

SAFETY AND EMERGENCY MANAGEMENT COMMITTEE POLICY

PURPOSE

To ensure that LADD promotes health and safety while providing quality services and minimize risk of harm to persons supported, employees and all other stakeholders.

SCOPE

This policy applies to all LADD employees, stakeholders and in all locations where support services are provided.

POLICY

The Emergency Management Committee (EMC) will meet at least quarterly to review all issues related to the Strategic Plan, Quality Improvement Plan, and QI data including but not limited to: Internal and External Surveys, Quality Assurance Audit reports, Licensing reviews, Contract Agency reviews, CARF Standards, Incident Reports, Employee Accident Injury reports, MIOSHA, local, State and Federal regulations.

PROCEDURE

1. The Emergency Management Committee (EMC) will meet at least quarterly. The date of the meeting can be changed with the approval of all members.
2. The Quality Assurance Department will chair the meetings.
3. The committee will consist of a variety of Management personnel with a demonstrated commitment to the purpose of the committee and who will gather input and feedback from employees for review by the committee
4. All members will have equal input.
5. Each recommendation will be reviewed and approved or disapproved by the committee by a majority vote.
6. Any Safety Issues in the programs will be reviewed, follow up will be recommended and a Plan of Action will be developed using the Evaluation of Barriers procedure or other suitable plan of action designed to implement corrective action.
7. The process for Root Cause Analysis (RCA) will be utilized for Critical Incidents to further identify, evaluate and eliminate risk areas. The Emergency Management Committee (EMC) may complete additional review of RCA as a support. RCAs are to be reviewed at the Monthly Management Trainings; the Emergency Management Committee (EMC) can provide additional information as needed.
8. The Emergency Management Committee (EMC) will also review Accident and Injuries of employees looking for trends/possible causes and solutions to prevent an increase in the number of injured employees within the company.
9. Minutes will be kept of each meeting and made available to each member.
10. The minutes will be made available to the Steering Committee for review and approval.
11. The Emergency Management Committee (EMC) monitors the Emergency Guide Book and ensures all issues related to emergency procedures are reviewed, tested and the best procedure in place to deal with the situations that may occur.
12. The Emergency Management Committee (EMC) will guide LADD in emergency management in a coordinated effort with the Management Team.
13. The Emergency Management Committee (EMC) will evaluate all safety and potential unexpected or unidentified events and review during regular meetings.

14. Employees and Persons supported are trained in emergency procedures to ensure they are familiar with actions that are taken in the event of an actual emergency.
15. The Emergency Management Committee (EMC) will proactively communicate safety issues to LADD to educate on prevention using various forms of communication.
16. The Emergency Management Committee's (EMC's) direction will be established by the Steering Committee.

