500.0 SAFETY MANAGEMENT PROGRAM POLICY

500.1 Policy Approval Clearance Record

Mental Health Policy This policy supersedes: Policy #1.3001 Number of pages in Policy: 14

Developmental Services Policy

X Rural Services Policy

Review by Representative from the Date: N/A

Office of the Attorney General: N/A (02/24/2011)

Date Policy Effective:

Rural Service Director Approval: Date: 2/28/11 Policy Lead: Teri McAlpin

Signature: Barbara Legier

500.2 Statement of Purpose

500.2.1 **Policy Statement:** To promote a safe and healthful environment for all of Rural Services staff, people supported, and families.

500.2.2 **Purpose:** To clarify procedures for establishing a safe and healthful environment in each service site of Rural Services, and to specify that promotion of safety is an inherent responsibility of all staff of Rural Services.

500.3 Authority

NRS 449.037; NRS 617.455; NRS617.457; NAC 617.080; NRS 618; MHDS Policy 5.029; Agency Senior Safety Coordinator Responsibilities as noted by Risk Management

500.4 Procedures

500.4.1 Senior Safety Coordinator

- A. The Agency Director will appoint a Senior Safety Coordinator who will oversee all safety-related activities of all Rural Services sites, including Administration. The Senior Safety Coordinator responsibilities include:
 - a. Assist the site Safety Coordinators in meeting all Federal, State, Division, and Agency safety policies and procedures via trainings, meetings, and coordination of Safety activities.
 - b. Understand and implement all Federal, State, Division, and Rural Services safety policies and procedures.
 - c. Within 1 month of hire, or appointment to position, educate site Safety Coordinators and new Rural Services staff (as applicable) to the safety policies and procedures.
 - d. Identify and/or coordinate for Safety Committee member training as required by Risk Management.
 - e. Immediately contact the Agency Director in the event of an emergency.

- f. Assist Administration Site Safety Coordinator and any emergency personnel on the premises during drills or actual emergencies.
- g. Maintain reports of the safety activities of the Site Safety Coordinators in regards to fire drills, mock emergency drills, office safety checks, refrigerator temperature logs, and any other pertinent safety activity.
- h. Maintain records of all Safety Policies & Procedures.
- Monitor problems as they arise and communicate concerns to Site Safety Coordinators via quarterly Safety Committee meetings/teleconferences or more direct communication means.
- j. With the assistance of Site Safety Coordinators, ensure that all Rural Services sites and State vehicles are equipped with the following items:
 - i. Fire extinguishers (site only)
 - ii. Flash lights for Safety Coordinator and designated back up person (site and vehicles)
 - iii. Batteries for flash lights (site and vehicles)
 - iv. Smoke detectors (site only)
 - v. Secured fire extinguishers or fire blankets for State vehicles
 - vi. Flares for State vehicles
 - vii. Hazard signs for State vehicles
 - viii. First Aid Kits for Centers/Sites and State vehicles
 - 1. (20) adhesive bandages of various sizes
 - 2. (1) 5"x 9" sterile dressing
 - 3. (1) Conforming roller gauze bandage
 - 4. (2) triangular bandages
 - 5. (2) 3" x 3" sterile gauze pads
 - 6. (2) 4" x 4" sterile gauze pads
 - 7. (1) roll 3" cohesive bandage
 - 8. (2) germicidal hand wipes or waterless alcoholbased hand sanitizer
 - 9. (6) antiseptic wipes
 - 10. (2) pair large medical grade non-latex gloves
 - 11. (1) adhesive tape (2" wide)
 - 12. (1) tube antibacterial ointment
 - 13. (1) scissors (small)
 - 14. (1) tweezers
 - 15. CPR breathing barrier
 - ix. Drinking water for State cars that are in the frontier areas
 - x. Refrigerator Thermometers (site only)
 - xi. Whistle for emergency purposes for Safety Coordinator and designated back up person (site only)

