

**SECTION- IV**

***Board Health and Safety***

- (x1) **IV-A.1.** Safety Officer or Committee
- (x1) **IV-A.2.** External Health and Safety Reviews
- (x1) **IV-A.3.** Health and Safety Policy and Procedures
- (x1) **IV-A.4.** Emergency Disaster Plan
- (x2) **IV-A.5.** Handicapped Accessible Facilities
- (x2) **IV-A.6.** Reasonable Accommodations
- (x1) **IV-A.7.** First Aid Kits
- (x1) **IV-A.8.** Emergency Phone Numbers
- (x2) **IV-A.9.** Fire Extinguishers
- (x1) **IV-A.10.** Security
- (x1) { **IV-A.11(a)** Catastrophic Events in the Community  
**IV-A.11(b)** Linkage to the Local Emergency Response Plan
- (x1) **IV-A.12.** Reporting and Reviewing of Unusual Incidents, which occur on Board premises

Standards IV-A.1 – IV-A.2	Rationale/ Authority	Documentation/ Evidence
<p><b>IV-A.1</b> The Board has a safety officer or committee to monitor the health and safety of the Board’s facilities and operations.</p>	<ul style="list-style-type: none"> <li>▪ To ensure that Board facilities and operations are maintained in a safe condition and that any problems are identified and corrected by assigning these responsibilities to specific individuals.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Position Description</li> <li>▪ Documentation of health and safety activities and reviews.</li> </ul>
<p><b>IV-A.2</b> The Board has documentation of external health and safety authorities regularly surveying Board facilities.</p>	<ul style="list-style-type: none"> <li>▪ To identify problems and propose remedies for safety issues which may escape notice by regular staff that may be accustomed to situations, which should not exist.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reports by external safety authorities</li> </ul>

Standards IV-A.3 – IV-A.4	Rationale/ Authority	Documentation/ Evidence
<p><b>IV-A.3</b> The Board has written policies/procedures to address standard health and safety concerns that include at minimum the following topics:</p> <ul style="list-style-type: none"> <li>• Fire Safety</li> <li>• Fire Drills</li> <li>• Smoking</li> <li>• Concealed Weapons</li> <li>• Use of Controlled Substances</li> <li>• Bomb/Other Threats</li> <li>• Natural Disasters</li> <li>• Power Failures</li> <li>• Medical Emergencies</li> <li>• Safety during violent or other threatening situations</li> </ul>	<ul style="list-style-type: none"> <li>▪ To ensure that its facilities and operations are safe, the Board needs to spell out the standards and procedures it will employ.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policy and Procedures</li> </ul>
<p><b>IV-A.4</b> The Board has a written emergency/disaster plan for its facilities that includes at minimum:</p> <ul style="list-style-type: none"> <li>• Posted Evacuation Plans on each floor</li> <li>• Provisions for the evacuation of the facility</li> <li>• Testing of the Plan (to include at a minimum annual fire drills)</li> <li>• Response plan for off-hour emergencies</li> </ul>	<ul style="list-style-type: none"> <li>▪ To ensure that the Board is prepared to effectively handle and respond in the event of an emergency or a disaster and to deal with immediate life safety issues.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Written emergency/disaster plan</li> <li>▪ Documentation of testing of the plan</li> </ul>

Standards IV-A.5 – IV-A.9	Rationale/ Authority	Documentation/ Evidence
<p><b>IV-A.5</b> The Board’s facilities are accessible to persons with handicaps.</p>	<ul style="list-style-type: none"> <li>▪ Americans with Disabilities Act (ADA)</li> <li>▪ 28 CFR Part 36</li> <li>▪ As public entities, we need to ensure access to all public facilities.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Survey of Facility</li> </ul>
<p><b>IV-A.6</b> The Board has mechanism(s) to ensure reasonable accommodations are made when appropriate to meet the needs of staff, and visitors.</p>	<ul style="list-style-type: none"> <li>▪ Americans with Disabilities Act (ADA)</li> <li>▪ 28 CFR Part 36</li> </ul>	<ul style="list-style-type: none"> <li>▪ As communicated and shared by the Board</li> </ul>
<p><b>IV-A.7</b> The Board has first aid kits readily available and accessible.</p>	<ul style="list-style-type: none"> <li>▪ To ensure that the Board is prepared to address basic needs to deal with accidents/illness, which may arise in the course of Board operations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ First Aid Kits</li> </ul>
<p><b>IV-A.8</b> The Board has emergency phone number(s), readily available.</p>	<ul style="list-style-type: none"> <li>▪ To ensure that the Board is prepared to address basic needs to deal with accidents/illness, which may arise in the course of Board operations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Posting of Emergency Phone Number(s)</li> </ul>
<p><b>IV-A.9</b> Fire extinguishers are accessible throughout the facility and are checked annually.</p>	<ul style="list-style-type: none"> <li>▪ To ensure that fire equipment is readily available and operational.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fire Safety Plans</li> <li>▪ Fire Extinguishers</li> </ul>

Standards IV-A.10 – IV-A.12	Rationale/ Authority	Documentation/ Evidence
<p><b>IV-A.10</b> The Board has provisions to address security of staff and visitors at their facility.</p>	<ul style="list-style-type: none"> <li>▪ To ensure that Board facilities have adequate security coverage.</li> </ul>	<ul style="list-style-type: none"> <li>▪ As communicated and shared by the Board</li> </ul>
<p><b>IV-A.11(a)</b> The Board has anticipated and prepared for its roles and responsibilities in the event of a catastrophic event in the community.</p>	<ul style="list-style-type: none"> <li>▪ To promote a more efficient behavioral health response to natural and man made disasters.</li> </ul>	<ul style="list-style-type: none"> <li>▪ As communicated and shared by the Board</li> </ul>
<p><b>IV-A.11(b)</b> The Board is linked with the local emergency response plan.</p>	<ul style="list-style-type: none"> <li>▪ To promote a coordinated behavioral health response to natural and man made disasters.</li> </ul>	<ul style="list-style-type: none"> <li>▪ As communicated and shared by the Board</li> </ul>
<p><b>IV-A.12</b> The Board has a formal mechanism regarding reporting and reviewing of unusual incidents, which occur on the Board’s premises or while doing activities undertaken on behalf of the Board.</p>	<ul style="list-style-type: none"> <li>▪ To maintain a safe facility and operations, it is essential for appropriate officials be notified when problems occur, so that learning can occur and corrective action taken to avoid the repetition of such incidents.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policy Statement</li> <li>▪ Files from all Board Incidents that have occurred from the current fiscal year</li> <li>▪ Supporting documentation from reviews of these incidents</li> </ul>