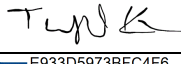


<b>Policy Number:</b> 501A	<b>Subject:</b> Reports on File		<b>Page 1 of 1</b>
<b>Relates to:</b> Safety/Risk Management	<b>Written By:</b> Jamie Haack, CHRO	<b>Technical Review/Accountability:</b> Dr. Tufal Khan, Risk Management Chairperson	<b>Authorized By:</b> Jeffrey R. De Lay, President/CEO
<b>Effective Date:</b> November 17, 2016	<b>Reviewed:</b> October 4, 2022	<b>Revised:</b> October 4, 2022	DocuSigned by:  E933D5973BFC4F6...

## UNISON HEALTH

### **APPLIES TO:**

Risk Management Committee

### **PURPOSE:**

To ensure that all required documentation regarding physical plant and safety standards is on file.

### **POLICY:**

Unison Health maintains that the Risk Management Committee assumes overall responsibility for Unison Health's Safety Program, ensuring compliance with applicable physical plant and safety standards.

### **PROCEDURE:**

1. Copies of the following reports/certificates are kept on file and available for review:
  - A. Certification of use/occupancy for all program sites.
  - B. Building Inspection Reports.
  - C. Annual Fire inspection Reports for all sites.
  - D. Fire Evacuation Plans for all sites.
  - E. Verification of Required Fire Drills.
  - F. Verification of Required Panic Button/Code H Drills.
  - G. Verification of Required Tornado Drills.
  - H. Verification of Required Active Weapons Drills.
  - I. Verification of Employees/Volunteers Training in Fire Evacuation Plan and Procedures.
  - J. Annual Environment of Care Report.
2. A Risk Management Committee with chairperson is assigned to oversee and conduct safety activities at all sites. The committee meets monthly.
3. The Risk Management Committee Chairperson will be provided the opportunity to increase their knowledge and skills with respect to facilitating the safety program activities.
4. Risk Management Committee activities will be reported on at least a semi-annual basis to the QI Department.