

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #:	02-ALL-ALL-0498 (SF)	Subject:	Health and Safety Committee
Effective Date:	02-10-96	Last Revision:	12-29-17
Person Responsible:	Health & Safety Coordinator		

Approvals/Date:	<u>Brent Boer 1-4-18</u>		
	Superintendent, WCBDD	Date	Department Director
			Date

1. The Wood County Board of Developmental Disabilities shall maintain a central Health and Safety Committee consisting of minimally: 1) WL Health & Safety Coordinator; 2) A representative from each of the following Departments - School, Transportation, Maintenance, Services and Supports and Administrative Offices. The last three departments may have individual or shared representation. All representatives will serve as that department's Safety Officer.
2. The committee will meet a minimum of six (6) times per year and will review any health and safety issues received from individual departments; ensure program-wide policies and procedures dealing with Health and Safety Issues are developed; coordinate compliance with all regulations concerning Health and Safety issues; ensure training concerning Health and Safety issues is developed and completed; and address any concerns of employees and/or **individuals served** concerning safety issues which were not resolved at the component or departmental level or which affect more than one department.
3. The committee chairperson will ensure that **notes** of all meetings are recorded and routed to all committee members, Department Directors and the Superintendent. **Notes** will be maintained by the committee chairperson in an active file for three years and then in permanent storage.
4. Each Department shall maintain a means of identifying, evaluating, correcting, documenting and communicating all Health and Safety concerns/issues involving the individual department. This can be accomplished by establishing a Departmental Health and Safety Committee or system, or by incorporating Health and Safety issues with another already established forum. The method used shall: 1) Meet all requirements as listed in the beginning of this paragraph; 2) Provide a means for all employees and enrollees to participate and be kept informed and; 3) Provide a means to share with the Health and Safety Committee any issues they are unable to resolve, or that affect any other departments; 4) Ensure that all employees receive in-servicing on Health and Safety issues by properly certified/licensed persons in addition to the required initial OSHA training.
5. Any individual employee or **individual served** with any health and safety concerns which he/she feels are not resolved at the department level shall address them to the Health & Safety Committee after following established procedures for resolution within the department. This can be accomplished by submitting the concern, in writing, to the Health & Safety Committee Chairperson.
6. Any situation which constitutes an immediate danger to any employee, **individual served**, or visitor should be immediately communicated to the individual or department most able to correct the situation, through a phone call and an UIR.
7. Each employee and **individual served** has the responsibility to report any unsafe situation to their immediate supervisor or designated person immediately and to follow all policies, procedures and regulations concerning health and safety.
8. The Health & Safety Coordinator will distribute a copy of the Safety Inspection Checklist, form 03-ALL-ALL-0359 and Safety Inspection Summary, form 03-ALL-ALL-0360 to the Facility Safety Representative in each Board facility, in March, June, September and December 1st.
9. The Facility Safety Representative will complete and return the forms to the Health & Safety Coordinator in March, June, September and December.
10. The Health & Safety Coordinator will review all safety inspection summaries and present results to the Wood Lane Health & Safety Committee. Follow up will be completed by the Health & Safety Committee.
11. Parents/Guardians may obtain copies of all safety inspection compliance reports by contacting the Health & Safety Coordinator and making a request.

Forms: 03-ALL-ALL-0359
03-ALL-ALL-0360

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