



**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES  
HARBOR-UCLA MEDICAL CENTER**

**SUBJECT:** ENVIRONMENTAL SAFETY ORIENTATION/EDUCATION

**POLICY NO.** 418

<b>CATEGORY:</b> Safety	<b>EFFECTIVE DATE:</b> 12/90
<b>POLICY CONTACT:</b> Yvette Ruiz	<b>UPDATE/REVISION DATE:</b> 7/21
<b>REVIEWED BY COMMITTEE(S):</b> Environment of Care	

**PURPOSE:**

To ensure that all new workforce members attend Safety Orientation/Education training prior to actual work start, no later than thirty days after employment. This complies with Cal-OSHA's Injury Illness Prevention Program (IIPP).

**POLICY:**

General Safety orientation will be given to all new workforce members, including contract staff and physicians. The Director, Environmental Safety shall be involved in the development and modification of training content, including any topics or trends identified through the hospital-wide information collection system.

**PROCEDURE:**

Orientation topics will include at least the following:

- A. General Safety (Injury and Illness Prevention Program):
  - 1. Employer/Employee Responsibilities
  - 2. Safety Records
  - 3. Ergonomics (Repetitive motion injuries)
  - 4. Safe Medical Devices Act (SMDA)
  - 5. Periodic Inspections
  - 6. Reporting Unsafe Conditions
  - 7. Lifting/Body Mechanics
  - 8. Slips and Falls
  - 9. Procedure to investigate occupational illnesses
- B. Infection Control.
- C. Security (precautions/incident reporting).
- D. Emergency Management
- E. Fire/Life Safety
- F. Hazard Communication (Right to Know and Safety Data Sheets)

**REVISED:** 1/02, 9/04, 7/07, 9/10, 11/10, 1/14, 4/17, 7/21

**REVIEWED:** 10/92, 11/95, 4/98, 1/02, 9/04, 7/07, 9/10, 11/10, 1/14, 4/17, 7/21

**APPROVED BY:**   
 Anish Mahajan, MD  
 Chief Executive Officer

  
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 Chief Medical Officer

  
 Joy LaGrone, RN, MSN  
 Interim Chief Nursing Officer



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In addition to the above, each department/service manager is responsible for providing specific job-related safety orientation (i.e., medical equipment failure, utility failure reporting, high risk precautions, etc.) to all new staff when new procedures or equipment is introduced to workforce members.

Annual reorientation must also be completed by all workforce members. This may be accomplished by the completion of the reorientation manual available on The Learning Management System.