

HARBOR-UCLA MEDICAL CENTER

SUBJECT: ENVIRONMENTAL SAFETY ORIENTATION/
EDUCATION

POLICY NO. 418

PURPOSE:

To ensure that all new Workforce members attend Safety Orientation/Education training prior to actual work start, no later than thirty days after employment. This complies with OSHA’s Injury Illness Prevention Program (IIPP).

POLICY:

General Safety orientation will be given to all new Workforce members, including contract staff and physicians. The Director, Environmental Safety shall be involved in the development and modification of training content, including any topics or trends identified through the hospital-wide information collection system.

PROCEDURE:

Orientation topics will include at least the following:

- A. General Safety (Injury and Illness Prevention Program):
 - 1. Employer/Employee Responsibilities
 - 2. Safety Records
 - 3. Ergonomics (Repetitive motion injuries)
 - 4. Safe Medical Devices Act (SMDA)
 - 5. Periodic Inspections
 - 6. Reporting Unsafe Conditions
 - 7. Lifting/Body Mechanics
 - 8. Slips and Falls
 - 9. Procedure to investigate occupational illnesses
- B. Infection Control.
- C. Security (precautions/incident reporting).

EFFECTIVE DATE: 12/90

SUPERSEDES:

REVISED: 01/02, 09/04, 7/07, 09/10, 11/10, 01/14, 04/17

REVIEWED: 10/92, 11/95, 04/98, 01/02, 09/04, 7/07, 09/10, 11/10, 01/14, 04/17

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.

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- D. Emergency Management
- E. Fire/Life Safety
- F. Hazard Communication (Right To Know and Safety Data Sheets)

In addition to the above, each department/service manager is responsible for providing specific job related safety orientation (i.e., medical equipment failure, utility failure reporting, high risk precautions, etc.) to all new staff when new procedures or equipment is introduced to Workforce members.

Annual reorientation must also be completed by all workforce members. This may be accomplished by the completion of the reorientation manual available on The Learning Net.