



Policy Description	DEPARTMENT	POLICY NUMBER:
Fire & Safety Policy	Operations	OP-12
ORIGINAL DATE:	RESPONSIBLE PARTY:	REVISED DATE:
	Clinic Manager	03/01/2022
APPROVAL DATE:	DATE REVIEWED:	APPROVED BY:
03/23/2022	02/17/2021	BOARD OF DIRECTORS
RESOLUTION NO:	BOARD CHAIR:	Suzanne Knapp
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FIRE & SAFETY POLICIES AND PROCEDURES

PROCEDURE: Fire and Safety Evacuation Plan

The Occupational Safety and Health Administration (OSHA) fire prevention plan (FPP) regulation, found at 29 CFR 1910.38 (b), requires the employer to have written FPP. This plan applies to all operations in this practice where employees may encounter a fire.

This FPP is in place in this practice to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. The plan addresses the following issues:

- Major fire hazards in this practice and their proper handling and store procedures
- Potential ignition sources for fires and their control procedures
- The type of fire protection equipment or systems that can control a fire involving the potential ignition sources
- Job titles of personnel responsible for maintenance of all equipment and systems installed to prevent or control ignition of fires and for the control of fuel source hazards

The plan includes information about the preferred means of reporting fires and other emergencies, the type of evacuations to be used in various emergency situations, and the alarm system. The plan is closely tied to the emergency action plan in which procedures are described for emergency escape procedures and route assignments, procedures to account for all employees after emergency evacuation has been completed, and the rescue medical duties for employees who perform them. The emergency action plan should be consulted for this information.

The safety manager and the compliance committee are the program coordinators, acting as the representatives of the office manager, who has overall responsibility for the plan. The written program is kept in each practice. The office manager and the compliance committee will review and update the plan as necessary. Copies of this plan may be obtained from the safety manager, the office manager, or the compliance committee members in each practice location.

The FPP contains policies and procedures to follow when fire erupt. In addition to its being available in the policy and procedure manual, employees can obtain their own copies of this plan, as may any OSHA officials who ask to see it.

The management strives for clear understanding, safe behavior, and involvement in the program from every level of the company.

Safety Manager Responsibilities

The safety manager is responsible for the following activities:

- Developing a written fire prevention plan for regular and after-hours work conditions
- Immediately notifying the city or county fire or police departments and the building owner or superintendent in the event of a fire affecting the office
- Integrating the fire prevention plan with the existing general emergency plan covering the building occupied
- Distributing procedures for reporting a fire, the location of fire exits, and evacuation routes to each employee
- Conducting drills to acquaint the employees with fire procedures and to judge the effectiveness of the procedures
- Satisfying all local fire codes and regulations as specified
- Training designated employees in the use of fire extinguishers and the application of medical first-aid techniques
- Keeping home telephone numbers of key personnel in a safe place in the office for immediate use in the event of a fire; also, distributing a copy of the list to key personnel to be retained in their homes
- Making the decision to remain in or evacuate the practice in the event of a fire
- If evacuation is deemed necessary, the safety manager ensures that:
 - All employees are notified, and a head count is taken to confirm evacuation of all employees
 - When practical, equipment is placed and locked in storage rooms or desks for protection
 - The building owner or superintendent is reached, informed of the action taken, and asked to assist in coordinating security protection
 - In locations where the building owner or superintendent is not available, security measures to protect employee records and property are arranged as necessary

In addition, the safety manager is responsible for duties unique to this practice. The practice will remain in compliance by educating new employees and providing an update to all employees annually.

