# County of San Bernardino
# Department of Behavioral Health

## Safety and Emergency Coordination Policy

**Effective Date** 7/94
**Revision Date** 6/25/07

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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:

| Role | Responsibility |
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| Supervisor or designee | • Oversee safety and program compliance<br>• Appoint clerical/administrative staff to serve as the LSC for the facility<br>• Conduct safety inspections at facilities for which they do not work |
| Disaster/Safety Coordinator | Serve as the Chairperson of the Department Safety Committee – includes recording and distributing minutes. |

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| Location Safety Coordinator (LSC) | • Establish Assaultive Behavior Plan (ABP) and coordinate quarterly employee drills/training with the Clinic Supervisor<br>• Ensure LSC posting and CalOSHA notices and reports are posted properly throughout the facility<br>• Maintain documentation of safety program activities and legislation within DBH's Safety Program Binder<br>• Conduct quarterly fire evacuation drills and report results on standard reporting format (see Fire Drill Reports link below) and coordinate annual fire extinguisher training<br>• Review and update site-specific Emergency Action Plan (EAP) annually and train staff on their responsibilities<br>• Complete HIPAA Baseline Privacy & Security Walkthrough Audit and department self-inspection checklist on a quarterly basis and submit reports at safety committee meetings<br>• Assess facility for reportable Hazardous Communication Program, train staff on the Hazard Communication Program and conduct an annual review<br>• Provide oversight and ensure compliance of the Medical Waste Management program at all applicable facilities<br>• Act as a liaison between supervisors and emergency services personnel in the event of an emergency or disaster<br><br>***Note:*** Certain circumstances may require one LSC to serve more than one facility. |

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| Clinic Supervisor | • Coordinate quarterly ABP training with the LSC<br>• Address and/or monitor client related safety and/or hazardous issues<br><br>***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<br>• 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.

**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