- Standard [Medical Waste Management Program](#)  
- Standard [Hazard Communication Program](#)  
- Standard [Fire Drill Reports Guide](#)