



521 4th Street Havre Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

POLICY AND PROCEDURE

EMERGENCY CARE POLICIES BINDER

7002

OBJECTIVE:

Relevant policies will be readily available to all Bullhook Community Health Center staff in the event of an emergency. Additionally, staff will be oriented to these policies at time of hire and again annually.

PROCEDURE:

An Employee Safety Manual binder will be kept at the front desk , the nurse’s desk and the dental clinic front desk to ensure that information regarding emergencies are available to all staff. The binders will include the following information and be updated as necessary, but at least annually.

1. Current employee list
2. OSHA Site Specific Information
3. Emergency telephone numbers
4. All maintenance company telephone numbers, including hazardous waste company
5. All utility company telephone numbers
6. Policies and procedures relevant to emergency care
 - a. 7001. Disaster Prep and Response
 - b. 7002. Emergency Care Policies Binder
 - c. 7003. Emergency Preparedness Plan
 - d. 7004. Exposure Control Plan
 - e. 7005. Facility Maintenance Plan
 - f. 7007. Hazardous Materials and Waste Management Plan
 - g. 7008. Infection Control
 - h. 7009. Material Safety Data Sheets
 - i. 7010. Occupational Health and Safety Plan
 - j. 7011. Report of Incident
 - k. 7012. Armed Intruder Plan
 - l. 7013. Workplace Emergencies and Evacuation Plan
 - m. 7014. Workplace Violence Prevention

Cindy Smith
CHIEF EXECUTIVE OFFICER

Date: 10-19-16

Carol A. Repchner
CHAIR, BOARD OF DIRECTORS

Date: 10-19-16

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