

JUVENILE COURT HEALTH SERVICES - INFECTION CONTROL

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Subject: INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)		Original Issue Date: 2/8/19	Policy # IC-12
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Departments Consulted:	Approved By: (Signature on File) Medical Director (Signature on File) Infection Control Manager	Approved by: (Signature on File) Health Services Administrator	

PROGRAM STATEMENT

In compliance with regulatory standards for a safe and healthful workplace and Department of Health Services (DHS) Policy No. 910 Safety, the purpose of this program is to establish standards which provide a safe workplace and healthful work practices for employees in a non-high hazard work environment.

RESPONSIBILITY

The Juvenile Court Health Services (JCHS) Administrator and/or designee has the authority and the responsibility for implementing the provisions of this program for JCHS. All managers, supervisors and lead personnel are responsible for implementing and maintaining the Injury and Illness Prevention Program (IIPP) in their work areas and for answering worker questions about the program. A copy of this IIPP is readily available to employees from each manager, supervisor or in their JCHS Policy and Procedure Manual.

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. All employees are responsible for using safe work practices. All employees must follow all directives, policies and procedures in order to maintain a safe work environment. The system for ensuring all employees comply with these practices includes:

- Employee IIPP training
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices in a Department of Health Services' Just Culture environment.

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COMMUNICATION

JCHS recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. JCHS upholds a system of communication which facilitates a continuous flow of two-way (management, supervision, and employees) safety and health information in a form that is readily understandable to and between all affected site personnel.

This system of communication encourages employees to inform their managers and supervisors about work place hazards without fear of reprisal. Our communications system includes:

- New employee orientation, including a review of site-specific safety and health policies and procedures
- Review of the IIPP
- Follow-through by supervision to ensure effectiveness
- Employee training programs
- Safety topics are discussed during unit council meetings/staff meetings which are held at least monthly
- Posted or distributed safety information
- The UHC Safety Intelligence event reporting system is available for employees to inform management about workplace hazards. Respiratory and bloodborne pathogen exposures must be entered into the system for administrative follow up. This event reporting system allows users to enter events anonymously.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate work place hazards shall be performed by the Nurse Manager and/or designee of the JCHS facility. Periodic inspections are performed as follows:

- At least once per month;
- When IIP Program initially established;
- When new substances, processes or equipment which present potentially new hazards are introduced into the workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illness occur; and
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Environment of Care Tool, and any other effective methods to identify and evaluate workplace hazards.

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ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures, bloodborne pathogen / respiratory exposures and near-accidents will be done by the immediate supervisor / manager and may include but not limited to the following interventions:

- Visiting the scene;
- Interviewing affected workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure/near-accident;
- Determining the causes of the accident/exposure/near-accident;
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring; and
- Employee seeking medical follow up at the nearest emergency room or employee health office (e.g. Tuberculosis exposure, sharps injury).

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazard. Hazards shall be corrected according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property;
- All exposed workers will be removed from the area except those necessary to correct the condition.
- Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have periodic training on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established;
- To all new employees;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;

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- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment

This training will include (but is not limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed;
- Availability of toilet, hand-washing, and drinking water facilities;
- Provisions for medical services and first aid including emergency procedures;
- Proper housekeeping, such as keeping stairwells and aisles clear, work areas neat and orderly, and promptly cleaning up spills;
- Prohibiting horseplay, scuffling, or other acts that may adversely influence safety;
- Proper storage of supplies to prevent stacking goods in an unstable manner or storing supplies against doors, exits, fire extinguishing equipment and electrical panels;
- Proper reporting of hazards and accidents to supervisors;
- Safety & Security;
- Violence Prevention in the Workplace; and
- Infection Prevention and Control training.

RECORD KEEPING

JCHS has taken the following steps to implement and maintain our IIPP:

JCHS has more than ten employees and keeps records as follows:

1. Records of ***scheduled and periodic inspections*** including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Environmental Health and Safety Inspection Sheet. These records are maintained for at least one (1) year.
2. Documentation of ***safety and health training*** for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Worker Training and Instruction Record. This documentation is maintained for at least one (1) year.