



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: ENVIRONMENTAL SAFETY FOR CLIENTS AND STAFF POLICY 14.01

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Authority: 42 CFR 483.470  
RCW 49.17, 51.28  
Chapters 296-62, 296-126-094 and 296-126-096 WAC  
DSHS Administrative Policy 9.01  
DSHS Safety Program Manual

**PURPOSE**

The Division of Developmental Disabilities (DDD) and its contractors shall provide a reasonably safe living and working environment for all clients served and a safe working environment for employees.

**SCOPE**

This policy applies to all Residential Habilitation Centers (RHCs) and other Intermediate Care Facilities for the Mentally Retarded (ICF/MRs).

**POLICY**

This policy establishes procedural guidelines to ensure a safe living and working environment for clients served by DDD and a safe work environment for employees of DDD and its contractors.

**PROCEDURES**

Each facility shall establish procedures for environmental safety which shall include:

- A. Safety responsibilities, expectations, and accountability of managers, supervisors, and employees;
- B. Safety Officer responsibility, authority, and duties;

- C. Safety Committee responsibilities and authority;
- D. Safety orientation training for new employees;
- E. Employee safety education and training which includes Basic First Aid, Cardiopulmonary Resuscitation (CPR), lifting procedures, infection control, bloodborne pathogens, and behavior management techniques;
- F. Hazard identification and reporting;
- G. Accident reporting, investigation, and follow-up;
- H. Vehicle and traffic safety education;
- I. Facility inspection program including trend analysis and evaluation of safety accidents/problems and a corrective action plan;
- J. Comprehensive claims management, early intervention, safe return to work and claims closure;
- K. Disaster plans for fire, medical emergencies, power outages, natural disasters, and bomb threats;
- L. Fire evacuation and disaster drills;
- M. Industrial hygiene compliance which includes management of asbestos, PCB, respirator, hearing conservation, chemical hazard communication, dangerous waste management, and confined space management.
- N. General safety and health procedures which include personal protective equipment and a preventive maintenance program; and
- O. Safety Incentive Awards Program.

**SUPERSESSSION**

Policy Directive 350.3  
Issued December, 1989

Approved:     /s/ Norm Davis      
Director, Division of Developmental Disabilities

Date:     10/29/93