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| **POLICY TITLE:**  |  **Health & Safety Hazards Policy** - CP25  |
| **APPLIES TO:**  |  All Clinical Staff at Caregiver Grove Behavioral Health  |
| **EFFECTIVE DATE:**  | November 1, 2022 |
| **ANNUAL** **REVIEW DATE:**  | January 1 (each calendar year)Reviewed: August 7, 2024 |
| **PURPOSE:**  | The purpose of Caregiver Grove Behavioral Health’s Health and Safety Hazards policy is to ensure the health and safety of Caregiver Grove Behavioral Health personnel, individuals served, and visitors.  |
| **DEFINITION:**  |   |
| **POLICY**  | Caregiver Grove Behavioral Health’s Operations Department will oversee and maintain a safe and healthy environment for employees and individuals served. All employees will be familiar with basic safety procedures in All employees will be trained by the Operations Department during the orientation period and have annual training based on regulatory the requirements (OAC 5122-26- 12) and to ensure safety and compliance. The Operations Department is responsible for ensuring that all areas of this policy are adhered to. **Procedure** 1. Caregiver Grove Behavioral Health employees will remove a health or safety hazard when possible. Universal Precautions and PPEs will be used in accordance with the guidelines in the Hazardous Materials Manual when necessary. PPEs are located in or near the first aid kit in the office.
2. If there is a situation in which the hazard cannot be immediately removed, then all staff that is present should be shielded from the hazard by physical barricade, verbal warnings, or warning signs. Steps must be taken to remove the hazard.
3. If the safety hazard cannot be immediately removed, or if the hazard was removed but the problem requires more attention, the Operations Department must be notified immediately.
4. Safe handling and disposal of infectious waste materials will follow the Ohio Department of Health and the Occupational Health & Safety Administration guidelines.
5. Unvented kerosene, gas, or oil heaters are not permitted for use.
6. Hazardous areas and materials must be safely stored and labeled. These materials will be safely disposed of when necessary following all applicable laws.
7. The Operations Department will perform an on-going inspection of the office to ensure that all aisles, halls, and storage areas are safe and clutter free, and that the first aid kit is appropriately stocked.
8. Caregiver Grove Behavioral Health staff must not leave the office with a client for any reason due to safety reasons.
9. Caregiver Grove Behavioral Health staff must not provide any edible reinforcements to a client of any age, unless this has been previously arranged with a parent/guardian of the client on a to-go basis, so that consumption takes place off-site.

10. If a dependent client is transported to Caregiver Grove Behavioral Health premises, the individual transporting the client must remain in the office waiting area in case of an emergency.   |
| **APPLICABLE STANDARDS:** |  OAC 5122-26-12   CARF 1.H.1.; 1.H.2.; 1.H.9. |
| **EXCEPTIONS:**  |   |
| **APPROVERS:**  |  Chass Rice | Vice President, Business Strategy & AdministrationJuenethia Fisher | Chief Financial Officer (CFO) |