

**OLIVE VIEW-UCLA MEDICAL CENTER
REVENUE MANAGEMENT
POLICY & PROCEDURE**

**NUMBER: 771
VERSION: 1**

SUBJECT/TITLE: GENERAL SAFETY PROCEDURES

POLICY: To ensure that employees understand the importance of observing general safety rules in order to reduce accidents and injuries to patients and staff.

PURPOSE: It is the purpose of these procedures to establish criteria for our Department so that everyone involved in its operation will perform their assigned duty with minimal danger to their personal health and / or physical safety.

DEPARTMENTS: REVENUE MANAGEMENT

DEFINITIONS:

PROCEDURE: EMPLOYEE:

1. Observe the following general rules.
 - A. Report unsafe conditions immediately to your supervisor or OVMC's Safety Office at (747) 210-3405.
 - B. Keep file drawers closed when not in use.
 - C. Remove objects from floors.
 - D. Do not stand behind doors that may be opened abruptly.
 - E. Lock entrance doors to area when working alone.
 - F. Wipe up all spills immediately.
 - G. Call Environmental Services to clean up large spills as they occur.
 - H. Do not lean backwards in any chair.
 - I. When Facilities Division personnel are working in the area, observe ladders and other equipment.
 - J. Observe wet floor and detour signs at all times.

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- K. Observe all no smoking signs. Smoke in designated areas only.
2. Report any unsafe conditions immediately.
 - A. Problems with floors: wet, slippery, broken tiles, torn carpet.
 - B. Loose or broken handrails in stairwells.
 - C. Improper lighting in passageways and stairwells.
 - D. Equipment blocking hallways and exits.
 - E. Broken equipment and furniture.
 - F. Open fire exit doors.
 - G. Elevators stopping above or below floor level.
 - H. Unusual noises made by equipment when it is in use.
 - I. Smell of smoke, gas chemicals, or hazardous waste.
 - J. Bomb threats.
 3. Use equipment only as stipulated in the manufacturer's directions.
 - A. Check electrical equipment before using.
 - B. Never use electrical equipment under wet conditions.
 - C. Receive proper instructions before using unfamiliar equipment.
 - D. Do not abuse equipment.
 - E. Take time to cover and / or turn off equipment when not in use.
 - F. Clean equipment with proper materials only.
 4. Learn proper methods of lifting heavy or awkward loads.
 5. Obtain assistance whenever lifting heavy or awkward loads.
 6. Use safety ladders or step stools when reaching over normal heights.

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SUPERVISOR

1. Train employees on general safety procedures.
2. Monitor employees for compliance with general safety procedures.
3. Ensure all spills are cleaned up immediately.
4. Ensure work areas meet general safety standards.
5. Take necessary action to resolve general Safety procedures.
6. Report all unresolved concerns to Management immediately.

References:	
Approved by: Lisa Cruz (Assistant Hospital Administrator)	Date: 06/28/2019
Review Date: 06/28/2019	Revision Date:
Next Review Date: 06/28/2022	
Distribution: Inpatient Financial Services, Patient Access, Patient Access Registration, Revenue Management	
Original Date:	