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Owner:	<i>Mary Allix: Director of Quality Improvement</i>
Policy Area:	<i>Quality Improvement</i>
References:	<i>R 330.2807 Physical/Therapeutic Environment</i>

## Environmental Safety

### POLICY

It is the policy of Detroit Wayne Mental Health Authority (DWMHA) that the DWMHA and its network of Direct Contractors and Managers of Comprehensive Provider Networks (MCPNs) have a written Environmental Safety Policy.

### PURPOSE

The purpose of this policy is to provide direction to ensure the DWMHA, MCPNs and their subcontractors, and Direct Contractors have a written Environmental Safety Policy that provides a safe, risk-free environment to consumers and staff.

### APPLICATION

1. The following groups are required to implement and adhere to this policy: DWMHA Board, DWMHA Staff, Contractual Staff, Access Center, MCPN Staff, Network Providers, Mobile Crisis Stabilization Team, and Credentialing Verification Organization (CVO)
2. This policy serves the following populations: Adults, Children, I/DD, SMI/SEI, SED,SUD, Autism
3. This policy impacts the following **contracts/service lines** : MI-HEALTH LINK, Medicaid.SUD, Autism, Grants, General Fund

### KEYWORDS

1. Service Provider
2. Incident
3. Office of Recipient Rights (ORR)
4. Subcontractor

### STANDARDS

1. Service Provider Responsibilities
  - a. Service providers shall implement a written emergency plan for each site providing services and/or treatment to consumers with Developmental Disability, Mental Illness and/or Chemical Dependency. Emergency plans shall address all situations outlined in Section A Subsection 2 and 3 for each site

- providing services and/or treatment.
- b. Service providers shall develop written protocols to respond to the following situations:
    1. Medical Emergencies
    2. Fire Emergencies
    3. Natural Emergencies
    4. Severe weather such as tornadoes
    5. Chemical Disasters
    6. Bomb Threats/Terrorism
    7. Active Shooter Incidents
  - c. Service providers shall establish and implement written plans that address the following areas:
    1. Evacuation
    2. Maintenance of the physical plant, including the HVAC (Heating, Ventilation and Air conditioning) System
    3. Fire suppression systems (i.e., smoke detectors, alert systems, sprinkler systems, fire pumps, fire extinguishers)
    4. Medical Equipment Maintenance
    5. Material Safety Data System (MSDS) Requirements
    6. Safety Issues related to Essential Utilities, such as electricity, gas, telephone and water
    7. Security of the consumers and physical plant
    8. Storage and Disposal of Hazardous Materials
  - d. Service providers shall have a written preventative maintenance program and document maintenance activities.
  - e. Service providers shall ensure that all personnel at each program site complete initial training in the organizational emergency plan.
  - f. Service providers shall ensure all of the following by conducting inspections according to a predetermined frequency:
    1. Unannounced Emergency Evacuation Drills shall occur not less than four (4) times each year (i.e., quarterly).
    2. Each program site is equipped with fire suppression devices as required by local fire marshal.
    3. Each program site is equipped with the proper smoke/fire notification system as dictated by population type, local building requirements and following the Life Safety Code.
    4. The environment is in good repair and contributes to an accident-free work place.
  - g. Service providers shall have professional fire safety inspections conducted not less than once every three years and shall report findings to the service provider's Quality Improvement Department. This includes those service providers that lease space in a building occupied by other tenants.
  - h. Service providers shall conduct and document monthly fire safety checks of the following:
    1. Fire Doors

2. Exits
  3. Fire Extinguishers
  4. Automatic Sprinklers (if applicable)
  5. Smoke Detection System
  6. Vehicle Safety Equipment
  7. Carbon Monoxide Sensor or Alarm
- i. Service providers shall notify the DWMHA immediately by telephone or fax whenever a fire-related injury occurs at a program site or when the site is unusable due to a fire related incident. The telephone or fax notification shall be followed by a written incident report within 24 hours of the incident and the completion of a Critical/Sentinel Event - Environmental Emergency in MH-WIN.
  - j. Service providers shall submit a Smoke/Fire Incident Report to the DWMHA within 48 hours of a smoke/fire incident where no injuries occurred and the building can remain open.
  - k. For consumers who through self-determination have elected to live in their own home or a boarding home, or those consumers that reside in their own home, the case manager and/or supports coordinator shall educate the consumer on environmental safety and risk factors. The case manager and/or supports coordinator shall document these activities.

## **QUALITY ASSURANCE/IMPROVEMENT**

DWMHA shall review and monitor contractor adherence to this policy as one element in its network management program, and as one element of the QAPIP Goals and Objectives.

The MCPNs, their subcontractor's and direct contractor's quality improvement program must include measures for both the monitoring of and the continuous improvement of the program or process described in this policy.

## **COMPLIANCE WITH ALL APPLICABLE LAWS**

DWMHA staff, MCPNs, contractors, and subcontractors are bound by all applicable local, state and federal laws, rules, regulations and policies, all federal waiver requirements, state and county contractual requirements, policies, and administrative directives, as amended.

## **LEGAL AUTHORITY**

- A. Department of Licensing and Regulatory MIOSHA-STD-1600 (10/15)
- B. Michigan Mental Health Code, Public Act 258 of 1974 as amended
- C. Adult Foster Care Licensing Act 218 of 1979
- D. Michigan Department of Health and Human Services Substance Use Disorder Service Program, R 325.14423

## **RELATED POLICIES**

Incident Reporting Policy

Reporting of Consumer Critical/Sentinel Event and Death Policy

## RELATED DEPARTMENTS

1. Administration
2. Compliance
3. Legal
4. Managed Care Operations
5. Quality Improvement
6. Recipient Rights
7. Substance Use Disorders

## CLINICAL POLICY

No

## INTERNAL/EXTERNAL POLICY

External

### Attachments:

No Attachments

### Approval Signatures

Approver	Date
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Darlene Owens: Director, Substance Use Disorders, Initiatives	12/2017
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