

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

SUBMITTED BY: Kathryn Baker	DATE SUBMITTED: 06/02	SECTION: Training	
BOARD APPROVED ON: 06/02	DATE REVISED: 07/17/19, 12/02/20, 12/28/22	SUBJECT: Emergency Preparedness/Health and Safety	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/16/18, 07/17/19, 12/02/20, 11/23/2022		POLICY #: EG-002	PAGE #: 1 of 12

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, tornado, bomb, power failure, medical emergency, chemical or biological incident, and violent or other threatening situations): 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. Bomb drills are required annually during the month of June and must occur on all shifts. Medical emergency drills are required annually during the month of July. Chemical or biological incident drills are required annually during the month of August. Violent or other threatening situation drills are required annually during the month of September. All drills must also be completed within the first 30 days of an individual moving into or out of the home.
- 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.

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

SUBMITTED BY: Kathryn Baker	DATE SUBMITTED: 06/02	SECTION: Training	
BOARD APPROVED ON: 06/02	DATE REVISED: 07/17/19, 12/02/20, 12/28/22	SUBJECT: Emergency Preparedness/Health and Safety	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/16/18, 07/17/19, 12/02/20, 11/23/2022		POLICY #: EG-002	PAGE #: 2 of 12

- 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.
- 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 employees. The 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.
- K. Active Shooter Training is required to be completed annually for all employees.

IV. NOTIFICATION/PROCEDURE

FIRE DRILL

WHO	DOES WHAT
Program Supervisor/Designee	1. Assigns required fire drills to be completed per shift and every quarter. Ensures unannounced drills are completed one time per year.
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.

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

SUBMITTED BY: Kathryn Baker	DATE SUBMITTED: 06/02	SECTION: Training	
BOARD APPROVED ON: 06/02	DATE REVISED: 07/17/19, 12/02/20, 12/28/22	SUBJECT: Emergency Preparedness/Health and Safety	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/16/18, 07/17/19, 12/02/20, 11/23/2022		POLICY #: EG-002	PAGE #: 3 of 12

St. Clair County homes forwards copy to safety coordinator at Community Mental Health and places original in the home emergency logbook.

Macomb County homes will keep original in home.

TORNADO DRILLS

WHO	DOES WHAT
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

WHO	DOES WHAT
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. Place the original in the home maintenance logbook.

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

SUBMITTED BY: Kathryn Baker	DATE SUBMITTED: 06/02	SECTION: Training	
BOARD APPROVED ON: 06/02	DATE REVISED: 07/17/19, 12/02/20, 12/28/22	SUBJECT: Emergency Preparedness/Health and Safety	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/16/18, 07/17/19, 12/02/20, 11/23/2022		POLICY #: EG-002	PAGE #: 4 of 12

2. Completes a request for maintenance for any repairs needed and submits via email to the 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.

MIOSHA 300/ LOG

WHO

DOES WHAT

- | | |
|---|--|
| 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 rd working day in January. |
| Program Supervisor/Human Resource Manager | 2. Responsible to post MIOSHA log 301 between February 1 and April 30. (Must have been reviewed and sign by Executive Director) |

UNIVERSAL PRECAUTIONS/BLOOD BORNE PATHOGENS

WHO

DOES WHAT

- | | |
|-----------------------------|--|
| 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. |

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

SUBMITTED BY: Kathryn Baker	DATE SUBMITTED: 06/02	SECTION: Training	
BOARD APPROVED ON: 06/02	DATE REVISED: 07/17/19, 12/02/20, 12/28/22	SUBJECT: Emergency Preparedness/Health and Safety	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/16/18, 07/17/19, 12/02/20, 11/23/2022		POLICY #: EG-002	PAGE #: 5 of 12

REPORTING UNSAFE WORKING CONDITIONS

WHO	DOES WHAT
Employee	<ol style="list-style-type: none"> 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.
Supervisor	<ol style="list-style-type: none"> 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 of receiving the report.
Secretarial assistant	<ol style="list-style-type: none"> 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.

