



## Section One/ASPIRE: H. Health and Safety

A Guide for Implementation of the CARF Standards and use of  
Accreditation Readiness Resource Materials

### CARF Health and Safety Standards (Section 1.H., in all CARF Accreditation Standards Manuals)

#### A. Overview

The most fundamental aspect of meeting the CARF health and safety standards is having an “organized” health and safety system. Once an organized system is fully in place, there should be very little adjustment of practices needed to maintain conformance with the health and safety standards. With that said, getting it right from the start is the key to your health and safety program.

Our resource disk contains tools and resources to ensure you design and maintain an organized system to meet the standards. The following are the basic components that should be in place:

- A designated employee, or employees “in charge of health and safety”. Commonly referred to as a “safety officer”. If you have multiple locations and facilities, each location should have a “safety officer” who is responsible for making sure all requirements are met.
- Tools, resources, and procedures that support the responsibilities of each safety officer. Giving the person designated as responsible for health and safety the tools to meet the requirements is essential. Do not expect them to figure it out. Develop your “organized system” prior to assigning responsibility.
- The “organized health and safety system”. What is an organized health and safety system? The **basic** components are as follows:
  1. An overall policy, with procedures, that outline the system and how it works. What are the components, required activities, responsible parties, etc. A policy to guide this is included on the disk.



2. A self-contained group of materials (usually in a “safety binder”) that contains all the resources needed to carry out the required activities. (See: Organizing and Managing Your Safety Program document).
3. The means to report and use health and safety information in performance improvement activities. (See: Management Team materials in Section One: M. Information Management)
4. Linkage between the person or persons responsible for health and safety and those charged with meeting training requirements for new employees and ongoing employee training

Health and safety can be two distinct areas of focus for organizations, yet similar. In organizations that provide services related to specific health areas (medication management, congregate living situations, crisis stabilization, partial hospitalization), there is usually some separation between the health issues and basic safety issues. For example, someone with a nursing background may be designated as responsible for health issues involving infection control, medication storage, etc. while someone with a non-medical background, such as a maintenance employee, a counselor, or billing staff may be designated as the “safety officer” and ensure drills are conducted and results reported, self-inspections are completed, first aid kits are maintained, etc. Small organizations that are not involved in services that require nursing staff typically have both health and safety requirements assigned to one person.

B. Seven Important factors related to Health and Safety to be aware of for accreditation

1. **Safety emergency procedures should be clear and as simple as possible.** Don't complicate your procedures. The longer they are, the less likely they will be followed. Stick with the basics.
2. ....
3. ....
4. ....
5. ....
6. ....
7. ...



### C. Five Basic Things a Surveyor Will be Expecting to Find

1. **Organized and up-to-date health and safety information.** I cannot emphasize this enough. You should have your health and safety documentation organized to the point that the surveyor can spend 10 minutes with a folder or binder and complete the review of the required health and safety documentation. Anything beyond that and it is not well organized.

2. ....

3. ....

4. ....

5. ....

### D. Ten Important Questions you Should be Prepared to Answer During A Survey.

1. "What have you learned from your emergency drills and how have you used the results and analysis to improve safety?"

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10.