


LAPEER COUNTY COMMUNITY MENTAL HEALTH**Date Issued 05/27/2008****Date Revised 03/20/12, 4/10/20; 06/21/22**

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 Lisa Ruddy, MPH Health & Safety Officer		AUTHORIZED BY  Lauren Emmons, ACSW 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 will conduct scheduled equipment inspections. Initially and semi-annually thereafter, all office equipment will be visually inspected in an effort to assure safety.

PROCEDURES:

- A. In the case of electrical equipment, visual inspection will include inspection of the plug and cord to assure they are not broken or frayed, or have any bare wires visible. The switches and any control buttons or knobs will be checked for visible defects. Any obviously cracked or broken areas will be noted. If the person

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doing the inspection believes the item is a fire or safety hazard and the item is CMH-owned, repair will be arranged or the object will be removed in such a manner as to guard 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 will not be allowed to leave it at the agency.

- B. Safety equipment that include battery packs or replacement supplies 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 will be checked for any loose legs, backs, sharp edges, etc. that could cause injury. Any item not meeting safety standards will not be left where persons served or staff could be injured. Such items will be 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 should be 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 to report it to a member of the Health and Safety Committee. All staff members are expected to work together cooperatively toward assuring a 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 will require 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, will be implemented.

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- H. Results of inspections are reported at the Health and Safety Committee meeting and are included in committee minutes. The Health and Safety Chairperson 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 will be 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 will be 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

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