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- k. As needed, assist Site Safety Coordinators with developing corrective action plans and ensure those plans are implemented and effective in relation to Fire Marshal/Health Division Inspection(s) for Administration.
- 1. Coordinate and facilitate a quarterly Safety Committee meeting with all Site Safety Coordinators.
- m. Maintain and update the OSHA 300 Log and post the log on the message/bulleting board in February-March of each year.
- n. Ensure proper records of Safety Committee Meetings, Safety Training, Accident Investigations and Notice of Injury Forms are maintained.
- o. Ensure supervisors complete Accident Investigation Reports as necessary.
- p. Review accident/injury reports, evaluate and provide recommendations to Agency Director.
- q. Interact with Risk Management, Nevada Administrators, OSHES, SCATS, and the Fire Marshal's Office as needed.
- r. Ensure that updated safety and worker's compensation posters are posted on the message/bulletin board at all sites.
- s. Assist supervisors in developing safety rules, safety job procedures, checklists, etc.
- t. Identify budget needs and submit to proper agency representatives.
- u. Complete bi-annual safety report and submit to Personnel Analyst.
- v. Unless otherwise indicated, report to Agency Director on a biannual basis regarding updates/status of Site Safety
 Coordinators, issues at Rural Services sites, inspections during the previous quarter, and corrections to outstanding issues.
- B. In the absence of the Senior Safety Coordinator, all reportable actions will fall to the Senior Safety Coordinator's supervisor. In the absence of the Senior Safety Coordinator's supervisor, all reportable actions will fall to the Agency Director.

500.4.2 Site Safety Coordinator

- A. The Center Director or DSIV will designate a Site Safety Coordinator for each Rural Services site they oversee. The Site Safety Coordinator will be responsible for all offices/spaces occupied by Rural Services for each assigned site. The Site Safety Coordinator's responsibilities include:
 - a. Notify the Senior Safety Coordinator immediately of any emergency occurring at the Rural Services site.
 - b. The Site Safety Coordinator has the authority to stop an unsafe operation where imminent danger is involved. The person

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- initiating any action in this regard will immediately notify the Center Director and Senior Safety Coordinator.
- c. Attend all safety committee meetings.
- d. On a quarterly basis, complete (including signature of Center Director or DSIV) and submit the Office Safety Checklist (Attachment A) to the Senior Safety Coordinator.
- e. By the end of each month, ensure each fire extinguisher in the site is in good working order. Check for faults, expiration, tampering, etc., and initial on the back of the tag that this has been done, and follow up with any corrections needed.
- f. Ensure that all the fire extinguishers are annually inspected by the fire marshal or contracted fire service provider as indicated by the date on the tab of the extinguishers.
- g. Conduct quarterly fire drills and report the event on the Fire Drill Form (Attachment B). This is to be immediately sent to the Rural Services Senior Safety Coordinator. Fire drills are to be completed within a 2-minute timeframe.
- h. Conduct mock emergency drills semi-annually. These drills will be documented on the Mock Emergency Drill Form (Attachment C). This form will be immediately forwarded to the Senior Safety Coordinator.
 - i. Mock Emergency Drills topics will rotate between the following:
 - 1. Bio-terrorist attack
 - 2. Bomb Threat
 - 3. Earthquake
 - 4. Flood
 - 5. Hazardous Material Spill/Release
 - 6. Plane crash near Rural Services site
 - 7. Radiation
 - 8. Snow Storm
- i. Assist any emergency professionals who may be on the premises during drills or actual emergencies, without risking safety of Rural Services staff.
- j. Ensure all areas of assigned site have Fire Exit Maps posted.
- k. Within 2 weeks of completion of fire drills and mock emergency drills, identify training needs in relation to those drills, develop and implement the necessary training and forward all sign-in sheets to the Senior Safety Coordinator.
- 1. Educate new site staff regarding all Federal, State, Division, and Agency Safety policies and procedures.
- m. On a quarterly basis, complete and submit the weekly Refrigerator Temperature Log (Attachment D) to the Senior Safety Coordinator.
- n. On a quarterly basis, contact the landlord of the site (as appropriate) regarding air filter replacements.

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- Maintain reports of all safety activities of the site in regards to fire drills, mock emergency drills, office safety checks, refrigerator temperature logs, and any other pertinent safety activity.
- p. Monitor problems as they arise and communicate concerns to the Senior Safety Coordinator via quarterly Safety Committee meetings/teleconferences or more direct communication means.
- q. Develop, coordinate and implement corrective action plans in relation to the office safety checklists and Fire Marshal/Health Division Inspection(s).
- r. Immediately upon completion, forward all reports to the Senior Safety Coordinator to be maintained in Administration office.

