

LAC+USC MEDICAL CENTER SAFETY POLICY

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Subject: INJURY AND ILLNESS PREVENTION PROGRAM		Original Issue Date: 1993	Policy # SP 124
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Departments Consulted:	Reviewed & Approved by: (Signature on File) Safety Officer	Approved by: (Signature on File) Director, Facilities Management	

PURPOSE

To establish standards which will provide a safe workplace and healthy work practices for all employees.

POLICY

The LAC+USC Medical Center shall establish, implement, and maintain effective Injury and Illness Prevention Programs in its facilities.

PROCEDURE

All managers and supervisors are responsible for implementing and maintaining an Injury and Illness Prevention Program in their work areas.

Management shall ensure that all safety and health policies and procedures are clearly communicated and understood by all employees.

All employees are responsible for following safe work practices, policies and procedures, and for assisting in maintaining a safe work environment by reporting any unsafe condition.

Conduct periodic inspections to identify and evaluate workplace hazards.

Unsafe and unhealthy work conditions, practices or procedures shall be corrected in a timely manner.

There should be a two-way communication between management and staff on health and safety issues.

Procedures for investigating workplace accidents and hazardous substance exposures should be in place.

All employees shall have training and instruction on general and job-specific safety and health practices.

Records of hazard assessment, inspection, unsafe conditions and work practices, and safety training are maintained for three years.

REFERENCE:

- Title 8, California Code of Regulations, Sections 1509 and 3203.

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