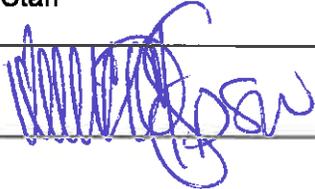




Department of Behavioral Health INFORMATION NOTICE 18-06

Date December 18, 2018

To All Department of Behavioral Health (DBH) Staff

From Veronica Kelley, DSW, LCSW, Director 

Subject Office Configuration Safety Standards

Introduction The purpose of this Information Notice (IN) is to establish safety guidelines for office configurations and provide safe working conditions for clinical or medical staff when rendering client services.

Background Beginning August 2018 through December 2018, project site surveys were conducted by Facilities and Project Management (FPM) with Program Managers and/or Clinic Supervisors to assess the safety standards of DBH clinics in offices where clinical or medical staff see clients. Those that were identified as not meeting the new safety standards, will be reconfigured between now and July 2019. After that time, reassessments will be conducted as needed on a case by case basis.

Office Safety Standards DBH recognizes its responsibility for providing the necessary safeguards for staff when providing client services. Office configurations, which include the following standards will promote a safe environment for providers:

- Providers positioned closest to the door
- Pathway clear of any barriers to allow for a quick exit
- Easy access to panic button
- Door kept slightly open

Computer Equipment Desktop computers are to be utilized as needed during client visit. Nursing stations will have computers mounted to the wall to maximize space and reduce the risk of equipment being used in an act of violence by a client.

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Reference(s)

- National Association of Social Workers. (2013). Guidelines for Social Worker Safety in the Workplace. <https://www.socialworkers.org/LinkClick.aspx?fileticket=6OEdoMjcNC0%3d&portalid=0>
- Occupational Safety and Health Administration. (2016). Guidelines for Preventing Workplace Violence for Healthcare and Social Workers. <https://www.osha.gov/Publications/osa3148.pdf>

Questions

For questions regarding office configurations, please contact Emily Petrus at (909) 388-0949 or EPetrus@dbh.sbcounty.gov.