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

SUBMITTED BY: Kathryn Baker	DATE SUBMITTED: 06/02	SECTION: Training	
BOARD APPROVED ON: 06/02	DATE REVISED: 07/17/19, 12/02/20, 12/28/22	SUBJECT: Emergency Preparedness/Health and Safety	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/16/18, 07/17/19, 12/02/20, 11/23/2022		POLICY #: EG-002	PAGE #: 6 of 12

Power/Utility Failure

WHO

DOES WHAT

Program Supervisor/All
Designee Employee

1. Report utility failure to the appropriate utility company. Request a restoration time if available from the utility company.
2. Notify the appropriate chain of command at your site location. Describe what utility has failed and report what the utility company is doing to restore the failure.
3. Supervisor/Employee may need to use other sources when the utility is out, such as back up generator and follow all emergency plans for each site location as needed.

Director/Program Supervisor

1. Will give instructions if site location needs to leave location and use alternate shelter until utility failure is restored.

Bomb Threat

WHO

DOES WHAT

Program Supervisor/Designee
Employee

1. Suspicious Object
 - a. BWDH staff member shall report any suspicious package, mail, person(s)/activities or suspected bomb in the site location to the local law enforcement agency at 911.
 - b. BWDH staff member shall describe the suspicious package/object and relay the

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

SUBMITTED BY: Kathryn Baker	DATE SUBMITTED: 06/02	SECTION: Training	
BOARD APPROVED ON: 06/02	DATE REVISED: 07/17/19, 12/02/20, 12/28/22	SUBJECT: Emergency Preparedness/Health and Safety	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/16/18, 07/17/19, 12/02/20, 11/23/2022		POLICY #: EG-002	PAGE #: 7 of 12

exact location of the package, provide his/her name, address, etc.

- c. BWDH staff member shall not tamper with any suspicious package/object. They shall vacate the area around it and keep other people away to preserve evidence for a subsequent police investigation.
2. Telephone Bomb Threats
 - a. BWDH staff member who receives a telephone bomb threat shall press mute on the phone if possible, and call someone over for assistance in notifying the chain of command and 911 at the site location while you remain on the phone with the caller. Try to take note of any identifying information to give to the law enforcement agency.
 - b. If it is determined by law enforcement or your direct supervisor that you need to evacuate, follow evacuation procedure at your site location.
 - c. Don't re-enter the facility until told it is safe to do so by law enforcement agency or Supervisor.
 3. Written Bomb Threat
 - a. Immediately after receiving a written bomb threat, BWDH staff should notify their direct supervisor and contact law enforcement agency 911.
 - b. Do not touch the written communication unnecessarily to preserve any fingerprints for the investigating authority.
 - c. Follow evacuation procedure at your site location. Don't re-enter until the facility

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

SUBMITTED BY: Kathryn Baker	DATE SUBMITTED: 06/02	SECTION: Training	
BOARD APPROVED ON: 06/02	DATE REVISED: 07/17/19, 12/02/20, 12/28/22	SUBJECT: Emergency Preparedness/Health and Safety	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/16/18, 07/17/19, 12/02/20, 11/23/2022		POLICY #: EG-002	PAGE #: 8 of 12

is cleared and deemed safe by law enforcement agency and your told to do so by a supervisor.

Workplace Violence or Other Threatening Situations

WHO

DOES WHAT

Director/All Designee
Employee

1. Workplace Violence includes, but is not limited to:
 - a. Harassment
 - b. Threats
 - c. Physical attack or physical damage to personal property
 - d. Non-Physical expressions such as gestures or threatening looks (subtle actions left unattended over time can grow into physical violence). No form of workplace violence is justifiable.
2. Definitions
 - a. Threat – the expression of intent to cause physical or mental harm. Examples include covert acts such as moving furniture, slamming doors, uncooperative behavior, inappropriate etiquette, delaying requests and threatening gestures.
 - b. Physical Attack – the unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, biting, spitting and throwing objects.
 - c. Property Damage – the intentional damage to property of the employees.

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

SUBMITTED BY: Kathryn Baker	DATE SUBMITTED: 06/02	SECTION: Training	
BOARD APPROVED ON: 06/02	DATE REVISED: 07/17/19, 12/02/20, 12/28/22	SUBJECT: Emergency Preparedness/Health and Safety	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/16/18, 07/17/19, 12/02/20, 11/23/2022		POLICY #: EG-002	PAGE #: 9 of 12

3. Threats in any form shall not be tolerated. If any employee feels they have been involved in a violent or threatening situation, they need to contact their immediate supervisor or BWDH human resources department.

