MISSION:

Insert your mission statement for the Safety Management Plan. Be sure that the mission for the plan reflects the mission statement of the organization. You will want to emphasize that the plan focuses on the management of the environmental safety of residents, staff and others through identification of safety risks and the planning and implementing of processes to minimize the likelihood of those risks.

SCOPE:

The scope of the Safety Management Plan shall define the processes which (organization name) utilizes to provide our residents, staff and visitors with a physical environment free of hazards and manages activities proactively through risk assessment to reduce the risk of injuries to residents, staff and other individuals coming to the facility.

Note: If your organization has multiple sites or locations, you may choose to have separate management plans for each location or have one comprehensive set of plans. Whichever method your organization chooses, the organization must address specific risks and any unique conditions at each site/location.

OBJECTIVES:

The objective of (organization name) Safety Management Plan shall be to control known and potential safety hazards to our residents, staff and visitors.

GOALS:

• The goals of (organization name) Safety Management Plan shall include the following:
  • Maintain a safe environment and conditions for residents, staff and visitors
  • Reduce and control environmental hazards and risks of safety-related incidents by proactively evaluating systems in place and make the necessary changes through the Safety/Environment of Care Committee, Performance Improvement Committee, administration and departmental participation
NOTES:

• Electronic access and other alternatives to maintaining paper copies of the Safety Data Sheets (SDS) are permitted as long as no barriers to immediate employee access in each workplace are created by such options.

• If your organization employs an online resource for SDS, ensure that there is a current backup copy accessible to all staff when the internet is down.

PURPOSE:

To identify and provide information about chemical hazards in the work place to ensure the health and safety of employees.

DEFINITION:

Safety Data Sheets supply detailed information on a chemical and its hazards. SDS are required to have a specified 16-section format.

POLICY:

• Safety Data Sheets (SDS) from the manufacturer shall be located __________________ for employee referral 24 hours per day, seven (7) days per week.

• All staff shall receive information and training regarding the hazardous substances encountered in the workplace at the time of orientation, annually, and when new hazardous substances are introduced to the workplace.

• The format of the 16-section SDS includes the following sections:
  1. Identification:
     ♦ Product identifier used on the label
     ♦ Other means of identification
POLICY:

• ______________ (organization name) shall prevent fires and other hazards to residents, staff and visitors caused by the improper use of decorations.

• All combustible decorations that are not flame retardant shall be prohibited.

• Any decoration (i.e., paintings, photos, other art) that is directly attached to the ceiling, walls and/or non-fire-rated doors shall not exceed:
  • 20% of the ceiling, wall or door areas in spaces in non-sprinklered smoke compartments
  • 30% of the ceiling, wall or door areas in spaces in sprinklered smoke compartments
  • 50% of the ceiling, wall or door areas inside resident sleeping rooms that do not exceed four people in sprinklered smoke compartments.

PROCEDURE:

• All holiday decorations shall be approved by ______________.

• ______________ shall conduct safety rounds to ensure holiday decorations comply with facility policy, and are not posing any safety hazards to residents, staff or visitors.

• Guidelines:
  • Trees:
    ■ Greenery, such as real trees, wreaths and garlands shall not be permitted.
    ■ Artificial trees must be flame retardant and be labeled with an approval rating from an approved testing agency, i.e., Underwriters Laboratories Label (UL).
    ■ Only non-combustible or fire-resistive ornaments may be used.
POLICY:

- A complete, labeled inventory of all emergency power systems and the loads they serve shall be maintained in the Engineering Department.

- The Engineering Director shall ensure staff receive competency training and testing for all operators and others responsible for system maintenance of the emergency power supply system.

EMERGENCY GENERATOR TESTING:

- At least monthly, the facility shall test each emergency generator under load for at least 30 continuous minutes.
  
  - The cool-down period is not part of the 30 continuous minutes.
  
  - The monthly tests for diesel-powered emergency generators shall be conducted with a dynamic load that is at least 30% of the nameplate rating of the generator or meets the manufacturer’s recommended prime movers’ exhaust gas temperature.
  
  - Test results and completion dates shall be documented and maintained in the Engineering Office.

- If the facility does not meet either the 30% of nameplate rating or the recommended exhaust gas temperature during the testing of any emergency generator, then the emergency generator must be tested once every 12 months using supplemental (dynamic or static) loads of 50% of nameplate rating for 30 minutes, followed by 75% of nameplate rating for 60 minutes, for a total of 1 ½ continuous hours.

- Tests for non-diesel-powered generators need only be conducted with available load.
NOTE:

Measures outlined in related policies and procedures are understood to be addenda to this Emergency Operations Plan.

POLICY:

• ________________ (organization name) Emergency Operations Plan (EOP) shall describe response procedures to follow when emergencies occur.

• The facility’s Emergency Operations Plan ensures that effective mitigation, preparedness, response and recovery to emergencies affecting the environment of care are performed.

• The Emergency Operations Plan addresses the prioritized emergencies identified by the Hazard Vulnerability Analysis (HVA), but may be adopted for any emergency this facility may occur.

• Response procedures include, as appropriate:
  • Maintaining services
  • Expanding services
  • Conserving resources
  • Curtailing services
  • Supplementing resources from outside of the community
  • Closing the facility to new residents
  • Staged evacuation
  • Total evacuation

• Six (6) critical areas shall be addressed in this Emergency Operations Plan: communications, resources and assets, security and safety, staffing, utilities, and resident management and support activities.