

PROCEDURE

Series: Property/Facility Management **COA: ASE 1, 3, 4, 5, 6**
CFOP: NA

Procedure Name: Health and Safety
Procedure Number: PM-701
Reviewed Date: 2/20/13, 4/19/16
Revision #/Date: 6/10/09, 10/21/2020
Effective Date: 1/30/09

Applicable to: All BFP, CARES, NCFIE Staff

SUBJECT: Health and Safety Procedures

PURPOSE: To outline the steps which have been implemented to ensure the health and safety of all employees, visitors, and others'.

PROCEDURE:

References

Policies/Procedures: GOV017, GOV203, PM715, PM716, RQ506

Health and Safety

1. The agencies maintain the health and safety process outlined below to review and monitor any potential safety issues or concerns. Each facility is responsible for ensuring the health and safety of employees, visitors, and others.
2. In accordance with GOV017, BFP FOA staff look for ways to reduce environmental impact of its daily operations by using environmentally friendly products, recycling or other means as appropriate.

Facilities Management

1. Smoking is prohibited within any/all facilities. A designated smoking area is assigned outside of each facility.
2. All 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.
3. Each month facilities will be inspected in accordance with PM716 to ensure general cleanliness and good condition of the facility.
4. All agencies will comply with all state and local occupational, fire and safety codes and regulations.

Building Security

1. All 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 when visiting other facilities.
5. All visitors will sign in and will be issued a visitor's badge. Visitors will not be allowed to roam unescorted.

Emergency Drills and Procedures

1. All facilities 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. All agencies maintain a Disaster Preparedness Plan and works in concert with local government officials to coordinate in the event of an emergency (i.e. hurricane). The Chief Financial Officer is the main point of contact with local government in the event of an emergency.
3. All facilities update 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. All facilities will maintain material safety data sheets (MSDS) 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. All facilities will ensure a first aid kit is maintained at each of its locations.

Health Precautions

1. All employees receive annual training on the risks of exposure to contagious and infectious disease and universal precautions to minimize those risks.
2. All employees receive training from the Brevard County Health Department at least annually to ensure compliance with CDC and OSHA guidelines for minimizing risk.
3. All employees receive training from the Brevard County 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 Compliance Committee will be made aware of the incident as soon as possible and within the standards noted in RQ506.

Training

All employees 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:



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