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## **North Sound Behavioral Health Organization**

Section 1000 – Administrative: North Sound Behavioral Health Organization  
(North Sound BHO) Safety and Health

Authorizing Source: WAC 296-800-100 through 340

Cancels: Policy #1010 Responding to Emergency and Disaster

See Also:

Responsible Staff: Safety and Health Committee

Approved by: Executive Director

Date: 6/22/2016

Signature:

### **POLICY #1022.00**

**SUBJECT: NORTH SOUND BEHAVIORAL HEALTH ORGANIZATION (North Sound BHO)  
SAFETY AND HEALTH**

#### **PURPOSE**

To create and maintain a safety and health program in compliance with state and federal laws.

#### **POLICY**

This policy establishes policies and procedures for employer and employee responsibilities to ensure a safe workplace. The safety and health program shall be administered by the North Sound BHO Safety and Health Committee and shall be maintained in compliance with state and federal laws.

#### **PROCEDURES**

##### **Employer Responsibilities:**

1. Providing a safe and healthy workplace, free from recognized hazards;
2. Provide and use means to make the workplace safe;
3. Prohibit employees from entering or being in any workplace that is not safe;
4. Constructing the workplace so it is safe;
5. Prohibiting alcohol and narcotics from the workplace;
6. Establish, supervise and enforce rules that lead to a safe and healthy work environment that are effective in practice;
7. Control chemical agents; and
8. Protect employees from biological agents.

##### **Employee Responsibilities:**

1. Study and follow all safe practices that apply to their work;
2. Coordinate and cooperate with all other employees in the workplace to try to eliminate on-the-job injuries and illnesses;
3. Apply the principles of accident prevention in their daily work and use proper safety devices and protective equipment as required by their employment or employer;
4. Take care of all personal protective equipment (PPE) properly;
5. Not wear torn or loose clothing while working around machinery;

6. Report promptly to their supervisor every industrial injury or occupational illness;
7. Do not remove, displace, damage, destroy, or carry off any safeguard, notice, or warning provided to make the workplace safe;
8. Do not interfere with use of any safeguard by anyone in the workplace;
9. Do not interfere with the use of any work practice designed to protect them from injuries; and
10. Do everything reasonably necessary to protect the life and safety of employees.

### **Safety and Health Committee**

1. An organizational structure where members represent a group. This gives everyone a voice but keeps the meeting size to an effective number of participants.
2. Are necessary to have a method of communicating and evaluating safety and health issues brought up by employers or employees in the workplace.

### **Safety and Health Committee responsibilities:**

1. Review safety and health inspection reports to help correct safety hazards;
2. Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected;
3. Evaluate the workplace accident and illness prevention program and discuss recommendations for improvement, if needed;
4. Document attendance;
5. Write down subjects discussed;
6. Record meetings;
7. Prepare minutes from each safety committee and:
  - a. Preserve them for one year; and
  - b. Make them available for review by safety and health consultation personnel of the department of labor and industries.

North Sound BHO will ensure there is [\(refer to web link that will be provided later\)](#):

1. A Formal Accident Prevention program: a written plan to prevent accidents, illnesses and injuries on the job. The accident prevention program may be known as the safety and health plan. In addition to being established, this plan will need to be supervised and enforced;
2. Availability of First Aid trained personnel and first aid supplies;
3. Available use and care for the appropriate PPE for Employees;
4. A Chemical Hazard Communication Program: information and training employees about the hazards of chemicals they may be exposed to during normal working conditions, or in foreseeable emergencies;
5. Provision and maintenance of a Safety Bulletin Board with safety information;
6. Washington Industrial Safety and Health Act of 1973 (WISHA) poster, which informs employees of their job safety and health protection rights;
7. Routine Inspections to provide and monitor:

- a. **Adequate Lighting** in the workplace
- b. **Housekeeping, drainage and storage:** to provide employees with a clean, dry, pest-free workplace.
- c. **Drinking water:** To provide safe drinking (potable) water, bathrooms, washing facilities, eating areas and garbage and waste disposal in your workplace.
- d. **General requirements for all workplaces:**
  - i. Bathrooms;
  - ii. Eating Areas;
  - iii. Garbage and waste disposal;
  - iv. Lunchrooms and Personal Services Rooms;
  - v. Environmental Tobacco smoked in the office;
  - vi. Stairs and railings;
  - vii. Floor openings;
  - viii. Workplace structural integrity;
  - ix. Electrical: To protect employees from hazards when working with electrical equipment, tools and appliances;
  - x. Fire extinguishers;
  - xi. Exit Routes;
  - xii. Accident Reporting and investigating;
  - xiii. Releasing Accident investigation reports;
  - xiv. Protecting the identity and source of confidential information; and
  - xv. Using standards from national organization and federal agencies.