500.4.3 Safety Committee

- A. Safety Committee personnel
 - a. The members will include the Senior Safety Officer (chair) and Site Safety Officers from all Rural Services sites and other members as designated.
- B. Roles of the Safety Committee
 - a. The Committee will elect a Chairperson, Vice Chairperson and Secretary.
 - i. The Chairperson will be responsible to schedule meetings, develop meeting agendas, run the meetings, act as spokesperson for the committee.
 - ii. The Vice Chairperson will take over the duties of Chairperson when necessary and serve as parliamentarian to ensure the proper order of the meeting is conducted and that unrelated issues are not discussed during the meetings.
 - iii. The Secretary will maintain a roster of attendance, develop formal minutes of meetings and issues and distribute meeting minutes to all Safety Committee Members.
 - b. Risk Management will serve as an Advisor to this Committee.

C. Safety Committee duties:

- a. Meet at least quarterly (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec) with minutes kept for each meeting.
- b. Review prior meeting minutes and provide any related updates.
- c. Review the following from each Rural Services site:
 - i. Fire Drills are performed quarterly at each location and within the allowed time frames.
 - ii. Mock emergency drills are completed on a semi-annual basis.

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- iii. Review prior meeting minutes and updates.
- iv. Review safety program progress, site safety status reports and other safety related reports for training and development of new standards as necessary.
- d. Discuss any new policy or changes that will affect the site employees' health and safety. Make recommendations to Agency Director regarding changes needed to the safety policy or correlated forms.
- e. Make recommendations regarding ways of improving the Safety Management Program for Rural Services.
- f. Identify accident causative factors and recommend ways to improve accident prevention.
- g. Report on actions taken when a hazardous condition exists.
- h. Report and discuss any on-the-job accidents or hazards that may have occurred during the previous quarter.
- i. Determine deadlines for necessary trainings.

500.4.4 Center Directors and DSIVs

- A. Center Directors and DSIVs are responsible for supporting, promoting and exercising continuous leadership in all aspects of the Safety Management Program.
- B. Center Directors and DSIVs are expected to monitor employees and actively participate in the safety management program.
- C. Supervisory officials at all levels are responsible for continuously seeking ways and instituting means of improving and maintaining the safety of persons and property under their jurisdiction.
- D. Center Directors and DSIVs will assign employees only to jobs the employees are qualified and physically able to perform safely.
 - a. Equipment, tools, and supplies suitable for the safe performance of their assigned work will be provided.
- E. Center Directors and DSIVs will not interfere with the ability of any employee to file a report on an unsafe or unhealthful working condition and to initiate and participate in any proceeding under or related to occupational safety. Written reports will be forwarded to the Senior Safety Coordinator with a copy to the Center Director or DSIV.

500.4.5 Employee Responsibilities and Rights

- A. Fire, safety, infection control and emergency preparedness training is provided for all new employees as a part of the Rural Services orientation. It is the employee's responsibility to ensure training is documented in agency files.
- B. By the end of shift, or sooner if necessary, employees are responsible for reporting any unsafe conditions, practices, or unhealthful working conditions to the Center Director or DSIV and/or other designated administration staff, including assignments the

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employee cannot perform safely.

- C. Follow established safe practices and work methods including:
 - a. Proper use of safety devises and personal protective equipment.
 - b. Report all injuries, fires, or other hazards to the supervisor and the Site Safety Officer, regardless of how minor they may appear.
- D. Promptly report to the supervisor and Site Safety Officer any occupational injury or occupational illnesses sustained and complete the proper forms as directed by the Personnel Analyst.