PROCEDURE: Occupational Safety and Health Administration Requirements for Employee Safety

1. The safety officer and OSHA Compliance Committee meet on a quarterly basis.
2. Any interested employee may attend, but membership will be a minimum of two employees.
3. The committee will:
 - a. Review all accident and injury reports
 - b. Review any suggestions brought to its attention
 - c. Make suggestions to improve any hazards in the office
 - d. Make a hazard checklist for each section of the office
4. The committee performs a site check twice a year to identify any unsafe conditions. Any changes required will be made.
5. The committee keeps records of its meetings.
6. Communications to and from the committee are made in the following manner:
 - a. The minutes of each meeting are posted above the copy machine for each employee to read. Each employee must initial the posted notices.
 - b. Employees should report any unsafe conditions to their supervisors.
 - c. All suggestions are reviewed by the appropriate supervisor and discussed at the committee meetings.

PROCEDURE: Injury Prevention

Accident prevention is considered a primary objective of this group. The group intends to provide a safe and healthy workplace for its employees and a safe and healthy environment for its patients.

The following program is to be used as a resource for maintaining a safe and healthy work environment. It is expected that all employees will assist in accident prevention. Any accident should be reported to management immediately.

Safe Practices

1. Safety is everyone's responsibility. All unsafe conditions should be reported.
2. When lifting, employees should bend their knees, hold the object close to their body, and lift with their leg muscles. They should get help if they feel something is too heavy or awkward to handle alone.
3. All sharps are kept in sharps containers. Sharps should be picked up first before an area is cleaned up. Needles should not be recapped. Hands, fingers, or another object should never be inserted into the sharps container to dislodge a needle. Blood-soaked trash is to be disposed of in the red bags.
4. Any spills must be cleaned up immediately to prevent slipping or falls. Appropriate shoes should be worn. Ladders or stepping stools should be used to reach high objects. Standing or kneeling on a chair or counter to reach an object should not be done.

5. Employees should know where the fire extinguishers are located and how to use them. Electrical cords should be maintained in good condition. Outlets should not be overloaded with too many cords. All employees should read the evacuation plan for the office.
6. All cuts and scratches have the potential to become infected. Any minor wounds should be dressed no matter how insignificant they may seem. Employees need to keep current on tetanus injections.
7. Doors should be opened slowly, as there may be someone coming down the hall or standing behind the door.
8. Gloves are required whenever bodily fluids are handled. Employees who assist in invasive procedures where exposure is likely to occur must wear masks and eye protection. If a patient comes in and is bleeding, employees must not attempt to handle the patient without first putting on gloves.
9. The eyewash station is in the nurses' station.

Ensuring Compliance

1. If an employee observes unsafe conditions, the employee is required to notify their supervisor immediately.
2. If unsafe work practices are observed, the employee involved will be notified by their supervisor. If continued unsafe acts by the employee are observed, this may be cause of disciplinary action, including termination.

PROCEDURE: Workplace Fire Hazards

It is the intent of this practice to ensure that hazardous accumulations of combustible waste materials are controlled so that a fast-developing fire, rapid spread of toxic smoke, or an explosion will not occur. Employees are to be made aware of the hazardous properties of material in their workplaces and the dress of hazard each poses.

Fire prevention measures must be developed for all fire hazards found. Once employees are made aware of the fire hazards in their work areas-such as electrical cords, computers, excessive papers, and electrical appliances and equipment-they must be trained in fire prevention measures and use them in the course of their work. For example, oil-soaked rags, corrugated boxes, etc. can pose a significant fire hazard. Accumulations of materials that can cause large fire, can generate dense smoke, are easily ignited, and/or may form spontaneous combustion are the types of materials with which this fire prevention plan is concerned. Combustible materials may be easily ignited by matches, welder's sparks, cigarettes, and similar low-level energy ignition sources. It is the intent of this practice to prevent such accumulation of materials.

It is important to keep work areas clean and follow the appropriate Underwriters Laboratory rating and local fire codes with regard to electrical appliances and equipment. Certain equipment is often installed in workplaces to control heat sources or to detect fuel leaks. Again,

employees and supervisors should be aware of the specific type of control devices on equipment involved with combustible materials in the workplace and should make sure, through periodic inspection or testing, that these controls are operable. Manufacturers' recommendation should be followed to ensure proper maintenance procedures.

