

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 1140
VERSION: 1

SUBJECT/TITLE: **EMPLOYEE TRAINING**

POLICY: The shop supervisor will pair a new employee with an experienced employee of the same craft.

The new employee will be given instructions on the operation, repair, and preventive maintenance of equipment assigned to the shop where he works. These instructions shall be include the adherence to all safety policies.

When the new employee has gained sufficient knowledge of his or her job assignments as judged by the supervisor, this employee will then be assigned to the hospital environment.

The overall training of all Facilities employees will be continually ongoing. This training may consist of up to eight hours per week per employee as deemed.

PURPOSE: To insure adequate training of Facilities Shop employees.

PROCEDURE:

DEPARTMENTS: **FACILITIES**

DEFINITIONS:

References:	
Approved by: Robert Ross (Director, Facilities)	Date: 08/12/2009
Review Date: 07/16/2015	Revision Date:
Distribution: Facilities	
Original Date: 08/12/2009	