500.5 Timelines

Requirement	Deadline	Responsible Party	Actions To Be Taken
Educate new staff	Within 1 month	Senior Safety	Orientate new hires and newly
(Section 500.4.1A:c)	of hire or	Coordinator	appointed Site Safety Coordinators to
	appointment		safety regulations and
			policy/procedures.
Inform Agency Director	Immediately	Senior Safety	Inform Agency Director of any
of emergency		Coordinator	emergency that may occur.
(Section 500.4.1A:e)			
Inform Senior Safety	Immediately	Site Safety	Inform Senior Safety Coordinator of
Coordinator of site		Coordinators	any emergency that may occur at the
emergencies			assigned site.
(Section 500.4.2A:a)			
Fire Drills	Every quarter	Senior and Site	Complete fire drills, time employees,
(Section 500.4.2A:g)		Safety Coordinators	and document drill/results
Mock Emergency Drills	Every 6 months	Senior and Site	Complete mock emergency drills,
(Section 500.4.A:h)		Safety Coordinators	time employees, and document
			drill/results
Complete Office Safety	Every quarter	Senior and Site	Complete office safety checks for
Checks		Safety Coordinators	assigned site, complete report, and
(Section 500.4.2.A:d)			note any deficiencies.
Submit Drill Reports,	Immediately	Site Safety	Submit drill reports to Senior Safety
Office Safety Checklists	when completed	Coordinators	Coordinator
(Section 500.4.2.A:d,g)			
Corrective Action	Within 2 work	Senior and Safety	Complete all action steps in corrective
Implementation	weeks	Coordinators	action plans from Fire Marshal, Health
(Section 500.4.2.A:k)			Division, drills, or Office Safety
			Checks.
Inspect and Initial Fire	By end of each	Senior and Site	Inspect each fire extinguisher and note
Extinguishers	month	Safety Coordinators	on tag, with initials and date, that the
(Section 500.4.2.A:e)	D. I.	9 1 1 2 1	inspection has been completed.
Ensure Fire	By date noted on	Senior and Site	Ensure contracted service company
Extinguishers are	each tag	Safety Coordinators	services each extinguisher annually.
serviced			
(Section 500.4.2.A:f)			

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Safety Committee Meetings	Every quarter	Senior and Site Safety Coordinators	Schedule and attend safety committee meeting every quarter.
(Section 500.4.3.C)			
Report to Agency	Twice annually	Senior Safety	Report updates/status of each site,
Director with update		Coordinator	inspections, reports, issues, and
(Section 500.4.1.A:v)			corrections made.
Bi-Annual Safety Report	Every 6 months	Senior Safety	Complete bi-annual safety report and
to Risk Management		Coordinator	submit it to Personnel Analyst within
(Section 500.4.1.A:u)			set deadlines.
Complete Refrigerator	Weekly	Site Safety	Note temperature of refrigerator and
Temperature Log		Coordinator	note on log.
(Section 500.4.2.A:m)			_
Submit Refrigerator	Every quarter	Site Safety	Submit the weekly log to the Senior
Temperature Log		Coordinator	Safety Coordinator.
(Section 500.4.2.A:m)			

500.6 Attachments

500.7.1 RS A – Office Safety Checklist

500.7.2 RS B – Fire Drill Form

500.7.3 RS C – Mock Emergency Drill Form

500.7.4 RS D – Weekly Refrigerator Temperature Log

500.7.1 RS Attachment A

OFFICE SAFETY CHECKLIST

Date:
Center/Site:
Safety Officer/Designee:

	YES	NO	N/A
1 Are floor surfaces chipped and uneven; do carpeting show worn spots of	or		
holes?			
2 Are aisles sufficiently wide to provide easy movement?			
3 Are electric and telephone cords placed where they might be tripped over?			
4 Do electrical cords look frayed or damaged? Are they draped around hook	S		
or sharp edges, or are they stepped on?			
5 Do electric outlet boxes on the floor pose a tripping hazard?			
6 Are chairs, desks, drawers, or other improvised ladders used?			
Is the paper cutter placed in a location and position where there is enoug safe room to work?	h		
8 Does the State car have hazard equipment/signs, secured fire extinguished	er		
or fire blanket, and a first aid kit?			
9 Do employees wear dangling jewelry or floppy clothing around movin	g		
machinery (i.e., wearing ties while using shredders)?			
10 Are all corridors, aisles, and exits free of obstructions?			
11 Do employees take caution to avoid spills while carrying liquids through th	е		
office? Are spills cleaned up promptly?			
12 Are scissors, knives, razor blades and other sharp items safely stored an	d		
used?			
13 Are stair handrails, tread and risers in good conditions and stairs we	;		
lighted?			
14 Are non-slip surfaces provided on stairs?			
15 Are floors and stairs free of liter, paperclips and scraps, and spills etc.?			
16 Are desk or file drawers left open?			
17 Are there non-slip feet on all portable elevated structures? Are furniture an	d		
fixtures free of splinters or sharp edges?			
18 Is furniture with casters easy to move?			
19 Is more than one file drawer opened at once?			
20 Are files top heavy, with empty drawers at bottom and full drawers on top?			
Are bathroom facilities, floors, counters, and wall clean and free of stains mildew, and odors?	3,		
22 Are boxes, papers and books stored safely on top of files and storag			
cabinets? Are boxes, papers and books stored 18" or more from th			
ceilings?			
	YES	NO	N/A

