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| WCHO | <i>Policy and Procedure</i> | | |
| Department Compliance | # of Pages: 4 | | |
| Policy Name BUILDING SAFETY | Type of Policy: | | |
| | <input checked="" type="checkbox"/> WCHO | <input type="checkbox"/> Regional | <input type="checkbox"/> Network |
| Policy Number 06.003 | Effective Date | Revision Date | Approval Date 2/1/06 |
| Administrative/Board of Directors Sign Off | | | |
| Administrative Signature: | | | Date: |
| Board of Directors Signature: | | | Date: |

I. PURPOSE

To ensure the safety of all employees and visitors.

II. APPLICATION

This policy shall apply to all employees of the Washtenaw Community Health Organization who are located at the 555 Towner Building.

III. DEFINITIONS

Building Safety Committee: A committee responsible for the safety and security of the Towner Building, with representatives of each department or organization who resides in the Towner Building.

Safety Liaison: The employee representative who is appointed by the WCHO to attend the Building Safety Committee on behalf of the organization. This person is responsible for ensuring that information is communicated between the committee and WCHO Senior Management.

IV. POLICY

It shall be the policy of the Washtenaw Community Health Organization (WCHO) to have an employee representative as a member of the Building Safety Committee. This representative will be appointed by the director and shall operate as the Safety Liaison.

The Safety Liaison shall identify issues, develop solutions (with assistance of other committees or staff members as needed), and assist in the writing of safety policies and procedures.

Orientation and on going training shall be provided to all personnel applicable with their responsibilities and duties.

The WCHO shall delegate all building safety issues to the Building Safety Committee. This includes all practice drills and safety walk through audits. Any concerns shall be directed to the Safety Liaison who can then present them on behalf of the WCHO employees and our customers.

Building Safety:

The WCHO adopts and utilizes the Building Safety Committee Emergency Response Plan. This plan is updated annually by the building safety committee. This plan outlines procedures for responding to situations including: Fire, tornado warnings, severe thunderstorm warnings, disruptive persons, safe rooms, and first aid.

- a. The Emergency Response Plan will be located on the shared drive: M: WCHO Common in the WCHO Policies/current policies/Health and Safety for easy access when needed.
- b. Quick reference guides shall also be posted throughout the office to be readily available and easy to use if deemed necessary.

The WCHO doors shall remain locked at all times. Staff shall enter by using building photo key cards as issued by Washtenaw County Human Resources Department.

- a. Employees shall wear the photo I.D. key cards at all times visibly.
- b. Employees are prohibited from loaning or providing the key card to another employee or individual.
- c. If photo key card is lost, employees must notify the Washtenaw County H.R. Department, via a help ticket 222-3737.
- d. Employees are prohibited from propping open the entry doors or tampering in any way that would compromise building security.

Visitors will notify the receptionist of arrival by pressing the existing doorbell so as to ensure proper sign in upon arrival.

In order to assure an accurate account of all building occupants at any given time, a formal sign in shall be kept by the receptionist to track employees and visitors. All visitors will be escorted through the offices by staff once notified by the receptionist of a visitor's arrival.

Right to Know/Hazardous Materials:

The WCHO shall adhere and participate with the Washtenaw County Right-To-Know Compliance Law Policy. (See employee.ewashtenaw.org for Right-To-Know Compliance Law Policy)

V. EXHIBITS

None

VI. REFERENCES

- A. Emergency Response Plan
- B. Washtenaw County Right-To-Know Law Compliance Policy
- C. Washtenaw County Incident Reporting Procedure
- D. MMHC 330.1708
- E. JCAHO BH EC 1.10, 1.20, 2.10, 3.10, 5.10, 5.30, 5.40, 7.10, 7.20, 7.30, 7.40, 9.109.20, 9.30

VII. PROCEDURES

| <u>WHO</u> | <u>DOES WHAT</u> |
|----------------------------------|--|
| Towner Building Safety Committee | <ul style="list-style-type: none"> 1. Creates and updates the Emergency Response Plan annually. 2. Schedules and runs practice drills to ensure staff are trained and prepared in the event of an actual emergency. |
| WCHO Safety Liaison | <ul style="list-style-type: none"> 1. Attends monthly Building Safety Committee Meetings and reports information on behalf of the WCHO/Senior Management Team. 2. Reports Safety Committee information at Senior Management Team Meetings. 3. Posts the plan to the M: WCHO Common shared drive and assists in all committee activities as assigned. 4. Posts Quick Reference Guides in high travel and visible areas. 5. Notifies staff when any changes or updates occur. |
| Supervisors | <ul style="list-style-type: none"> 1. Orient new employees on the location of the entire Emergency Response Plan and locations of Quick Reference Guides, safety policy and other referenced policies and procedures. 2. Follows up on any reported incidents as required by |

policy referenced.

Employees

1. Sign in daily as entering and exiting the building.
2. Refer to the Emergency Response Plan and Quick Reference Guides as needed.
3. Respond as required to any emergency notifications according to the instructions in the plan.
4. Assist any visitors or consumers as necessary.
5. Notify the Safety Liaison of any building safety issues identified by themselves or as reported by a visitor.
6. Attend Washtenaw County trainings regarding Hazardous Materials or other safety trainings.
7. Ensures the entry door is not obstructed or propped in any way.

Receptionist

1. Grants entry to visitors and ensures that visitors sign in and are accompanied by an employee while in the building.
2. Assists in any emergency procedures as outlined in the Emergency Response Plan. (i.e. responsible for having all sign in sheets in evacuation situations).