

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

SECTION: **PERSONNEL RELATED POLICIES**

SUBJECT: **SAFETY PROCEDURES /  
INDUSTRIAL INJURY / MEDICAL EMERGENCIES**

CODE: 9.09.0  
DATE: 1/11/85  
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APPROVED: Tinh Tran, Pharm.D.  
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**POLICY**

A. **SAFETY PROCEDURES**

All employees must be familiar with the Rancho Los Amigos National Rehabilitation Center Safety Manual, which is kept near the Pharmacy Policy and Procedure Manual in all pharmacy areas.

The responsibility for the performance of each work assignment in the safest manner possible is part of each employee's job. Safety is an element that cannot be divorced from the proper day to day performance in completion of a given work assignment. In large degree, the success of the departmental safety program depends on each employee complying with those essential elements of the program. Material Safety Data Sheets can be viewed on Rancho's intranet. Each pharmacy must have a MSDS (if applicable) for each product in stock.

In the event of a fire or disaster, the supervisor or delegate will be responsible for ensuring that all staff personnel are accounted for upon leaving the respective pharmacy. A designated area is established for all pharmacy personnel to meet. The supervisor or delegate is responsible for the accountability of these staff members (reference Policy No. 9.10.0 Fire and Disaster Procedure).

Each employee must work in accordance with accepted safe practices, observing all rules and regulations for his and other safety. Failure to do so may lead to disciplinary action. Rules at Rancho Los Amigos National Rehabilitation Center include but are not limited to the following:

1. Be informed and keep posted on fire rules of the hospital, the location of fire alarm boxes, the alarm codes and the respective duty of each employee in case of fire.
2. Avoid accidents by eliminating hazards, such as objects on the floor, improper disposal of needles, etc.
3. Report to your supervisor immediately any unsafe conditions, such as wet or slippery floors, equipment blocking halls or walkways, defective equipment, open fire exits, or other hazardous situations.
4. Always be aware of safety procedures for patient equipment, such as wheel chairs, beds, and other equipment used by patients.
5. Never operate electrical equipment with wet hands.

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Approved By: 

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6. Pay attention to what you are doing; do not daydream.
7. Be alert when using routine office equipment and supplies to avoid pencil stabs, smashed fingers, paper cuts, etc.
8. Do not use chairs to propel yourself from one work station to another.  
Any employee faced with a job whose safety features he does not fully understand should ask for the proper instructions from his supervisor before attempting the job.

A safety policy established by the Board of Supervisors is reported here because of its importance:

"Supervisory personnel shall promote safe standards of performance through training and direct supervision of employee under their control. Every employee shall assume the responsibility for performance of his duties in the safest possible manner to assure his own safety and that of his co-workers and report all preventable hazards and unsafe practices immediately to his supervisor."

Every employee is responsible for reporting in the prescribed manner any on-the-job accident or injury which occurs to him/her or which he/she has observed to occur to another employee. Every employee shall also report any property damage resulting from the accident.

**B. INDUSTRIAL INJURY / MEDICAL EMERGENCIES**

An industrial injury must be reported on the day it occurs. Failure to do this jeopardizes the employee's industrial accident claim, should it be necessary to file such a claim later.

**C. TREATMENT PROCEDURES**

1. Injured employees are to report PROMPTLY all injuries, no matter how minor, to their immediate supervisor.
  - a. Supervisor will then refer the employee to the Return-to-Work Office 323-890-7581.
  - b. Supervisor then completes the supervisor's portion of the "Report of Industrial Injury/Illness Form".
  - c. The affected employee completes the staff's portion of the "Report of Industrial Injury/Illness form".
2. **Cardio-Pulmonary Arrest**
  - a. **Dial 544** - call a code blue and request paramedics.
  - b. Basic Cardiac Life Support will be provided by the first available trained employee(s).