

HARBOR-UCLA MEDICAL CENTER

SUBJECT: BASIC SAFE PRACTICES

POLICY NO. 433

PURPOSE:

To establish guidelines for workforce members to practice safe work practices and comply with safety rules and regulations.

POLICY:

Each member of the workforce must comply with basic safe work practices and observe all rules and regulations for his/her safety and the safety of others.

GUIDELINES/PROCEDURE:

I. LIFTING AND HANDLING

Safe lifting is a matter of proper technique. Back injuries are a very common occupational injury, and are often caused by incorrect technique.

Manual lifting and handling of material increases the possibility of injuries and adds to the cost of a product. To reduce the number of materials handling injuries and to increase efficiency, manual handling should be minimized by combining or eliminating operations.

A. Basic Rules for Lifting or Moving Objects

1. Check the area around the object and the route to be covered. Clear any possible tripping hazard(s).
2. Inspect the object for slivers, jagged edges, burrs, rough or slippery surfaces. Remove protruding nails, corner clips, bailing wire and related hazards. Use gloves when needed.
3. Get a firm grip on the object.
4. Keep fingers away from pinch points, especially when setting down materials.
5. When handling lumber, pipe or other long objects, keep hands away from the ends to prevent them from being pinched.
6. Wipe off greasy, wet, slippery or dirty objects before handling them.

EFFECTIVE DATE: 9/85

SUPERSEDES:

REVISED: 2/96, 12/98, 7/10, 1/14, 1/17

REVIEWED: 9/89, 10/92, 2/96, 12/98, 2/05, 6/06, 7/10, 1/14, 1/17

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, MSN, CPHQ
Interim Chief Nursing Officer

Signature(s) on File.

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7. Keep hands free of oil and grease.

B. To Lift

1. Stand close to load with feet apart for balance.
2. Squat. Keep spine in straight line, chin up, and eyes straight ahead.
3. Grip load securely. Stand.
4. Let your strong legs push up with load. (Don't jerk the load.)

C. Lifting Mistakes That Cause Injuries

1. Bending your back.
2. Reaching too far.
3. Lifting to one side.
4. Twisting with load.
5. Off-balance lifting.
6. Attempting too much.

II. PREVENTION OF FALLS**A. Reducing or Eliminating the Hazards from Falls**

Report physical tripping hazards so that they may be repaired. Falls on floors occur in various ways and from various causes. A person may slip and thus lose traction or he may trip over an open drawer, box in the aisle or other object. In either case, he/she may suffer an injurious fall.

Undoubtedly, a large percentage of falls stem from unsafe acts and from purely personal causes such as age, illness, emotional disturbances, fatigue, lack of familiarity with the environment and poor vision, which, cannot be readily identified or controlled. It thus becomes doubly important to eliminate unsafe conditions, and unsafe employee practices to which the blame for an accident can be shifted or which might contribute to the personal cause.

B. Good Safety Practices Prevent Falls

All electrical wiring and cords must be installed according to code.

Avoidable accidents accounts for most of employee falls. Each employee should be informed that it is part of their responsibility to maintain safety practices in their work areas, and report promptly any unsafe floor conditions, such as tears in carpets and holes in the floors.

Stair rails, treads and surfaces should be in good condition. Nothing should be stored on the stairways and landings that can contribute to falls.