



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: SAFETY COMMUNICATION

Policy No.: A406.2
Supersedes: December 15, 2015
Revision Date: October 18, 2021
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POLICY:

Rancho will maintain an ongoing program to inform and train employees on safety policies/procedures and safe work practices. Open communication will be maintained between management and staff regarding issues identified including the discussion and resolution of safety issues.

PROCEDURE:

The hospital-wide effort to orient and educate employees on safety will include the following elements:

A. General Safety Training

Regularly schedule training on lifting safety, security awareness, bomb threats, emergency preparedness, fire training, hazardous materials, and infection control. All new hires receive training as part of new employee orientation. Reorientation for current staff will be the responsibility of the Department Safety Coordinator Supervisor or by arranging for unit-specific training through Safety Office, Infection Control and Sheriff's Department.

The Sheriff's Department will also provide relevant information to be included in the monthly Safety in-service, based upon organizational experience and/or new regulatory requirements.

B. Specific Safety Training

Supervisors will provide training for all staff on department/service specific safety policies and procedures and provide area specific precautions/reporting for safety, security, hazardous materials, fire safety, medical equipment and utilities.

C. Safety Bulletin Board

Safety tips, citations, CAL-OSHA notices and logs located in JPI, , 100, and OPB.

The Safety Committee (Environment of Care Committee) is a multidisciplinary committee, which meets regularly to review, discuss, recommend, and follow-up on safety issues.

PT:gg

EFFECTIVE DATE: July 2000

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY: 