



Series: Property/Facility Management COA: ASE 4,8
CFOP: NA

Procedure Name: Health and Safety

Procedure Number: PM-701

Revision #/Date: NA

Effective Date: 1/30/09

Applicable to: All CBCB Staff and Contract Providers

SUBJECT: Health and Safety Procedures

PURPOSE: To outline the steps that CBC of Brevard has implemented to ensure the health and safety of all CBCB employees, visitors, and others.

PROCEDURE:

References

CBCB Policies/Procedures: GOV203, PM712, PM714, PM715, PM716, OP1104, RQ502

Health and Safety Committee

1. CBC of Brevard will establish and maintain a health and safety committee that will meet on a regular basis to review and monitor any potential safety issues or concerns. The committee will be comprised of the Business Manager (Chair), each Center Manager, the Administrative Assistant to the CFO, the Risk Management committee chair and any other CBCB staff deemed appropriate or necessary to the committee.
2. The committee will review the monthly/quarterly facility checklists (see procedure PM716) for any ongoing or repeating issues or items in need of repair and proper safety equipment is on hand and in good condition.
3. The committee will make recommendations for handling or mitigating these issues to the CFO or Risk Management committee as appropriate.

Facilities Management

1. All CBCB facilities will be maintained in a clean and proper manner in order to reduce the risk of accident, injury, fire, theft or other safety-related incident.
2. Each month facilities will be inspected in accordance with PM716 to ensure general cleanliness and good condition of the facility.
3. CBCB will maintain a centralized 'facilities help desk' in order to ensure any maintenance or repairs needed are completed in a timely fashion.

4. CBC of Brevard will comply with all state and local occupational, fire and safety codes and regulations.

Building Security

1. All CBCB facilities will utilize a monitored security system for each building.
2. Door codes will be issued to all employees and will be changed on a regular basis and as needed.
3. Keys are distributed to staff for their respective buildings and offices based on access needs.
4. All staff, including Case Management staff, are expected to sign in/out appropriately and to wear their badges at all times.
5. All visitors will sign in according to operating procedure OP1104 and will be issued a visitor's badge. Visitors will not be allowed to roam unescorted.

Emergency Drills and Procedures

1. CBCB will conduct fire drills and other emergency training on a regular basis in accordance with state and local regulations, and in accordance with procedure PM715.
2. CBCB maintains a Disaster Preparedness Plan and works in concert with local government officials to coordinate in the event of an emergency (i.e. hurricane). The COO is the main point of contact with local government in the event of an emergency.
3. CBCB updates staff contact information on a regular basis. In the event of an emergency, staff will be contacted by designated personnel using this information.

Hazardous Materials

1. CBC of Brevard will maintain MSDS sheets for all hazardous materials used in the course of business. These items are, for the most part, standard items used in administrative offices such as copier toner, ink cartridges, white out and cleaning supplies.
2. CBCB will ensure a first aid kit is maintained at each of its locations.

Health Precautions

1. All employees will receive annual training on the risks of exposure to contagious and infectious disease and universal precautions to minimize those risks.
2. CBCB will consult with Brevard County Health Department at least annually to ensure we are in compliance with CDC and OSHA guidelines for minimizing risk.
3. CBCB will also consult with the Health Department to determine if any personnel are considered to be at high risk for tuberculosis and/or other air or blood-borne pathogens and should therefore receive testing.

4. Exposure: in the event any employee may have been exposed to an air borne/blood borne pathogen, the employee will report that to their supervisor or manager. The employee will be referred to medical personnel for precautionary treatment and follow up if necessary (as determined by the medical personnel). The Risk Management Committee will be made aware of the incident as soon as possible and within the standards noted in RQ502.

Training

CBCB will provide training to staff on appropriate topics (such as universal precautions, fire safety, safety in the field, etc.) to ensure staff remain knowledgeable in these areas.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
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CBC of Brevard, Inc.

APPROVAL DATE: 3/2/09