Supervisor/HR Department

1. An internal investigation will be done. If law enforcement needs to be notified, they will be as needed.
 - a. Disciplinary action will be followed and may lead to termination.

Director/All Designee
Employee

1. Yearly training will be done on Paycor for Active Shooter in the workplace.

Chemical or Biological Incident

WHO

DOES WHAT

Program Supervisor/All
Designee Employee

1. Hazardous materials include, but are not limited to, biohazardous substances, industrial strength cleaning supplies, household cleaning supplies (e.g. liquid bleach), oil-based paints, fluorescent light bulbs, copier toner and computer monitors.
2. Handling and storage of hazardous materials at each site location:
 - a. Each supervisor or designee shall examine the warning labels of all chemical products used by staff and consumers in their site location to determine if ingestion, inhalation or skin contact is a hazard warning. Also make sure all staff are trained on how to find or look up SDS (Safety Data

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

SUBMITTED BY: Kathryn Baker	DATE SUBMITTED: 06/02	SECTION: Training	
BOARD APPROVED ON: 06/02	DATE REVISED: 07/17/19, 12/02/20, 12/28/22	SUBJECT: Emergency Preparedness/Health and Safety	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/16/18, 07/17/19, 12/02/20, 11/23/2022		POLICY #: EG-002	PAGE #: 10 of 12

Sheet) for each product that is used at each location.

- b. The supervisor or designee shall ensure that all hazardous materials remain in their original containers with clearly identifiable labels and hazard warnings.
 - c. Hazardous materials are to be stored (in their original containers) in a secured/locked area.
 - d. The supervisor or designee shall ensure that all hazardous materials used by staff and consumers in the workplace are used for the purpose intended by the manufacturer of the product and handled according to the instructions/safety warning on the label.
3. Disposal of Hazardous Materials
- a. All hazardous waste materials (paint, batteries, fluorescent bulbs, toner, pesticides, etc) should be disposed of according to your local health department guidelines or the Michigan Department of Environmental Quality Assistance Center (1-800-662-9278).
 - b. Biohazardous material (biomedical and pharmaceutical waste such as sharps and expired medications) shall be disposed of according to the terms of your pharmacy and or your local health department.
 - c. The poison control center telephone number shall be displayed by all phones and posted in areas where hazardous materials are used.

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

SUBMITTED BY: Kathryn Baker	DATE SUBMITTED: 06/02	SECTION: Training	
BOARD APPROVED ON: 06/02	DATE REVISED: 07/17/19, 12/02/20, 12/28/22	SUBJECT: Emergency Preparedness/Health and Safety	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/16/18, 07/17/19, 12/02/20, 11/23/2022		POLICY #: EG-002	PAGE #: 11 of 12

Supervisor/All Designee
Employee

1. If evacuation is necessary, the supervisor or designee shall initiate the site location evacuation procedures and notify the chain of command at that location.
2. Supervisor/Designee employee will complete all required documentation forms needed within 24 hours of incident (such as IR form, accident investigation form and forward to direct supervisor or HR department.

Medical Emergency

WHO

Program Supervisor/All
Designee Employee

DOES WHAT

1. If a situation regarding a BWDH employee, consumer or a visitor who appears to be undergoing a possible medical emergency, staff shall assess the situation and call 911 then provide CPR & First Aid as needed. (All staff will stay current and fully trained in CPR & First Aid)
2. Stay Calm and provide assistance until EMS/Medical Assistance arrives to your location and they take over to provide assistance.
3. Staff will contact the homes supervisor or follow the chain of command at the site location and also will notify any emergency contact numbers that are listed for the person involved. (Such as guardian, family or friend that is listed)

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

SUBMITTED BY: Kathryn Baker	DATE SUBMITTED: 06/02	SECTION: Training	
BOARD APPROVED ON: 06/02	DATE REVISED: 07/17/19, 12/02/20, 12/28/22	SUBJECT: Emergency Preparedness/Health and Safety	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 05/16/18, 07/17/19, 12/02/20, 11/23/2022		POLICY #: EG-002	PAGE #: 12 of 12

4. Supervisor/Designee employee will complete all required documentation forms within 24 hours of incident (such as IR forms, accident investigation form and any AFC required forms) and forward to direct supervisor and or to state licensing.