



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

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**SUBJECT: SAFETY ORIENTATION/EDUCATION**

**Policy No.: A206.1**  
**Supersedes: June 24, 2013**  
**Revision Date: October 18, 2021**  
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**PURPOSE:**

General safety orientation will be given to all new personnel. The Safety Officer shall be involved in the development and modification of training content, including any topics or trends identified through the hospital-wide information collection system.

**POLICY:**

All new personnel should attend the safety orientation prior to actual work start, but no later than thirty days after employment.

Orientation topics will include at least the following:

- A. General Safety (Injury Illness Prevention Program)
  - 1. Lifting/body mechanics
  - 2. OSHA Bloodborne Pathogens
  - 3. Universal Precautions
  
- B. Environment of Care
  - 1. Utilities
  - 2. Safety
  - 3. Security
  - 4. Hazardous Materials
  - 5. Emergency Preparedness
  - 6. Life Safety
  - 7. Equipment Management

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

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EFFECTIVE DATE: July 2000

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY: 