

# LAC+USC MEDICAL CENTER SAFETY POLICY

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Subject: <b>SUPERVISOR SAFETY RESPONSIBILITIES</b>		Original Issue Date: 1993	Policy # <b>SP 136</b>
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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 each manager/supervisor is aware of his/her safety responsibilities and duties.

## **POLICY**

Each manager/supervisor is responsible for the physical safety of his/her staff and for the environmental safety of the workplace.

## **PROCEDURE**

Provide orientation, training, and continuing education of safe work practices in the workplace to each employee, ensuring that documentation of the training is processed and maintained.

Provide proper personal protective equipment to employees.

Implement the elements of Injury and Illness Prevention Program (IIPP) in the work area.

Post the Cal/OSHA Notice of Employee Protection and Obligations entitled "Safety and Health Protection on the Job".

Coordinate proper response to disaster and fire drills.

To inform employees of new and/or previously unrecognized hazards in the work place.

Investigate, follow up, and eliminate hazards in the work area that caused or contributed to an occupational illness or injury.

Refer employee for medical or professional care when it is observed that the employee cannot perform his/her job safely due to developing medical, physical, or emotional barriers.

Communicate with the Safety Officer for unresolved safety-related issues.

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