

TITLE:	ADDITIONAL BOARDING HOME SAFETY	POLICY 23.02
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Authority: WAC 388-IBA-2700

PURPOSE:

To provide safe and comfortable environments for residents, staff and guests.

SCOPE:

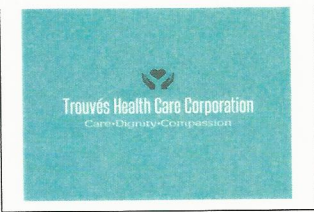
All residents, employees, volunteers and visitors.

POLICY:

We strive to provide a safe and comfortable environment to the residents, staff and guests.

PROCEDURE:

1. The administrator and/or designated staff member will regularly inspect and walk through the facility looking for any hazards or potential hazards.
2. Staff will be expected to appropriately respond to, and report any hazards or potential hazards to their supervisor or appropriate staff members.
3. Potential hazards may include:
 - a. Poisonous house plants
 - b. Cigarette/cigar butts or water containing tobacco residue (Non-Smoking environment)
 - c. Rough, splintery furniture, flooring and/or equipment
 - d. Electrical (cords, appliances, outlets, etc.)
 - e. Light fixtures (appropriate fluorescent light fixtures)
 - f. Walkway, tripping hazards (loose rugs, frayed carpet, nonskid ramps, Landscaping, etc.)
 - g. Appropriate hardware on doors of storage rooms, closets and other rooms to prevent residents from being locked in.
4. Staff has a means of emergency access to resident-occupied bedrooms, toilets, showers, bathrooms and other rooms.



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- 5. Emergency lighting or flashlights are available in specific areas of the facility.
- 6. Staff ensures residents are safe and warm during inclement weather
- 7. Proper infection control practices will be observed.
- 8. An incident report will be completed for any neglect, abuse, exploitation, accident or incident jeopardizing or affecting a resident's health, life or safety.
 - a. Staff directly involved or personally witnessing the incident will complete the incident report.
 - b. The incident report will be a separate document and/or included in the resident's progress notes. The report will include:
 - i. Date of incident
 - ii. Medical attention needed
 - iii. Injuries
 - iv. Persons involved
 - v. Persons notified
 - vi. Cause of incident
 - vii. Actions taken to protect resident and to prevent incident from occurring again
 - viii. Negotiated service agreement revised to address identified cause(s) and staff interventions to prevent occurrence
 - c. Staff involved in the incident is responsible for documenting the incident. Staff should report what was seen, not what they believed to have happened.
- 9. A first aid kit is readily available to staff and residents that is appropriate for the resident population.
- 10. We have a current disaster plan describing measures to take in the event of internal or external disasters.

EXCEPTIONS:

No exceptions to this policy may be granted without the prior written approval of the Director.

SUPERCEDES:

None