

 Seniors and People with Disabilities State Operated Community Program (SOCP) Policies and Procedures	Supersedes: July 1, 2004	Policy Number: 5.008
	Effective Date: March 1, 2005	
	Approval Signature:	
Subject: Safety Review		

REFERENCE:

OAR 411-325-01230 (3); 411-345-0260

POLICY:

SOCP will maintain the interior and exterior of the home in a safe and sanitary manner. A monthly check will be made to ensure that the residence is free of hazards.

Responsibility	Action
House Safety Coordinator	<p>Conduct a monthly safety check by the last weekday of the month using the Safety Checklist (Attachment A). <i>Individuals living in the home should be encouraged as they are interested in forming a Safety Team to provide a functional/learning experience.</i></p> <p>Comments regarding a problem area identified will be noted in the comment columns.</p> <p>Give completed Safety Checklist to the Site Manager for review and necessary action.</p>
Site Manager	<p>Note all corrective action on the Safety Checklist including the date.</p> <p>Monitor any items that were referred to Program Administrator for authorization to assure follow-through.</p> <p>Maintain completed Safety Checklists at the house for three years.</p> <p>Send a copy of the Safety Checklist to the Safety Office by the 10th of the following month.</p>