



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

SAFETY RULES

Policy No.: 501
Revised: May 2021
Supersedes: May 2018
Page: 1 of 2

PURPOSE: To define the responsibilities of staff in promoting a safe working environment. The responsibility of each employee is to follow all occupational safety and health standards and regulations, attend safety meetings, and report unsafe conditions.

I. GENERAL SAFETY RULES

It is the employee's responsibility to:

- A. Obey all occupational safety and health standards, rules, regulations and others issued according to the law.
- B. Not remove, displace, damage, destroy, tamper with or carry off safety devices, safeguards, notices or warnings.
- C. Not interfere with the use of safeguards by others.
- D. Use any safety equipment, safety device, method or process adopted for employee protection.
- E. Request proper training before performing any job that the employee may not be able to perform safely due to lack of training.
- F. Refuse to perform any job that is clearly unsafe or beyond the normal expectation for the employee's position until the hazard has been corrected.
- G. Report any unsafe condition as soon as reasonably possible. (Refer to Departmental Policy #506, "Employees' Report of Unsafe Conditions".)

II. PERSONAL SAFETY OF EMPLOYEES

- A. In disaster and emergency situations, employees are to follow procedures described under "Emergency Procedures", Policy #502 in this manual and in the Medical Center's Fire/Disaster & Safety manual, and use their best judgment for their personal safety.
 - B. Training is provided during the orientation period on the use of the equipment in the treatment area. (Refer to Policy #201 on Orientation and Training of Staff: Equipment Competencies.) If an employee is transferred to another area or new equipment is introduced, orientation is provided at that time.
 - C. Protocols are established for the use of potentially dangerous equipment such as band saws and appropriate protective gear is provided. (Refer to Policy #201, Orientation and Training of Staff: Equipment Usage & Safety Training.)
 - D. All members of the physical therapy staff that provide direct patient care are required to maintain current certification as a Basic Cardiac Life Support (BCLS) rescuer by attending a hospital course on CPR and receive certification according to standards set by the American Heart Association. (Refer to Policy #211.)
 - E. Monthly safety meetings are held in the treatment areas.
1. The Physical Therapy Department Record of Inservice Training Sheets (Attachment A) are used to document attendance for in-person trainings. Course completion certificates are completed for online trainings. A copy is sent to the P.T. Administrative office for tracking and delivered to the Safety Officer as needed for proof of completion by the Physical Therapy Department administrative personnel.
 1. Examples of topics covered are:
 - Safety of Patients and Employees
 - Electrical Safety
 - CPR
 - Earthquake Preparedness
 - Disaster Planning

Failure to comply with safety rules may result in disciplinary action.


Director, Physical Therapy Department