

**County of San Bernardino
Department of Behavioral Health**

Hazard Reporting Policy

Effective Date 1/23/08
Approval Date 1/23/08



Allan Rawland, Director

Policy It is the policy of the Department of Behavioral Health (DBH) to hold employees responsible for reporting hazardous working conditions and/or unsafe job practices to the appropriate party as soon as possible. Employees at each reporting level are required to respond to hazard and/or potentially hazardous situations in a serious and urgent manner.

Purpose To work in accordance with the goals of the County to promote safe working conditions, a healthful work environment, and a continuing awareness of safety at all levels of employment.

Definition **Hazard:** a situation for which there is a level of *threat* to health, property, environment, or life. Some hazards may go unnoticed, but once a hazard becomes 'active', it can create an emergency situation.

Reporting Specifications Hazardous conditions may be real or perceived and require formal reporting practices. Methods discussed herein are intended to solicit aid and intervention from sources within and outside of DBH to correct conditions and practices accordingly.

Hazards that are not addressed and/or corrected in a timely manner may be reported directly to the County's Department of Risk Management via the [Hazard Report form](#). Anonymous reports are welcomed; a copy of the report should also be forwarded to the DBH Disaster/Safety Coordinator.

Important: If an incident occurs as the result of a hazard, see the [How to Report and Incident Policy](#) for direction.

General Points of Contact Generally, concerns regarding facility, furniture, equipment, or vehicle issues are to be brought to the attention of the Facility and Project Management Unit. Concerns regarding other internal hazardous issues or concerns are to be brought to the attention of a supervisor and the Disaster/Safety Coordinator.

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Responsibilities The following illustrates the responsibilities of specified staff:

Role	Responsibility
General Employee	<p>Complete and submit a Safety Concern Report form to a designated supervisor, or Location Safety Coordinator (LSC) assigned to the area.</p> <p>Note: To find out who the LSC is in the area with a hazardous condition, contact the Disaster/Safety Coordinator or the supervisor over the area.</p>
Supervisor (any supervisory level employee)	<p>If an employee reports a hazard, or if you discover a hazard, complete and utilize the Safety Concern Report form for documentation and to track the action(s) taken to eliminate the hazard – maintain the original copy in the area’s DBH Safety Program Binder, Section 7, and submit a copy to the Safety/Disaster Coordinator.</p> <p>If the hazard relates to the facility/building, report the hazard or condition to the building manager as well.</p> <p>Contact all necessary parties and ensure the hazard is eliminated.</p> <p>Note: If the hazard is not addressed in a timely manner, contact the Facility and Project Management Unit for assistance and notify the Safety/Disaster Coordinator.</p>
Location Safety Coordinator	<p>If an employee reports a hazard, report it and submit the Safety Concern Report to the area supervisor.</p> <p>Follow direction as instructed by supervisor to mitigate the hazard.</p>
Building Manager or designee	Refer to the Building Manager notebook.

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Disaster/Safety Coordinator	<ul style="list-style-type: none"> • Collect and maintain copies of the Safety Concern Report forms • Contact appropriate party to assist in eliminating hazards when they are continuous and not corrected in a timely manner • Maintain contact with reporting facility to ensure corrective action • Consolidate and report information at scheduled DBH Safety Committee Meeting • Inform Deputy Director of Program Support Services of ongoing hazardous conditions
Facility and Project Management	<ul style="list-style-type: none"> • Take action as appropriately necessary, which may include inspection of hazard area to determine the level of severity and establish required course of action • Complete and submit the Hazard Report to Risk Management following correction of the hazard • Depending on the identified and confirmed hazard, requesting Risk Management's participation for investigation and resolution purposes may be necessary • Ensure issue is resolved and hazardous condition is eliminated <p>Note: Facility and Project Management will inspect hazards in all DBH facilities.</p>
Risk Management	<ul style="list-style-type: none"> • Assess hazardous circumstance by conducting an investigation when requested • Advise if an outside agency will be brought in to assist in correcting the condition • Assist in determining resolution and elimination of hazardous issue
DBH Safety Committee	<ul style="list-style-type: none"> • Review all Safety Concern Report forms • Develop department-wide corrective action plans and policy recommendations as necessary