

LAC+USC MEDICAL CENTER SAFETY POLICY

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Subject: EMPLOYEE SAFETY RIGHTS AND RESPONSIBILITIES		Original Issue Date: 1993	Policy # SP 108
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Departments Consulted:	Reviewed & Approved by: (Signature on File) Safety Officer	Approved by: (Signature on File) Director, Facilities Management	

PURPOSE

To ensure that the employees are informed of their rights and responsibilities to maintain a safe and hazard free workplace.

POLICY

Manager/Supervisor shall inform their employees of their rights and responsibilities under the California Occupational Safety and Health Act of 1973.

PROCEDURE

Every employee must work in accordance with safe and accepted work practices, and must observe all rules and regulations established for patient, visitor and employee safety.

Employee Rights

Employees have the following safety rights:

- To receive workplace safety and health training.
- To receive information on existing, new or previously unrecognized work hazards.
- To be able to request information, make suggestions for a safe workplace, or report an unsafe condition without fear of reprisal.
- To have access to employee injury and illness records.
- The right to file a Safety and Health complaint with CAL/OSHA.

Employee Responsibilities

Employee's responsibilities include but not limited to the following:

- Shall be current on Emergency Preparedness and Fire Safety procedures, the location of fire alarms, fire extinguishers, exits, and the duties of each employee in the event of a fire, emergency, or disaster.
- Shall be trained in and use Standard Precautions in the workplace, be free of communicable disease, and shall be tested periodically in accordance to the risk status of their workplace. Employees shall complete and comply with all medical testing and

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regulatory requirements for the use of personal protective equipment on the job. Disciplinary measures shall be enforced when employees do not comply.

- Shall make every effort to avoid accidents by following safe work practices. This includes but not limited to eliminating hazards, cleaning up spills before a slip or fall occurs, and disposing of needles/sharps/waste in appropriate containers.
- Shall immediately report to the supervisor the existence of any unsafe condition and failure to report an unsafe condition violates the employee's safety responsibility and may result in disciplinary action.
- Shall ensure that equipment, medical devices, and supplies are in working order before and after each use. Equipment must be returned to the appropriate location and any malfunction must be immediately reported to his/her supervisor.
- When injured on the job, shall seek medical treatment in accordance with rule mandated by Los Angeles County Chief Executive Office.
- Shall comply with safe working conditions, safety plan, and personal protective equipment required for the job.

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