

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

<b>SUBMITTED BY:</b> Kathryn Baker	<b>DATE SUBMITTED:</b> 06/02	<b>SECTION:</b> Training	
<b>BOARD APPROVED ON:</b> 06/02	<b>DATE REVISED:</b> 07/17/19, 12/02/20	<b>SUBJECT:</b> Health and Safety	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 05/16/18, 07/17/19, 12/02/20		<b>POLICY #:</b> EG-002	<b>PAGE #:</b> 1 of 4

**I. APPLICATION**

The provisions stated here apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It shall be the policy of the organization to ensure that all buildings occupied, and programs operated by the organization, will provide a healthy and safe environment for individuals supported, employees, and the public.

**III. DEFINITION**

- A. External Inspections: health and safety reviews conducted by an external party to the organization.
- B. Internal Inspections: inspections of any building occupied by the organization and carried out by contractual or internal employee.
- C. Drills (fire, evacuation, and tornado): Fire drills are required quarterly at each group home and must occur on all shifts. Tornado drills are required during the months of March, April, and May, and must occur on all shifts.
- D. The organization's Preventative Maintenance Checklist: An internal checklist that gauges the status of each group home and is sent quarterly to the respective division directors. A checklist for the administrative office is completed by the human resource and quality assurance specialist/designee quarterly.
- E. MIOSHA 300: The documents used at all group homes, community-based supports program, and administrative office that tracks employee injuries. Documentation is forwarded to human resource and quality assurance specialist annually in January.
- F. 300A/301 Log: Documentation 300A is a compilation of injuries/illness by site. 301 organization illness/injury compilation.
- G. Universal Precautions/Blood borne Pathogens: approved organization training which identifies infection control practices/standards. The organization offers the Hepatitis B vaccine to all employees at no cost to the employee. If the employee declines, the employee can choose to be vaccinated at any time at no cost to the employee.

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- H. MORC Seasonal Maintenance Schedule: a document provided by MORC Inc. that sets standards for preventative maintenance and general upkeep of Macomb County Residential Facilities.
- I. Health and Safety Committee: a committee that reviews issues and information pertaining to health and safety and makes recommendations to the management team to reduce accidents, and injury to consumers and employee. Health and Safety Committee meets quarterly.
- J. Unsafe Working Conditions: a worksite that is not free from hazards that could jeopardize the health and safety of employees.

**IV. NOTIFICATION/PROCEDURE**

**FIRE DRILL**

<b>WHO</b>	<b>DOES WHAT</b>
Program Supervisor/Designee	1. Assigns required fire drills to be completed per shift and every quarter
Employee	2. Completes drills as instructed and documents on the required form.
Program Supervisor	3. Reviews completed fire drill and completes a plan of action, if drill is over 3 minutes. Forwards copy to division director if drill is over 3 minutes. Annually, provide division director with all drills for that year, electronically.
	St. Clair County homes forwards copy to safety coordinator at Community Mental Health and places original in home emergency log book.
	Macomb County homes will keep original in home.
	4. Completes a request for maintenance regarding any repairs needed and submits via email to division director. For Community Mental Health owned homes and/or landlords, forwards request(s) to the appropriate person.

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**TORNADO DRILLS**

<b>WHO</b>	<b>DOES WHAT</b>
Program Supervisor	1. Assigns a minimum of three (3) tornado/severe weather drills to be completed during the months of March, April, and May. Assures that all employees have participated in at least one (1) drill.
Employee	2. Completes drills as instructed and documents appropriately on the Tornado Drill form.
Program Supervisor	3. Reviews completed tornado drill and completes a plan of action if drill is over 3 minutes. Places original in-home emergency logbook.

**PREVENTATIVE MAINTENANCE CHECKLIST**

<b>WHO</b>	<b>DOES WHAT</b>
Program Supervisor/Designee	1. Completes a monthly in-home inspection using Facility Assessment Inspection form ensuring the checklist is completed monthly and forwards via email to the division director quarterly on the first working day of the month. Places the original in the home maintenance log book.  2. Completes a request for maintenance for any repairs needed and submits via email to division director with a copy to the executive director. For Community Mental Health owned homes forwards request(s) to the appropriate person
Division Director	3. Reviews information and responds to program supervisor with recommendations.

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**MIOSHA 300/ LOG**

<b>WHO</b>	<b>DOES WHAT</b>
Program Supervisor/Designee	1. Documents employee injuries/exposures using MIOSHA 300 Log. Forwards copy via email to the human resource and quality assurance specialist by the 3 <sup>rd</sup> working day in January.
Program Supervisor/Human Resource and Quality Assurance Specialist	2. Responsible to post MIOSHA log 301 between February 1 and April 30.

**UNIVERSAL PRECAUTIONS/BLOOD BORNE PATHOGENS**

<b>WHO</b>	<b>DOES WHAT</b>
Program Supervisor/Designee	1. Ensures all direct reports are compliant with Universal Precautions/Blood Borne Pathogens training.
Employee	2. Reviews information and signs consent/declination Hepatitis B Vaccination Form at time of hire.

**REPORTING UNSAFE WORKING CONDITIONS**

<b>WHO</b>	<b>DOES WHAT</b>
Employee	1. If any employee feels there is an unsafe working condition at any location at which they are employed, the employee shall complete Section 1 of the Report of Unsafe Condition or Hazard and submit it to their direct supervisor.

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Supervisor

1. Review the Report of Unsafe Condition or Hazard.
2. Schedule an inspection of the condition or hazard within 24 hours of the report.
3. Complete Section 2 of the Report of Unsafe Condition or Hazard form and arrange for correction of any unsafe condition or hazard.
4. Submit the completed report along with documentation to the administrative services division director.
5. Provide a copy of the completed form to the employee within 15 days receiving the report.

Secretarial assistant

1. File Report of Unsafe Condition or Hazard form in organization's shared drive, log on spreadsheet Log of Unsafe Condition or Hazard, and assign a sequential number.