



BrightLife
Enhancement Services
Holistic approach to healthcare

EXTERNAL INSPECTIONS

I. POLICY:

- A. It is the policy of Brightlife Enhancement Services to obtain outside expertise for assistance in assessing the overall safety of our facilities to ensure that our services are conducted in an environment that is safe for person served, employees, and visitors.

II. PROCEDURES:

- A. The facility Health and Safety Officer is responsible for ensuring that external safety inspections occur at all locations annually by directing the following processes:
 - 1) Scheduling all external safety inspections in accordance with the month noted on the safety grid/schedule.
 - 2) The Health and Safety Officer will be responsible for facilitating the actual external inspection, obtaining a copy of the inspection report along with the criteria used for the inspection (if not included on the inspection report), clarifying with the inspector all recommendations for improvement made on the report, placing a copy in the facility safety binder, making a copy of the report for presentation at the appropriate management team meeting, and reporting the results at the management team meeting.
 - 3) The designated site Health and Safety Officer will work in coordination with the Management Team to ensure that all recommendations that result from the external safety inspection reports are followed-up and corrections of deficiencies are completed.
 - 4) All inspection reports and correction activities will be reviewed by the Management Team and noted in meeting documentation. The Health and Safety Officer s will report to the management team the results of the inspections, follow-up activities, and issues that will need to be addressed through the management team process or by the facility ownership to ensure the organization is utilizing the information to increase the level of safety throughout its operations.



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- 5) The Health and Safety Officer will maintain a record of the inspection report, including recommendations and corrections made, and Management Team minutes that correspond with the specific inspection and resulting activities. This record will be maintained in the safety binder.
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- B. External inspections will be conducted by entities that have a broad and experienced approach to safety issues. The local fire safety inspector and/or a safety inspection expert from the organization's insurance carrier will be sought for such inspections.
 - C. Local regulatory guidelines may require specific external safety inspections on a yearly basis by a qualified external authority.

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