



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

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

POLICY AND PROCEDURE

SUBJECT: SAFETY TRAINING	Policy No.: 602 Revised: Jan 2020 Supersedes: July 2012 Page: 1 of 2
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PURPOSE:

To ensure that employees observe safety measures and that they are prepared to act in the event of fire, hazardous materials spills, disaster, or other emergencies.

POLICY:

- A. All employees will be trained in the medical center and the department's safety programs, related procedures, and to Employee's Responsibilities Regarding Safety (Attachment A) as outlined in the medical center's Injury and Illness Prevention Program Manual.
- B. Will provided in the clinical area or department meeting or will be completed as a self-study.

PROCEDURES:

- A. Training Conducted by the Medical Center
 - 1. All employees will be trained in the medical center's safety programs and procedures to include, but not be limited to, Fire and Disaster Training and CPR (cardio-pulmonary resuscitation) training and certification; and Los Angeles County DHS Patient Safety Program.
 - 2. The OT/RT Office Manager or designee is responsible for:
 - a. Scheduling staff for mandated safety training, retraining or re-certification programs.
 - b. Collecting, distributing and filing documentation of the training.
 - c. Maintaining records to assure that all training occurs within the required time.

3. Employees are responsible for turning in their training attendance form together with any proof of certification, as in the case of CPR, to the Office Manager.
4. The Office Manager or designee is responsible for recording on individual employee's training record and for filing in the Department's Safety Notebook for these sessions.
5. All employees are encouraged to participate in the Hospital-Wide Patient Safety Initiative and adhere to JACHO and CARF standards regarding patient safety.

B. Training Conducted Within Occupational Therapy/Recreation Therapy

1. The management team is responsible for coordinating the monthly safety training. This may be conducted in the areas or at a department wide meeting or through self-study.
2. Topics for the monthly safety training will include, but not be limited to: infection control, CPR review, fire, disaster and earthquake review, handling of hazardous materials and body mechanics.
3. Training within the department will be documented and copies of the In-service Training Record sign-in sheet will be sent to the O.T. Office.
4. The OT/RT Office will maintain a record of each employee's participation in safety training programs.

Reference: Injury and Illness Preventive Manual, Rancho Los Amigos National Rehabilitation Center

EMPLOYEE'S RESPONSIBILITIES REGARDING SAFETY

Each employee of the Occupational Therapy and Recreation Therapy Department shall:

1. Obey all occupational safety and health standards, rules, regulations and other issues according to the law.
2. Not remove, displace, damage, destroy, tamper with, or carry off safety devices, safeguards, notices or warnings.
3. Not interfere with the use of safeguards by others.
4. Use any safety equipment, safety devices, method, or process adopted for employee safety.
5. Request proper training before performing any job that the employee may not be able to perform safely due to lack of training.
6. Refuse to perform any job that is clearly unsafe or beyond the normal expectation of the employee's position, until the hazard has been corrected.
7. Report any unsafe condition as soon as is reasonably possible. Using the existing reporting system.