

HARBOR-UCLA MEDICAL CENTER

SUBJECT: DEPARTMENT CHAIR/SERVICE DIRECTOR
RESPONSIBILITIES RELATED TO SAFETY

POLICY NO. 414

PURPOSE:

To establish the responsibilities of department chair/service leadership related to safety.

BACKGROUND:

The great bulk of industrial injuries are caused by human failure, not equipment failure. For a variety of reasons employees commit unsafe acts that can result in injury to themselves or their co-workers, or damage and destruction of equipment.

Through observant supervision, these employees can be made aware of their unsafe behavior, trained and counseled to prevent future reoccurrences. This is a key part of every manager's job. Only when each manager and supervisor recognizes that he/she is responsible for the safety of his/her subordinates, can we effectively reduce injuries, deaths, and lost productive time.

POLICY:

At Harbor-UCLA Medical Center, each manager is responsible for safety within their specific areas of accountability.

PROCEDURE:

The following responsibilities rest with each manager:

1. Develop and implement department/service specific safety policies and procedures with the assistance of the Director, Environmental Safety, as appropriate. Policies and procedures shall be reviewed and updated as needed, but no less than every three years.
2. Inform and educate staff of all department specific safety policies and procedures.
3. Arrange for the orientation and documentation of the training of all employees in:
 - General safe work practices, safety rules, emergency plans, fire prevention, and procedures for the reporting of hazards and unsafe conditions.
 - Specific safety practices related to a particular work area or assignment (e.g., work around machinery, special tools, patient equipment, chemicals, etc.).
4. Managers must train (or arrange for the training of) employees when any of the following four situations

EFFECTIVE DATE: 12/90

SUPERSEDES:

REVISED: 11/95, 05/98, 01/02, 02/05, 06/06, 08/10, 01/14, 01/17

REVIEWED: 10/92, 11/95, 05/98, 01/02, 06/06, 08/10, 01/14, 01/17

REVIEWED COMMITTEE: Environment of Care – 01/17

APPROVED BY:

Kim McKenzie, RN, MSN, CPHQ
Chief Executive Officer

Anish Mahajan, MD
Chief Medical Officer

Patricia Soltero Sanchez, RN, BSN, MAOM
Interim Chief Nursing Officer

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exist (California Labor Code, Stn. 6401.7(c); 8 CCR, Stn. 3202(a)(7)(A-F):

- New employees must be trained in the general and specific workplace safety aspects of their assignments.
- Any employee who is given a new job assignment must be trained with respect to the health and safety aspects of the new assignment.
- Whenever a new substance, process, procedure or equipment which represents a new hazard is introduced.
- Whenever the supervisor or employee becomes aware of a new or previously unrecognized hazard.

Supervisors must document, and have available for review, the safety training for each employee.

Documentation should include:

- Employee name
- Training dates
- Key topics discussed
- Name and title of trainer(s)

5. Enforce all safety rules and regulations through training, counseling and, when necessary, disciplinary action.
6. Conduct and document regular safety inspections of his/her area.
7. Correct and document unsafe work practices or conditions in a timely manner. When a hazard exists that cannot be immediately abated without endangering employees or property, all exposed personnel must be removed from the area of potential exposure, except those necessary to correct the hazardous condition.
8. Include safety as part of all annual employee performance evaluations.
9. Encourage employees to report worksite hazards without fear of reprisal.
10. Complete the appropriate industrial accident forms and instructions available through DHS Risk Management, Return-to-Work Program (323) 869-7122 or (323) 890-7529.

Any occupational injury/illness that results in the following must be reported immediately by the supervisor, to the Director of Environmental Safety, and the Return-to-Work Coordinator or Return-to-Work Assistant, or during off-hours to the Administrator On Duty (AOD), to report the following:

- Death
- Hospitalization of more than 24 hours (except for observation or medical tests)
- Amputation of any body member
- Any serious degree of permanent disfigurement

11. Provide personal protective equipment/supplies needed for your employee's duties.
 12. Have available appropriate first-aid supplies (or referral to the Emergency Department).
 13. Ensure employees complete an annual health evaluation.
 14. Be current with safety requirements of accrediting, licensing and governmental agencies.
 15. Cooperate with the Environment of Care Committee and Director, Environmental Safety in the promotion of safety.
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COUNTY OF LOS ANGELES

DEPARTMENT OF HEALTH SERVICES

HARBOR-UCLA MEDICAL CENTER

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AUTHORITY: California Labor Code, Stn. 6401.7©
8 CCR, Stn. 3202(a)(7)(A-F)
TJC, Accreditation Manual for Hospitals, Environment of Care Standards