

HARBOR-UCLA MEDICAL CENTER

SUBJECT: SAFETY COMMUNICATIONS

POLICY NO. 417

PURPOSE:

To ensure that all workforce members receive ongoing communication of safety through information, safety tips and on-going education, and/or training in the workplace.

POLICY:

Harbor-UCLA Medical Center will maintain an ongoing program to educate and train all workforce members (volunteers, contract staff, and physicians) on safety policies/procedures and safe work practices.

Open communications will be maintained between management and workforce members regarding issues identified including the discussion and resolution of safety issues in their area.

PROCEDURE:

The hospital-wide effort to orient and educate employees on safety will include the following elements:

A. General Safety Training

All new hires will receive training as part of new employee orientation. The training covered will include: general safety, security, hazard communications, infection control, fire safety, emergency management, and other relevant topics. Reorientation for workforce members will be provided through their departments/services and/or Harbor Re-Oriented Handbook.

The Environmental Safety Director will also share relevant information with the training service, based upon organizational experience and/or new regulatory requirements.

B. Specific Safety Training

Managers and supervisors will provide training for all workforce members in department/service-specific safety policies and procedures to include area-specific precautions/reporting for safety,

EFFECTIVE DATE: 10/90

SUPERSEDES:

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REVISED: 1/02, 9/04, 7/07, 8/10, 1/15, 1/18

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

REVIEWED 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.

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security, hazardous materials, fire, safety, emergency management, medical equipment and utilities. (See "Department Chairs/Service Directors Responsibilities).

C. Safety Bulletin Board

Posting of training schedules, safety tips, citations, CAL-OSHA notices and logs are located in the 1st Floor, Main Unit, Doctor's Dining Room hallway. CAL-OSHA notices and logs are also posted in Human Resources Office at F-8.

D. Safety Champion Program

All directors, managers and/or supervisors are responsible to identify a safety champion in their service/department. The Safety Champion attends Harbor's Safety Champion Meeting to obtain training and/or information to relate back to the service/department.

E. Environment of Care Committee

This multidisciplinary committee meets at least bi-monthly to review, discuss, recommend and follow-up on safety issues. All departments/services can review the Environment of Care Committee minutes on Harbor's Intranet under the "Environmental Safety" department. The department/service managers and supervisors will share relevant information with their workplace members during department/ service/unit meetings. Environment of Care Committee activities are also reported to the Operations Implementation Council.