


CHAPTER Facilities	CHAPTER 08	SECTION 003	SUBJECT 10
SECTION Safety		DESCRIPTION Equipment Safety Plan	
WRITTEN BY Michael K. Vizena, M.B.A. Executive Director	REVISED BY Jacklyn Shillinger, BA, Quality Improvement Coordinator	AUTHORIZED BY  Brooke Sankiewicz, LMSW, CADC, CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) ensures all equipment used by LCCMH is in proper working order and does not pose any safety hazards.

STANDARDS:

Lapeer County Building and Grounds or a contracted agency conducts scheduled equipment inspections. Initially and semi-annually thereafter, all office equipment is visually inspected to assure safety.

PROCEDURES:

- A. In the case of electrical equipment, visual inspection includes inspection of the plug and cord to ensure they are not broken or frayed or have any bare wires visible. The switches and any control buttons or knobs are checked for visible defects. Any cracked or broken areas are noted. If the person doing the inspection believes the item is a fire or safety hazard and the item is CMH-owned, repair is arranged or the object is removed in such a manner as to guard

CHAPTER Facilities	CHAPTER 08	SECTION 003	SUBJECT 10
SECTION Safety		DESCRIPTION Equipment Safety Plan	

the safety of persons served, staff, and any other persons who may come in contact with the equipment. If the item is privately owned, the owner is not allowed to leave it at the agency.

- B. Safety equipment includes battery packs or replacement supplies and is routinely included in monthly facility and vehicle inspections.
- C. If the object is non-electrical or non-mechanical (e.g., chairs, tables, etc.), it is checked for any loose legs, backs, sharp edges, etc. that could cause injury. Any item not meeting safety standards is left where persons served or staff could be injured. Such items are repaired or discarded.
- D. The Health and Safety Chairperson orients new committee members regarding the proper way to inspect equipment. As an ongoing process, the chairperson continually refreshes and updates the committee regarding inspection techniques. This training is documented in committee minutes. It is noted however, the members of the Health and Safety Committee are NOT professional fire and safety inspectors and they are only to be held responsible for a prudent non-professional inspection.
- E. Anytime anyone becomes aware of a hazardous or broken item, they are responsible for reporting it to a member of the Health and Safety Committee. All staff members are expected to work together cooperatively to assuring safe treatment and work environment.
- F. Safety Inspections are tracked on the Monthly Inspection Checklist Form #313, the Building Inspection Checklist Form #312, and the Vehicle Inspection Form #125.
- G. In addition to annual inspections, any unusual incident or accident, unusual equipment failure or user error involving a particular piece of equipment that has had or may have adverse effects on safety requires the Health and Safety Committee member to note the incident on the inspection sheet and to inspect the equipment as soon as possible. These equipment-related incidents are reported at committee meetings and corrective action, if necessary, is implemented.
- H. Results of inspections are reported at the Health and Safety Committee meeting and are included in committee minutes. The Health and Safety Chairperson

CHAPTER Facilities	CHAPTER 08	SECTION 003	SUBJECT 10
SECTION Safety		DESCRIPTION Equipment Safety Plan	

reports safety activities to the Quality Council and includes equipment safety in the Health and Safety Annual Report.

- I. When follow-up monitoring is required, the Health and Safety member representing that program is responsible for assuring repairs have taken place. All corrective and monitoring actions are documented in committee minutes and if the corrective action is of a severe enough nature, it is reported to the Quality Council and included in the Health and Safety Annual Report.

References:

Monthly Inspection Checklist Form #313
 Building Inspection Checklist Form #312
 Car Vehicle Inspection Form #125

JS

 This policy supersedes
 #05/08035 dated 05/27/2008.
