



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER
Occupational Therapy and Recreation Therapy Department

POLICY AND PROCEDURE

SUBJECT: DEPARTMENTAL SAFETY PROGRAM	Policy No.: 601 Revised: January 2020 Supersedes: June 2016 Page: 1 of 2
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PURPOSE:

To provide a safe and hazard-free environment for patients, visitors and staff and to encourage staff participation in the safety program of the department and the medical center.

POLICY:

The Occupational Therapy and Recreation Therapy Department will conduct monthly safety/environmental rounds in each of the clinical areas headed by the OT clinical manager or RT supervisor appointed by the Director of Occupational Therapy and Recreation Therapy. The primary purpose of the rounds is to: 1) identifying, to the extent possible, any hazards that may exist in the occupational therapy and recreation therapy clinical areas, 2) encourage staff observance of safety measures of the department and the medical center and 3) identify any environment of care issues that need to be corrected.

PROCEDURE:

- A. The rounds are conducted monthly in the various treatment areas in order to inspect each area thoroughly:
 1. Conduct the monthly safety inspection using the Safety/Environment of Care Check-List (Attachment A).
 - a. The original of the Safety Inspection Checklist will be filed in the department's Safety Notebook with copies to the Clinical Manager of the area inspected or R.T. Supervisor, and the department head, and the department director.
 - b. The Clinical Manager or R.T. Supervisor of the area inspected is responsible for assuring that corrective action takes place and for sending the safety inspection sheet with notations of actions taken to the department head or designee within two weeks of the inspection.
 2. Receive and act on suggestions and recommendations from staff regarding safety concerns and practices.

3. Make recommendations to the Clinical Management Council or Director of actions needed related to safety in the Occupational Therapy and Recreation Therapy Department.
4. Assist in maintaining each OT/RT clinical area in a constant state of safety compliance and survey readiness.