


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: General Safety and Environments of Care Management	POLICY NO: AD-HS-01	Page 1 of 2
RESPONSIBILITY: Health and Safety		
APPROVED BY:  9/20/19 THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 8/18/2012	
	LAST REVIEWED/REVISED: 9/20/19.	

PURPOSE:

To define the role of staff and the Environments of Care Committee in minimizing risk with the purpose of providing a safe and secure environment for consumers, visitors, and staff.

POLICY:

- A. Guam Behavioral Health and Wellness Center (GBHWC) is committed to providing all consumers and staff with a healthy and safe environment by proactively minimizing risk to consumers, staff, and visitors from known hazards or risk that may exist in the physical environment or activities connected to its operation and /or properties.
- B. GBHWC shall have an Environments of Care Committee (EOC) that has oversight on the health and safety program of the department and a Health and Safety Officer that will implement health and safety procedures in accordance with Occupational Safety and Health Administration (OSHA), and other appropriate federal and local statutes.
- C. A comprehensive health and safety self-inspection shall be conducted by the Health and Safety Officer on each shift at least semiannually on all GBHWC program sites.
- D. Consumers and staff shall receive information and training designed to reduce risk and promote safety. Staff training should be documented competency-based training that occurs upon hire and at least annually.

RESPONSIBILITIES:

- A. Safety Officer
 - 1. Conducts health and safety training, drills and inspections in accordance with the accreditation body such as Commission of Accreditation for Rehabilitation Facilities (CARF), OSHA and other federal regulatory agencies and local statutes.
 - 2. Keeps staff informed of safety practices and sees that they adhere to such practices (i.e., emergency plans, fire exit routes, typhoon response plan, etc.).
 - 3. Responsible for oversight of consumer and staff safety.
 - 4. Works together with the maintenance staff and the security guards to evaluate the safety of the department's procedures and environment.
- B. Security Guards
 - 1. Enforce all GBHWC policies regarding health and safety.
 - 2. Conduct hourly patrol of the whole interior and exterior perimeter of the GBHWC Main Facility and hourly radio checks of all homes and vehicles.
 - 3. Control public access to GBHWC property (grounds and facilities) by locking and securing all main entrances after hours.

4. Log all activities in the Guard Logbook and endorse to the incoming Shift Guard.

C. All Employees

1. Shall request approval from the health and safety officer if personal appliances are brought in the department.
2. Shall attend the health and safety training annually.
3. Shall participate in the drills conducted by the health and safety officer.
4. Shall ensure that, her/his workplace is clean and safe.

SUPERSEDES:

General Safety & Consumer Management Protocol; DMHSA Protocol; Effective 08/17/2012

Environments of Care Criteria Protocol; DHMSA Protocol; Effective 08/16/2012

Consumer Safety Plan Protocol; DHMSA Protocol; Effective 08/18/2012



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

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REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:

Policy Title: General Safety and Environments of Care Management

Policy No: AD-HS-01

Initiated by: Environments of Care Committee

Date	Signature
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Safety Officer

Date	Signature
8/7/19	

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Acting Nurse Administrator

Date	Signature
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Shermalin Pineda
RRP Program Manager

Date	Signature
9/19/19	

Calissa Pangelinan
Deputy Director