

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

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Subject: <b>SAFETY EDUCATION</b>	Original Issue Date: October 1, 2002	Policy #: <b>620</b>
	Supersedes: July 14, 2006	Effective Date: November 13, 2008
Committees Consulted: College Safety Officer College Safety Topic Coordinators	Reviewed & Approved by: College Operations College Planning	Approved by:  (Signature on File) Provost, College of Nursing & Allied Health

## **PURPOSE:**

To educate College employees 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.

**Safety Binder:** Includes monthly safety topics, directions, posttests, posttest keys, and blank rosters.

## **POLICY:**

Safety education is conducted monthly for all college employees.

Safety education consists of two topics each month: Patient Safety and Employee Safety.

The monthly topics are standardized and located in the Safety Binder.

## **PROCEDURE:**

Safety Topic Coordinator/designee:

- Brings Safety Education rosters and copies of monthly safety education and posttests to staff meeting
- Administers the posttests
- Records results (pass/fail) on the rosters
- Provides employees not present at meeting with posttests and roster
- Submits completed rosters to Office of Educational Services (OES)
- Updates the Safety Binder as indicated.

College employees:

- Read the monthly safety topics
- Complete the posttests and sign the appropriate Safety Education rosters
  - If absent from the monthly staff meeting, complete the posttests and sign rosters within one month.

Designated OES staff maintains completed safety rosters for all College employees.

## **PROCEDURE DOCUMENTATION:**

Patient Safety Education Roster

Employee Safety Education Roster

Subject:

**SAFETY EDUCATION**

**REFERENCES:**

LAC+USC Healthcare Network Policy #545: Competency Program

LAC+USC Safety Manual Policy #113: Fire Drills

LAC+USC Healthcare Network Employee Monthly Education Program

LAC+USC Healthcare Network Employee Education Program: Patient Safety