

BENCO  
24 Hour  
POLICIES AND PROCEDURES

SUBJECT: GENERAL SAFETY

OAR: 411-325-0150 (1) a-c (2) (4-6) a-d (A-C) and (7-8)

POLICY:

Benco has policies and procedures for the general safety of each Individual, employee and program.

PROCEDURE:

- General Safety 411-325-0150 (1) a-c (2) (4-6) a-d (A-C) and (7-8)
  - **a-c** All toxic materials including but not limited to poisons, chemicals, pesticides, and insecticides must be: properly labeled and stored in the original container separate from all foods. Food preparation utensils, linens, and mediations will be kept separate from toxic materials. All toxic materials will be stored in a locked area unless the risk tracking records for all individuals residing in the program document that there is no risk present.
  - **(2)** All flammable and combustible materials will be properly labeled, stored, and locked in accordance with state fire code.
  - **(4)** Window shades, curtains, or other covering devices will be provided for all bedroom and bathroom windows to assure privacy.
  - **(5)** Hot water in bathtubs and showers will not exceed 120 degrees Fahrenheit. Other water sources, except the dishwasher, will not exceed 140 degrees Fahrenheit.
  - **(6) a-c (A-C)** Bedrooms on ground level will have a least one window that opens from the inside without special tools that provide a clear opening for not less than 821 square inches in width. Sill height will not be more than 44 inches from the floor level. Exterior sill heights will not be greater than 72 inches from the ground, platform, deck, or landing. There will be stairs or a ramp to ground level. Those programs previously licensed having a minimum window opening of not less than 720 square inches are acceptable unless through inspection it is deemed that the window opening dimensions present a safety hazard. Bedrooms will have 6- square feet per individual with beds located at least three feet apart. If an individual chooses to share

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a bedroom with another individual, the individuals will be afforded an opportunity to have a choice of roommates. A 24-hour residential setting licensed on or after January 1, 2016 will have single action locks on the entrance doors to the bedroom for each individual, lockable by the individual, with only appropriate employees having keys. A 24-hour residential setting licensed prior to January 1, 2016 will have single action locks on the entrance doors to the bedroom for each individual, lockable by the individual, with only appropriate employees having keys by September 1, 2018. Limitations will only be used when there is a health or safety risk and when a written informed consent is obtained as described in OAR 411-325-0430 and OAR 411-004-0040.

- (7) Operative flashlights, at least one per floor, will be readily available to employees in case of emergency.
- (8) First aid kits and first aid manuals are available in each program and employees will be shown the location of the first aid kit within the first 90 days of training. First aid kits will be locked if, after evaluating any associated risk, items contained in the first aid present a hazard to individuals living in the program. First aid kits containing any medication including topical medications must be locked.

Approved By: Kristen Gregory  
Kristen Gregory, Benco Board President

Date: 12-10-2019