

***VALLEYCARE***  
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS**  
**DEPARTMENT: FACILITIES**  
**POLICY & PROCEDURE**

**NUMBER: 701**  
**VERSION: 1**

**SUBJECT/TITLE:   ORIENTATION AND TRAINING**

**POLICY:**           All newly hired employees shall attend “New Employee Orientation” provided by the Valley Care Human Resources, as required by Hospital-wide Policy #705, and shall be trained on the specifics related to their job by their immediate supervisors prior to being given assignments

**PURPOSE:**        To ensure that Valley Care Facilities Division employees are sufficiently informed about their duties, rights, and responsibilities and about the safety and security hazards to which they may be exposed.

**DEPARTMENTS:**   **FACILITIES**

**DEFINITIONS:**

**PROCEDURE:**     All employees shall be trained in:

- The proper procedures for maintaining equipment/utilities related to their shop.
- Injury and illness prevention program
- Hazard communication program
- Blood borne pathogen program
- Infection control practices in performing maintenance and on construction sites
- Limiting dust, noise, and vibration on construction sites near patients and staff
- Use of personal protective equipment
- Emergency preparedness plan and emergency procedures that apply to their trade
- Policy and procedures contained in the overall safety program of the facility.

Supervisors shall ensure that each new employee of Facilities Division is instructed in:

- His/her duties, working hours, chain of supervision, and expected caliber of work
- His/her responsibilities under each of the seven Environment of Care

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Management Plans

- The Code of Safe Practices established for his/her craft.
- The hospital's and the division's policies and procedures, including the attendance policy, the clocking in and out policy, the dress code policy, and operational policies.
- The proper conduct and respect for other personnel.
- The proper procedure for requisitioning supplies necessary for the performance of his/her duties.
- The procedure for entering barriered rooms
- Facilities Division fire procedures
- The hospital's "No Smoking" policy
- The importance of the proper use of tools and of safeguarding tools against theft or destruction
- Staying strictly in their work assignment area, with the exception of transit to or from assignments
- The prohibition against loitering or reading of personal literature during working hours

Employees will be given formal instruction on the hazards associated with the unit, job, and facility. This safety training will be provided:

- To all new employees
- To employees given new job assignments for which training has not yet been received
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
- Whenever the division is made aware of a new or previously unrecognized hazard
- To supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

When practical, supervisors will pair a new employee with an experienced employee of the same craft to further orientate the new employee.

Ongoing trade/equipment/utilities and safety training will be performed by the shop supervisor or the division's safety coordinator. This training shall be performed and documented monthly.

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References:	
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