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| **POLICY TITLE:** | **Personnel Safety Policy** - CP17 |
| **APPLIES TO:** | All Clinical Staff at Caregiver Grove Behavioral Health |
| **EFFECTIVE DATE:** | December 1, 2018 |
| **ANNUAL**  **REVIEW DATE:** | January 1 (each calendar year)  Reviewed: July 1, 2019  Updated: January 21, 2024  Reviewed: July 31, 2024 |
| **PURPOSE:** | The purpose of Caregiver Grove Behavioral Health’s Personnel Safety policy is to ensure the safety of employees and persons served. |
| **DEFINITION:** | The Personnel Safety policy is the process utilized by Caregiver Grove Behavioral Health to ensure the safety of its employees and persons served. |
| **POLICY** | It is expected that all employees abide by the safety procedures when using electrical appliances and when engaging in any potentially hazardous procedures.  **Procedure**   1. There is a schedule of safety inspections and drills that follow Caregiver Grove Behavioral Health’s policy. Safety inspections and drills will be unannounced. Cooperation in these drills and inspections are expected and support will be made available from management. 2. Evacuation maps for the office are conspicuously posted to ensure that employees and client safety in the event of an emergency. 3. The Evacuation Plan is available in the office and reviewed annually by the Operations department. 4. All employees must review and be familiar with the procedures in the Hazardous Materials Manual during orientation and sign an attestation. 5. A copy of the Hazardous Materials Manual will be available in the office. The manual contains information on hazardous material handling and disposal, exposure procedures, reporting practices, universal precautions, and other necessary information related to the Occupational Safety and Health Act of 1970 (OSHA) compliance. Staff shall review the Hazardous Materials Manual each year. 6. The Hazardous Materials Manual will be reviewed annually by the Operations department and revised or updated as needed. Any changes or updates shall be presented to employees in a timely and understandable manner. |
| **APPLICABLE STANDARDS:** | OAC 5122-26-06  CARF 1.H |
| **EXCEPTIONS:** |  |
| **APPROVERS:** | Chass Rice | Vice President, Business Strategy & Administration  Juenethia Fisher | Chief Financial Officer (CFO) |