23	Is there adequate space under desk or workstations for employees to take		
	cover in the even of an emergency?		
24	Is there a whistle(s) available in the Center?		
25	Are transparent glass doors marked so they can be seen?		
26	Are fire exits clearly marked and free of obstructions?		
27	Is all State smoking restrictions being followed?		
28	Do all employees know the location of exits, alarms, evacuation routes, and		
	fire pull stations? Are personnel trained to use fire extinguishers?		
29	Are employees instructed in case of a fire? (Rescue. Alarm. Contain.		
	Extinguish) and (Pull the pin. Aim nozzle. Squeeze trigger. Sweep back and forth)?		
30	Are all flammable materials stored in metal cabinets and nonflammable		
	fluids used whenever possible?		
31	Are storage areas kept clean and orderly?		
32	Are heating elements (coffee makers, griddles, portable electric heaters)		
	safely placed and inspected on a regular basis?		
33	Are all sprinkler heads and vents free of dust, dirt, lint, corrosion?		
34	Are offices and desks neat and orderly (free from clutter)?		
35	Are there any electrical receptacles damaged or missing faceplates?		
36	Are power strips plugged into other power strips?		
37	Are doors to enclosed stairwells kept closed at all times?		
38	Are employees instructed in the proper lifting techniques?		
39	Are all accidents promptly reported? And do employees know who to report accidents to?		
40	Are there adequate supplies in the first aid kits for the State cars and		
	Center? See below for itemized list.		
41	Is there a procedure to assist people who may be trapped in an elevator and advised of elevator malfunctions?		
42	Are all elevator landings posted with signs saying "Do not use elevator during an emergency or fire"?		
43	Are employees aware of the written safety program? Are evacuation maps posted?		
44	Is there a biohazard kit available in case of an emergency? Are employees		
	aware of the location of the kit?		
45	Is staff able to demonstrate proper hand-washing techniques?		
46	Are all refrigerators/freezers clean?		
47	Are the grounds around the building well kept and free of tripping/slipping		
	hazards?		

First Aid Kits for Centers/Sites and State cars contents:

- (20) Adhesive bandages of various sizes
- (1) 5"x 9" sterile dressing
- (1) Conforming roller gauze bandage(2) Triangular bandages
- (2) 3" x 3" sterile gauze pads

- (2) 4" x 4" sterile gauze pads
- (1) Roll 3" cohesive bandage
- (2) Germicidal hand wipes or waterless alcohol-based hand sanitizer
- (6) Antiseptic wipes
- (2) Pair large medical grade non-latex gloves
- (1) Adhesive tape (2" wide)
- (1) Tube antibacterial ointment
- (1) Scissors (small)
- (1) Tweezers
- CPR breathing barrier

Comments/Explanations:	
Recommendations:	
Site Safety Coordinator Signature:	
Agency or Center Director Signature:	
Date:	

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500.7.2 RS Attachment B

FIRE DRILL REPORT

1.	Rural Services	Site:	
2.	Time:	Date:	
3.	Did Staff close	all doors: YES NO	
4.		ple participating in the drill: ff: # of others:	
5.	Total time of th	ne drill (time it took to evacuate everybody)	
	Did staff respo omments	nd to Fire Whistle in appropriate manner? YES NO	
	Was the prope YES N	r evacuation procedure followed according to wall chart? IO	
Co	omments:		
9.	Fire Extinguish	rs are in good working order? YES NO ners are current with tag of inspection on each? YES No of staff and consumers participating in the drill:	IC
St		the Fire Drill:	

(KEEP ORIGINAL IN SITE SAFETY COORDINATOR FILE or with Center Director) (COPY TO BE SENT TO SENIOR SAFETY COORDINATOR UPON COMPLETION)

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500.7.3 RS Attachment C Mock Emergency Drill (various topics)

500.7.3 RS Attachment D

TEMPERATURE LOG

Weekly Refrigerator / Freezer Log

DATE:	
SITE: _	

Standards: Refrigerator temperatures between 34-40 degrees Fahrenheit Freezer temperature 0 degrees Fahrenheit or colder.

If the temperatures are consistently not in the correct range – please arrange for your refrigerator to be serviced. Bacteria can grow on foods that are not stored at the proper temperatures.

DATE	TIME	Tempe	erature Freezer	Initials
		Fridge	Freezer	
		1	1	

^{***}Log to be attached to outside of refrigerator/freezer***

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^{***}Submit log to Senior Safety Coordinator quarterly***