

SAN MATEO COUNTY  
BEHAVIORAL HEALTH AND RECOVERY SERVICES

DATE: January 12, 2000

BEHAVIORAL HEALTH POLICY NO: 00-02

SUBJECT: Safety/Risk Management Committee

AUTHORITY: BHRS Illness and Injury Prevention Plan (IIPP)

AMENDED: November 8, 2011

Attachments: BHRS IIPP; BHRS Infection Control Committee

#### POLICY

The Safety/Risk Management Committee is established in order to:

- Support, promote and augment safety-related efforts of Behavioral Health and Recovery Services (BHRS).
- Urge every reasonable precaution be taken to protect the health and safety of BHRS employees, clients and the general public using BHRS facilities.

#### MEMBERSHIP

- Manager of Quality Management services
- QM Staff
- One representative of Alcohol and Other Drugs staff.
- One representative from each regional clinic
- One representative of Administrative Support Leadership
- At least one member shall be a nurse serving on the Infection Control Committee
- BHRS Specialist in Community Response and Disaster Readiness
- BHRS Director and BHRS Medical Director serve ex officio

#### PROCEDURE

- Safety/Risk Management Committee will meet as needed but at least quarterly
- The Infection Control Committee is a sub-committee of the Safety/Risk Management Committee
  - Infection Control Committee shall meet as needed to perform the specific functions of its charge (see Attachment B)
  - Infection Control Committee activities shall be a standing agenda item at all Safety/Risk Management meetings.

- Safety/ Risk Management Committee shall report to the Quality Improvement Committee at least annually; more frequent reports are required in the case of high risk situations such as wide-spread infections, bomb threats, etc.

## OBJECTIVES AND ACTIVITES

- Increase employee safety awareness and reduce the incidence and costs of preventable accidents and injuries.
- Ensure prompt identification and investigation of safety concerns and follow-up corrective action to reduce or, wherever possible, eliminate specific safety-related problems.
- Work with BHRS managers and supervisors to implement or increase the effectiveness of safety programs and training activities; implement record keeping systems; assure the performance of safety inspections, resource inventories and drills; review safety standards and practices; and recognize employee safety contributions.
- Develop, review and distribute BHRS' Illness and Injury Prevention Program (IIPP) and BHRS' Bloodborne Pathogens Exposure Control Plan.
- Serve as a resource to effectively communicate safety information to and from the County Safety Officer and the Central Safety Committee.
- Assist as indicated to implement the safety-specific elements of County and Department Emergency Preparedness Plans.
- Assist in ensuring division compliance with applicable state and federal safety-related statutory requirements. In particular, provide guidance to unit supervisors about mandatory annual training on safety and risk management issues.

Approved: \_\_\_\_\_

Stephen Kaplan, BHRS Director