

DHS
Seniors and
People with
Disabilities

STATE-OPERATED COMMUNITY PROGRAMS June 1, 2002
24-HOUR RESIDENTIAL POLICIES AND PROCEDURES #5.008

SAFETY: Safety Review

OAR 309-049-0120(3)

POLICY:

The program will maintain the interior and exterior of the home in a safe, sanitary manner. A monthly check will be made to ensure that this policy is met.

PROCEDURE:

1. Assigned staff will conduct a monthly safety check by the last weekday of the month using the Safety Checklist.

NOTE: Individuals may join the staff person to form a Safety Team and to provide a functional, learning experience for the individual.

2. Explanatory comments regarding a problem area identified may be noted in the comment columns.
3. The completed Safety Checklist will be given to the Site Manager for review and necessary action. All problem items that are corrected through action of the Site Manager shall be noted on the Safety Checklist by date and corrective action.
4. Those items that must be referred to the Program Administrator for authorization for corrections shall be monitored by the Site Manager until a correction has been effected.
5. Completed Safety Checklists shall be maintained for three years.
6. A copy of the checklist will be sent to the Safety Officer monthly.

Approved by: _____ Date: _____

Jon Cooper, Director