

Adult Care Home (ACH) Policy Guidance

Policy Name: Safety

Written By: ACHP

Effective Date:

ACH Operator Name:

Policy applies to: Operator Resident Manager All ACH Staff

Who is performing this action?

All staff are responsible for understanding and following safety protocols in the adult care home.

What actions are to be taken?

- All care providers and residents must be oriented to evacuation standards within 24-hours of starting to work at or being admitted into the ACH.
- Heating and cooling systems and sources must be inspected annually and maintained according to MCAR. Chimneys must be cleaned according to a recommended schedule at minimum yearly. Fireplaces must have approved glass or metal mesh screens and woodstoves must have a non-combustible heat resistant safety barrier installed 36 inches from the stove on all sides.
- Extension cords must not be used in place of permanent wiring. UL-approved, relocatable power taps (RPTs) (e.g., power strips) are allowed for use with some restrictions. They must only be used indoors, not outdoors; they must have circuit-breaker protection; and they must have no more than six electrical sockets. If used, RPTs must be installed and used in accordance with the manufacturer's instructions and must be directly connected to an electrical outlet, never connected to another RPT or an extension cord.
- Fire extinguishers must be installed, maintained, and inspected per MCAR and Oregon Fire Code regulations (inspected monthly by Operator or designated ACH staff member, annual inspection and maintenance by a qualified technician). Documentation of such must be maintained in the home's business records.
- Carbon monoxide and smoke alarms must be tested at least once per month. Documentation of testing must be maintained in the home's business records.
- Firearms must be stored unloaded and in a locked cabinet that is in an area of the home not accessible to residents. Ammunition must be stored in an area separate from the locked gun cabinet.
- "No Smoking" signs must be posted where oxygen cylinders are present. Oxygen and other gas cylinders must be stored securely to prevent falling or being knocked over, and may not be used or stored in rooms with a wood stove or fireplace. All open flames are prohibited near oxygen and other gas cylinders.

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- Hazardous materials such as cleaning supplies, poisons and insecticides must be stored in their original containers or in a properly labeled container manufactured for the type of product; and stored in an area that is not accessible to residents or near food preparation areas food storage areas, dining areas, or medications as described within MCAR. For BH licensed care homes, a locked storage area separate from food and medications must be designated to store toxic or hazardous materials on the premises.
- Pets and service animals living in the household and visiting the ACH must be under control and must not present a risk to residents. Proof of rabies or other vaccinations given by a licensed veterinarian and required by local law for all pets and service animals on the premises must be available.
- Infection control measures implemented by the Oregon Health Authority must be followed.
- Medical sharps must be stored and disposed of in accordance with MCAR.
- Smoking may occur only in designated smoking areas and must not be allowed where oxygen is present, on upholstered furniture or pillows, in any resident or occupant bedroom, or anywhere flammable materials are stored. Ashtrays made of noncombustible material must be provided where smoking is permitted.

When are these actions taken?

These actions are to be verified as being in compliance and all staff are to know their responsibility for safety considerations in the ACH.