

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: SAFETY EDUCATION	Original Issue Date: October 1, 2002	Policy #: 620
	Supersedes: November 13, 2008	Effective Date: September 8, 2011
Committees Consulted: College Safety Officer College Safety Topic Coordinators	Reviewed & Approved by: College Operations College Planning	Approved by: Provost, College of Nursing & Allied Health (Signature on File)

PURPOSE:

To educate College employees and students about safety and to lower the risk of injury or illness

Definition:

Safety Topic Coordinator: A staff member assigned from each division to present the safety topics to their division.

POLICY:

All employees and students:

- Receive emergency preparedness training (EPT)
- Complete safety orientation/education as required.

Safety education consists of DHS Patient Safety and Network Employee Safety programs.

- DHS Patient Safety topics are written and updated by the DHS Safety Committee.
- Network Employee Safety topics are written and updated by Education and Consulting Services.

PROCEDURE:

Safety Topic Coordinator/designee:

- Compiles Safety Education packet including employee answer sheet annually
- Provides most current Safety Education packet and completion deadline to the Office of Educational Services (OES) for distribution to faculty and staff
- Obtains Employee Safety Education Program Roster and Tracking form from OES
- Completes Roster/Tracking form as faculty/staff submit answer sheets
- Submits completed Roster/Tracking form and answer sheets to OES

College employee:

- Obtains/maintains current EPT card and provides verification of completion to OES
- Reads the safety topics and completes the posttests using individual answer sheet,
- Submits completed answer sheet to Safety Coordinator within specified time frame

Designated OES staff:

- Distributes Safety Education packet including completion due date to College employees and students as requested/scheduled
- Files EPT verification/cards and completed safety posttests for all College employees

Subject:

SAFETY EDUCATION

- Maintains Employee Safety Education Program Roster/Tracking form and answer sheets for current and previous year.

PROCEDURE DOCUMENTATION:

Employee Safety Education Post Test Answer Sheet
Employee Safety Education Program Roster/Tracking form
Orientation Checklists: Faculty and Office Management Staff

REFERENCES:

Network Policy #545: Competency Program
LAC+USC Safety Manual Policy #113: Fire Drills
Network Employee Monthly Education Program
Network Employee Education Program: Patient Safety
Network Orientation/Reorientation Handbook
College Policy # 510: New Employee Orientation
College Policy # 621: Disaster Management
College Policy # 622: Fire Response
College Policy # 623: Environmental Safety Inspection
College Policy # 624: Active Shooter
College Policy # 625: Security
College Disaster Plan Binder

REVISION DATES:

October 1, 2002
July 14, 2006
November 13, 2008
September 8, 2011