

HARBOR-UCLA MEDICAL CENTER

SUBJECT: EMPLOYEE REPORT OF UNSAFE CONDITION

POLICY NO. 420

PURPOSE:

To comply with the Occupational Safety and Health Administration’s (OSHA) Injury Illness Prevention Program (IIPP) on reporting an Unsafe Condition.

POLICY:

At Harbor UCLA Medical Center, all workforce members (employees) should report all unsafe or potentially unsafe practices and conditions to their supervisor, manager, or the Environmental Safety Officer for further evaluation, follow-up and/or corrective action via the Safety Intelligence (SI) Online Reporting System. Such reports are to be made without the fear of reprisal from management and may also be submitted anonymously.

PROCEDURE:

1. Employee should submit an SI event report when an unsafe practice or condition is noted.
2. The supervisor will evaluate the practice/conditions, and take corrective action within their scope and authority.
3. The supervisor, Department Chair/Service Director shall inform the Environmental Safety Officer who will review the scenario and complete any final resolutions required.
4. The Environmental Safety Officer or designee will review the SI event report and initiate any further corrective action and/or recommendations as appropriate. A summary of all such reports will be shared with the Environment of Care Committee.

REFERENCE:

Hospital Administrative Policy #415, Employee Safety Responsibilities.

EFFECTIVE DATE: 10/89

SUPERSEDES:

REVISED: 9/04, 8/07, 9/10, 11/10, 7/14, 10/17

REVIEWED: 10/92, 10/95, 4/98, 1/02, 9/04, 8/07, 9/10, 11/10, 7/14, 10/17

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.