



Rancho Los Amigos National Rehabilitation Center

Communication Disorders Department Policy and Procedure

SUBJECT: SAFETY PROGRAM

Policy No.: 224
Supersedes: August 1993
Revision Date: July 2022
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Purpose:

To outline the safety program.

POLICY:

It is the policy of the Communication Disorders Department to comply with the Rehabilitation Center and Department of Health Services policies and procedures related to safety programs as detailed in the Rancho Los Amigos National Rehabilitation Center Safety Manual. The Departmental policies comply with regulatory agencies including CAL-OSHA, and COSHA and accrediting agencies including CCS, CARF, ASHA, and The Joint Commission. The standards will be reviewed and revised on an ongoing basis in order to comply with regulatory and accrediting agencies.

PROCEDURES:

1. In compliance with the Rehabilitation Center's policy, the Department will designate a safety coordinator to act as a liaison with the Rehabilitation Center's Safety Officer. The Safety Coordinator is the Department's contact person for all safety issues, and is responsible for dissemination of safety information, and safety activities and programs within the Communication Disorders Department.
2. The Communication Disorders Department Safety Program will include inservicing on general safe work practices with specific instructions on safety hazards unique to each employee's assigned work area. Selected safety topics are reviewed each month.

POLICY:

The Communication Disorders Department orients and educates all staff who use and/or maintain fixed and portable equipment.

PROCEDURES:

1. Each fixed and portable piece of equipment has a training protocol for use in educating staff.
2. Competency for position specific equipment is documented on the Communication Disorders Department Competency Assessment Checklist. This checklist is reviewed and updated annually as part of the employee's Performance Evaluation.

POLICY:

The Communication Disorders Department maintains its technical electrical equipment in proper working condition.

PROCEDURES:

1. Maintenance is provided through one or more of the following:
 - a. Initial testing of equipment prior to use.
 - b. Vendor maintenance contracts
 - c. Maintenance by Biomedical personnel for equipment used in patient care
 - d. Maintenance of computers by Information System personnel

See also: Rancho Los Amigos National Rehabilitation Center, Administration Policy and Procedure No: A406 and A126