Potential Ignition Sources

Flammable or combustible material may not ignite on their own without an external source of ignition, such as damaged electrical power cords, frayed wire, or uncovered fans that may spark.

Fire Protection Equipment

Fire protection equipment selected and in use at this practice includes the following extinguishers to protect the various types of fire hazards:

1. Medical hallway outside of the breakroom
2. Dental Hallway outside of the dental lab

They are located at various places throughout the office as indicated on the building floor plan.



Maintenance of Fire Protection Equipment

Once hazards are evaluated and equipment is installed to control them, that equipment must be monitored on a regular basis to make sure it continues to function properly. The following

personnel are responsible for maintaining equipment and systems installed to prevent or control fires: the safety officer and office manager.

These individuals follow strict guidelines for maintain the equipment and conduct a full survey of it once annually.

Some additional fire equipment is maintained by building management, and that is monitored by the safety officer at least annually.

Housekeeping Procedures

This practice controls accumulations of flammable and combustible waste material and residues so that they do not contribute to a fire. The following potential hazards have been identified in this facility:

- Frayed power cords
- Material improperly stored or disposed of
- Cluttered workspaces and desks

The employees are requested to notify the safety officer immediately if any hazards are detected in the office.

PROCEDURE: Training in the Fire Prevention Plan

At the time of a fire, employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In cases where the fire is large, total, and immediate evacuation of all employees is necessary. In smaller fires, a partial evacuation of nonessential employees with a delayed evacuation of others may be necessary for continued office operation. Employees just know what is expected of them during a fire to ensure their safety.

Because communication and understanding of the fire prevention plan are important, in addition to receiving a copy of the plan, all employees will undergo a thorough briefing and demonstration. All managers and supervisors will present the plan to their staffs in small meetings, followed by a fire drill, which is required by the local fire department at least annually.

Training, conducted on initial assignment, includes the following:

- What to do if an employee discovers a fire
- Demonstration of alarm, if more than one type exists
- How to recognize fire exits
- Evacuation routes
- Assisting employees with disabilities
- Assisting patients
- Measures to contain fire

- Head count procedures
- Return to building after the “all-clear” signal

If the safety manager has reason to believe an employee does not fully understand the fire prevention plan, the employee must be retrained. The safety manager certifies in writing that the employee has received and understands the fire prevention plan training.

Because failure to comply with practice policy concerning fire prevention can result in Occupational Safety and Health Administration citations and fines as well as employee injury, an employee who does not comply with this program will be disciplined.

The building houses several places of employment, so the fire prevention plans of all employers in the building has been coordinated to avoid confusion and conflicts during a fire. This practice has informed its employees of their duties and responsibilities under the plan.

Fire Prevention Equipment

The safety manager provides training for each employee who is required to use fire prevention equipment. Employees are not use fire prevention equipment without appropriate training. Training, before an individual is assigned responsibility to fight a fire, includes the following:

- Types of fires
- Types of fire prevention equipment
- Location of fire prevention equipment
- How to use fire prevention equipment
- Limitations of fire prevention equipment
- Proper care and maintenance of assigned fire prevention equipment
- Location of exit doors, the contents of the evacuation plan, and the use of the fire extinguisher

Employees must demonstrate an understanding of the training and the ability to use the equipment properly before they are allowed to perform work requiring the use of the equipment.

If the safety manager has reason to believe an employee does not have the required understanding of fire equipment or the skills to use it, the employee must be retrained. The safety manager certifies in writing that the employee has received and understands the use of fire equipment.

Passed by a majority of the Board of Directors of White River Health District, with a quorum in attendance the 23rd Day of March, 2022.

White River Health District dba Deschutes Rim Health Clinic

Wasco County, Oregon

By Suzanne Knapp

Suzanne Knapp, Chairman of the Board

Attest:

By Julie Whetzel

Julie Whetzel, Secretary of the Board