

MARKLUND
HUMAN RESOURCE POLICY AND PROCEDURE

POLICY NO: 3.3

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SUBJECT: HEALTH & SAFETY

DEPARTMENTS AFFECTED: ALL

APPROVED BY: OT

ISSUE/REVISION DATE: 10/1/96, 11/10/97

EFFECTIVE DATE: 10/1/96

PURPOSE: Marklund is committed to protect and promote the rights of the clients we serve and of the staff and visitors who serve them.

POLICY/PROCEDURE: Marklund has developed a comprehensive program to ensure a clean, safe, healthy environment for the clients, visitors and staff:

1. Department heads ensure enough staff and supplies are budgeted and recognized to adequately clean and maintain Marklund buildings, grounds and fixtures.
2. Clients and staff participate in regular disaster preparedness drills. (See General Policy & Procedure No. 4.2.6)
3. A Safety Committee meets on a regular basis to review potential problems and to promote preventative procedures. (See General Policy & Procedure No. 3.3.1)
4. Staff, clients and the Community participate in the Human Rights/Behavior Committee on at least a quarterly basis to ensure client rights and needs are being met. (See General Policy & Procedure No. 1.21)
5. Nurses, Teachers, Developmental Instructors and direct care staff trained in CPR and First Aid.
6. A Building review for safety is conducted both in-house and by Marklund's insurance company on a regular basis, as well as annual reviews by local and state regulatory inspectors.