

HARBOR-UCLA MEDICAL CENTER

SUBJECT: EMPLOYEE SAFETY RESPONSIBILITIES

POLICY NO. 415

PURPOSE:

To ensure that all workforce members are aware of their responsibilities regarding safety.

POLICY:

Harbor-UCLA Medical Center’s workforce members (including on-site contract staff and physicians) must work in accordance with accepted safety practices, observing all rules and regulations for his/her discipline. All staff are responsible for reporting any:

1. On-the-job accidents or injuries that occur to him/her or which s/he has observed occur to another employee or individual.
2. Property damage resulting from an accident occurring to himself/herself or others.

GUIDE:

General safety rules applicable to all workforce members, contract staff and physicians include:

1. Be informed and aware of fire safety rules, the location of fire alarm boxes, the location of fire extinguishers, evacuation routes/procedures, and their respective duties in case of a fire.
2. Avoid accidents by eliminating hazards (i.e., open file drawers, objects on floors, improper sharps disposal, etc.).
3. Immediately report to your supervisor any unsafe condition (i.e., wet/slippery floors, equipment blocking hallways or fire exits, defective equipment, etc.).
4. Non-urgent safety issues/concerns may be submitted anonymously in the Safety Suggestion Box or by notifying the Director, Environmental Safety at ext. 2835 or Box 477.
5. Always be aware of safety procedures on patient equipment (i.e., wheelchairs, gurneys, beds, etc.).
6. Use personal protective equipment/supplies associated with the duties performed.
7. Use proper lifting techniques and/or request assistance when lifting patients or heavy objects.

EFFECTIVE DATE: 12/90

SUPERSEDES:

REVISED: 4/98, 1/02, 9/04, 6/06, 7/07, 8/10, 2/15, 3/18

REVIEWED: 10/92, 11/95, 4/98, 1/02, 9/04, 6/06, 7/07, 8/10, 2/15, 3/18

REVIEWED COMMITTEE: Environment of Care Committee

APPROVED BY:

Kim McKenzie, RN, MSN, CPHQ
 Chief Executive Officer

Anish Mahajan, MD
 Chief Medical Officer

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

Signature(s) on File.

HARBOR-UCLA MEDICAL CENTER

SUBJECT: EMPLOYEE SAFETY RESPONSIBILITIES

POLICY NO. 415

8. Be alert when using routine office supplies/equipment to avoid stapled fingers, pencil stabs, mashed fingers, paper cuts, etc.
9. Do not engage in horseplay, running or practical jokes.
10. Ask for proper instructions from supervisors if faced with a job whose safety feature you do not fully understand.
11. Know the reporting and emergency procedures in the event of safety incidents, hazardous materials spills, security incidents, medical equipment failures, utility failures, and emergency/disaster situations.

DISCIPLINARY MEASURES:

When it becomes necessary, management reserves the right to discipline employees who knowingly violate safety rules and/or policies.

PROCEDURE:

Disciplinary measures will include, but are not limited to:

1. Verbal counseling for minor offenses.
2. Written warnings/reprimands for more severe or repeated violations.
3. Suspension without pay (optional), if verbal counseling and written warnings/reprimands do not prove sufficient. This option may be enforced for serious safety violations.
4. Finally, if none of the above measures prove satisfactory and no other acceptable solution can be found, management will have no choice but to terminate employment for those who continue to jeopardize their own safety and the safety of others.

The DHS Employee Evaluation and Discipline Guidelines Manual provides a more in-depth analysis of the correction action methods applicable.