

# Big Bend Community Based Care Policy & Procedure

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**Series:** 1400: Building and Facilities Management  
**Policy Name:** General Health and Safety  
**Policy Number:** 1400  
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## Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to conduct its business in a manner that ensures the safety of employees, customers and the general public.

## Procedure

### A. Safety Committee.

1. BBCBC will establish and maintain a local safety committee at each facility that will meet on a regular basis to review potential safety issues, make recommendations for mitigating safety issues or concerns, and review accident reports or safety-related violations/incidents.
2. The I.T./Facilities department will be responsible for consolidating related information and will report to the Executive Committee of the BBCBC Board of Directors when necessary.
3. The Safety Committee will be comprised of BBCBC personnel and partner staff representing the concerns and activities of multiple departments, services and/or facility locations.

### B. Agency Facilities.

1. Agency facilities will be maintained in a clean and proper manner so as to reduce the risk of accident, injury, fire, theft or other safety-related incident.
2. Buildings will be operated in a manner consistent with local zoning, occupational, health, fire and safety codes, occupancy limitations and licensing regulations.
3. All licenses governing the operation of any BBCBC location will be displayed in a publicly visible location.

### C. BBCBC Responsibilities.

1. Management at all levels will provide systems and processes within the organization to promote, audit, measure, and follow-up on safety issues with a view towards innovation and improvement in safe practices.

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2. Management, in consultation with employees, will ensure that immediate action is taken to eliminate unsafe conditions and practices.
3. Building and grounds will be maintained in a manner consistent with local health, sanitation and safety codes and regulations.

**D. Employee Responsibilities.** All employees are personally responsible to perform their duties in accordance with established safety policies and procedures, with primary consideration to their own safety, the safety of their co-workers and the safety of the persons and families we serve.

**E. Employee Training.**

1. BBCBC will provide the systems, processes, resources and training necessary to implement all aspects of the BBCBC safety program.
2. Employees will be provided with proper training and personal protection equipment when required.

**F. Off-site Work and Activities.**

1. All agency sites will be equipped with phone service and site personnel will maintain a readily available list of local emergency contact numbers in an accessible location.
2. As it is recognized that many BBCBC staff may be required to work off-site or from alternative locations, staff working off-site will be provided with the equipment necessary to conduct their work in accordance with in a safe and secure manner.
3. Designated staff will be provided with a cellular phone (or similar equipment) necessary to maintain contact with BBCBC supervisory/administrative staff or emergency personnel while working off-site.
4. Staff will be provided with the training necessary to ensure their self-protection while working in alternative (or off-site) environments.

**G. Safety Inspections.**

1. Regular safety inspections will be made to ensure compliance with:
  - a. Occupancy requirements;
  - b. Local zoning and building codes;
  - c. Occupational safety and health administration codes;
  - d. Health, sanitation and fire codes.
2. Inspection of facilities, work areas, and fixtures will be the responsibility of the I.T./Facility Manager or designee.
3. Repairs of equipment or building facilities will be reported to the I.T./Facility Manager.
4. The safety coordinator and the I.T./Facility Manager will make periodic inspections to ensure safety guidelines are being met.

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5. A checklist of areas, equipment and fixtures to be inspected will be developed and utilized for monthly inspections.
6. All items on the list found to be defective, broken or inoperable will be brought to the attention of the I.T./Facility Manager.

## **H. Keyed Entry to Buildings and Security Systems.**

1. BBCBC's corporate offices will utilize a secure entry system for all staff and visitors.
2. Keys will be issued to all employees and will be programmed with various levels of access throughout the facility for the employee depending on need or position.
3. Keys will be distributed in accordance with *BBCBC OP 1400-1409, Custody and Issuance of Keys*.
4. All BBCBC locations will be equipped with proper security, alarm, and fire protection systems in accordance with local and state regulations.
5. The security system will be designed and maintained to deter break-ins, reduce the risk of loss due to vandalism or theft and ensure the continuing safety of building occupants.

## **I. Agency Visitors.**

1. Visitors to the BBCBC office will enter the building through the main entrance.
2. Visitors will sign in and receive a visitor badge to identify them.
3. Visitors will not be allowed to roam through the building without an escort.