

LAC+USC MEDICAL CENTER SAFETY POLICY

		Page 1	Of 1
Subject: NEW EMPLOYEE SAFETY ORIENTATION		Original Issue Date: 1993	Policy # SP 126
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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 all new employees of the LAC+USC Medical Center are provided with general safety orientation and security orientation.

POLICY

All new employees of the LAC+USC Medical Center shall complete a New Employee Safety Orientation training within thirty days of his/her employment. Supervisors shall provide unit-specific safety orientation.

PROCEDURE

At the end of the New Employee Safety Orientation training, employees are tested for their competency and knowledge and must maintain a minimum score of 70%. The New Employee Safety Orientation covers, but is not limited to, the following topics:

- Safety management program.
- Emergency codes and telephone numbers.
- Proper use of fire extinguishers.
- Basic fire procedures.
- Fire hazards.
- Hazard communication program.
- General safety.
- Earthquake safety and disaster preparedness.
- Bomb threat.
- Ergonomics

REFERENCE

- Title 8, California Code of Regulations, Section 3203

REVIEW/REVISION DATE – 02/99, 11/03, 07/04, 11/07, 12/10, 03/13, 03/16, 03/19, 03/22