

EMPLOYEE RESPONSIBILITIES

EC SAFETY 7



OBJECTIVE



- It is the goal of LSUHSC / Monroe to insure that all patients, visitors, employees, personnel, and properties under the control of the hospital are maintained in as safe an environment as possible. For that reason, the following policy pertains to appointment of Safety Officer are established and practiced throughout the hospital.

POLICY



- To ensure that the hospital maintains a safe and risk free environment it is imperative that the hospital safety program is coordinated, implanted, and monitored on a full time ongoing bases. For this reason the Hospital Director will appoint a “**full time**” Safety Officer.

RESPONSIBILITIES OF THE HOSPITAL SAFETY OFFICER

- ❑ Submitting reports at every EC committee on findings, recommendations, actions, and monitoring performed in the Safety Management Program.
- ❑ Conduct and/or participate in hazard surveillance and incident reporting on a regular basis.
- ❑ Coordinate and/or participate in the development of departmental and facility wide safety policies and procedures.
- ❑ Conduct, review, coordinate and/or participate in safety education orientation programs for new employees and on a continuing education basis for all employees.
- ❑ Actively participate in the safety management process as a member of the EC Committee.
- ❑ Ensure that departmental policies and procedures are consistent with and integrated into the facility wide safety management program.

RESPONSIBILITIES OF THE HOSPITAL SAFETY OFFICER

- Evaluate all new equipment entering the hospital for inclusion in the safety management programs.
- Assist in monitoring the handling, storage, and disposal of hazardous materials and hazardous wastes.
- Ensure incident reports regarding hazardous materials/wastes, equipment failure, user error, employee/visitor/patient safety are documented and reported to appropriate committees.
- Initiates appropriate action responses based on analysis of incident reports (See above I).
- Assist department heads in equipment recall by manufacturer. Initiate and/or cooperate with action response of recall. Complete and submit appropriate documentation.

RESPONSIBILITIES OF THE HOSPITAL SAFETY OFFICER

- Assist the EC Committee in performing annual evaluation of the effectiveness of the hospital's safety management program.
- Prepare quarterly reports to the governing body of key incidents, accidents, and/or trends that may compromise the safety of patients, visitors, or staff, action taken, and the effectiveness of those actions. Summary of safety management issues and EC committee activities are to be included in the report.

RESPONSIBILITIES OF THE SERVICE DIRECTORS

- Annual review of the hospital wide and departmental safety policies and procedures.
- Annual risk assessment of specific job-related hazards for each department staff member.
- Provide approval of any implemented changes in department/service safety management practices recommended by the EC committee.
- Provide support to Safety Officer by ensuring that Service Director's Department Heads meet all Department Directors Safety Responsibilities, including Safety Training and Safety Inspections.

RESPONSIBILITIES OF THE SERVICE DIRECTORS



- Provide guidance to Department Directors and Safety Officer as needed on any safety related practices or services.
- Attend and participate in monthly safety meetings and quarterly inspections.
- Completion of incident/accident reports when department heads under their scope of authority has been involved in a work place injury.

RESPONSIBILITIES OF THE DEPARTMENT DIRECTORS

- Annual review of the hospital wide and departmental safety policies and procedures.
- Annual risk assessment of specific job-related hazards for each department staff member.
- Implementation of changes in department/service safety management practices recommended by the EC committee.
- Conduct semiannual and quarterly departmental safety/hazards and unsafe practices inspections. These inspections shall be sent to the Safety Officer no later than the LAST DAY of the SECOND MONTH of each QUARTER.

RESPONSIBILITIES OF THE DEPARTMENT DIRECTORS

- Hazardous Materials and Wastes program departmental annual review and training.
- Emergency preparedness program departmental plans review and training.
- Review of all incidents/accident reports (departmental). (Completion of all incident/accident reports with information provided by injured employee. Department head will sign off on incident report)
- Review of all equipment failures, user errors and user abuse incidents (departmental).
- Annual review and training of the departmental Fire Plan.

RESPONSIBILITIES OF THE DEPARTMENT DIRECTORS

- Safety training (departmental) (Safety training conducted by Department Director must have at least a 75% attendance rate each month. Department Director must attend 100% of all monthly safety training. Safety Meeting form will provide complete information on the safety training, including the number of employees trained and the total number of employees employed in their department. Training roster needs to be submitted to Safety Officer by end of each month with date of training documented.

RESPONSIBILITIES OF THE DEPARTMENT DIRECTORS

- Annual training or assessment of the need for training of all departmental staff members who use biomedical equipment-reported at least every other month, to the EC Committee/Safety Officer. (Provide Safety Officer with attendance roster or checklist of any safety related training conducted within department.)
- Annual training or assessment of the need for training for all users of utilities systems.
- Participation with the EC Committee in their review of departmental safety program.

RESPONSIBILITIES OF THE DEPARTMENT DIRECTORS

- Participation in interdepartmental and intradepartmental risk assessment studies addressing concerns regarding patients, visitors, personnel, buildings, grounds, equipment and internal physical system with the EC Committee.
- Completion of Occurrence Reports when patients, visitors or vendors are injured within the Supervisors Department or when one of Supervisor's employees witnesses an injury outside of their department.
- Abides by all safety policies on the hospital.
- Assist Safety Officer with creation of job safety analysis on equipment usage and job related processes that are considered hazardous.

Responsibilities of Employees of the Hospital

- Abides by all safety policies of the hospital.
- Reports to their supervisor unsafe conditions and practices.
- Provides input on safety to help maintain a safe atmosphere in the Hospital.
- Attend and complete any required training by the Hospital.
- Acts in a responsible manner.
- Observe all safety policies, regulations, safe work practices, and job instructions for your job or occupation.

Responsibilities of Employees of the Hospital

- ❑ Familiarize yourself with the safety programs which effect your job.
- ❑ Correct safety hazards and unsafe conditions you can handle yourself. Report others hazards to your supervisor.
- ❑ Congested storage, poor housekeeping, poor lighting, broken equipment , blocked exits, and aisles, and other unsafe conditions can lead to accidents. Help keep department organized by practicing good housekeeping and reporting any broken equipment, etc. to supervisor.

Responsibilities of Employees of the Hospital



- Observe all warning signs.
- Know the personal protective equipment required for your job, and use it. some jobs require special protective equipment, such as gloves, goggles, safety glasses, face masks, etc.
- Familiarize yourself with the Fire and Emergency Response Plan. Know how to report a fire and know your escape route.

Responsibilities of Employees of the Hospital

- ❑ Avoid carrying loads that obstruct your vision.
- ❑ Observe safe lifting practices. Size up a load before you attempt to lift it. Lift with your legs, not your back. In general, avoid lifting heavy or awkward objects by yourself. Get help.
- ❑ Shelves and storage areas should be kept free of any accumulation of material that could cause tripping, falling objects and fires.

Responsibilities of Employees of the Hospital



- Make sure tools and equipment are in safe condition before using them. All electrical equipment must be grounded.
- Use machinery and equipment only when you have been authorized to do so and when you have received safety training.

Notes

- **Safety Responsibilities are presented at new employee orientation and annually in department meetings. The Safety Officer is responsible for providing support and guidance to Departments on the Hospital's General Safety Rules.**
- **Department Managers are responsible for implementing the training on Safety Responsibilities to each employee and ensuring that all employees understand and follow the rules.**
- **Employees are responsible for learning and meeting their safety responsibilities at E A Conway Medical Center. Employees that do not abide by the rules and create an unsafe condition for themselves and other employees could be subject to disciplinary action by Hospital Administration.**

The End!