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**COLUMBIANA COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**  
27 Vista Drive, P O Box 500, Lisbon, Ohio 44432

**SUBJECT: OFFICE SAFETY PRACTICES**

**Section:**

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**Effective Date: 10/26/05**

**Supersedes:**

**Approved By: Patricia A. Baumgarner  
Executive Director**

**Page Number(s):  
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**Revision Dates:**

**POLICY:**

It is the policy of the Columbiana County Mental Health and Recovery Services Board to describe and outline uniform safe office practices to ensure a safe working environment.

**PROCEDURES:**

**A. Electrical Equipment Use and Inspection Procedures**

1. All electrical boxes are to be labeled as to their purpose and voltage.
2. Clear access, three (3) feet at a minimum, is to be maintained in front of all electronic control panels.
3. Grounded plugs are to be utilized for all Board electrical equipment.
4. Electrical equipment is to be inspected semi-annually (See Semi-Annual Self Inspection Report Form).

**B. Extension Cords**

1. All extension cords shall be listed by the Underwriters' Laboratory (U.L.) And bear the U.L. label.
2. Extension cords shall be a minimum of 16 gauge copper wire and rated for not less than 13 amperes, shall be of the grounding type (three wire) and shall not be used in excess of their rated capacity.
3. Extension cords shall not be connected in series.
4. Extension cords shall not be used in bathrooms, or in wet or damp areas; shall not be tacked, stapled or otherwise affixed in semi-permanent or permanent manner.
5. Extension cords shall not be covered by carpeting, clothing, furniture, or other objects that could prevent adequate air circulation and cooling of the cord. Major appliances such as refrigerators, microwaves, coffee pots, or other items drawing currents shall not be connected to an extension cord.
6. Extension cords shall be used only in continuous lengths without splice or tap. Terminals and insulation shall be free of defects such as cracked, split, or nicked insulation; exposed wires; knots; burn marks; loose connectors; or other damage that may present a fire or electrocution hazard.
7. Any extension cords showing defects will be destroyed.

**C. Kitchen Appliances**

1. Small kitchen appliances (toaster ovens, toasters, can openers) are to be unplugged after use. (See General Housekeeping Guidelines (Section H)).

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2. The last person leaving the building will check the kitchen each day before leaving to make sure that the coffee pot and any other appliances, except for the microwave and refrigerator, are turned off.

**D. Emergency Telephone Numbers**

1. Emergency telephone numbers for police, fire department, ambulance, hospitals, and the 2<sup>nd</sup> 1st Century Alarm/Data Inc. Security form will be prominently posted in the Board reception area, the staff lunch room, and included in each staff member's *Emergency Procedures* folder.

**E. First Aid Kits**

1. First aid kits are available for use by Board staff and visitors and are located in the kitchen and in the alcove by the rear door.
2. Visible signs display the first aid kits storage location.
3. Contents of the First Aid Kits include: examination gloves, bandage scissors, adhesive tape, gauze roll, cotton tip applicators, cold compress, adhesive strips, BZK towelettes, sting relief pads, iodine prep pads, gauze pads, bandages, band aids triple antibiotic ointment, Bayer aspirin, Tylenol, CPR barrier devices, a first aid manual and emergency telephone numbers.
4. Examination

**F. Fire Extinguishers**

1. Fire extinguishers will be located in accordance with a plan that was approved by the Lisbon Fire Department.
2. Fire extinguishers will be tested by the Lisbon Fire Department when initially located in the Board offices and then annually.
3. All Board staff will be trained in the appropriate use of a fire extinguisher. Board staff may use fire extinguishers on small fires, in the incipient stage, and after they have been trained in the use of fire extinguishers.
4. The Lisbon Fire Department (330) 424-3511, can be summoned by any Board staff member. The Lisbon Fire Department can also be accessed by pressing buttons #3 and #4 on the control panel of the alarm.
5. Locations of all fire extinguishers will be clearly marked on the facility map which will be prominently posted.

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