



# Rancho Los Amigos National Rehabilitation Center PHYSICAL THERAPY DEPARTMENT POLICY AND PROCEDURE

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## EMPLOYEE REPORT OF UNSAFE CONDITIONS

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**PURPOSE:** To provide a system for reporting unsafe conditions in order to prevent injury to patients, employees, and/or visitors.

**POLICY:** Any employee who identifies a serious work hazard or unsafe procedure has the responsibility to report that condition. The "Communication of Concerns" form is available online from the Rancho Intranet on the Patient Safety site - list of forms. In addition a paper form entitled "Employee Safety and Security Concerns Form has been used (Attachment A).

### PROCEDURE:

#### THE EMPLOYEE OR HIS/HER SUPERVISOR:

1. The employee or his/her supervisor completes the "Communication of Concerns" form online, or the "Employee Safety and Security Concerns" form to report a safety concern that cannot be resolved quickly and easily by routine procedures in your work area.
2. Obtain a form from the following locations:
  - a. Download from the Intranet, under heading "Patient Safety" under the lists menu on the right hand side of the page "communication of concern"
  - b. Office of Public Safety. The boxes labeled "Security Concerns Forms."
3. If a form cannot be obtained, call the Safety Office at Extension 56672.
4. Submit the completed form either online or in paper form to the Safety Officer, (562) 385-6672 or x 5-7291,

  
Director, Physical Therapy Department