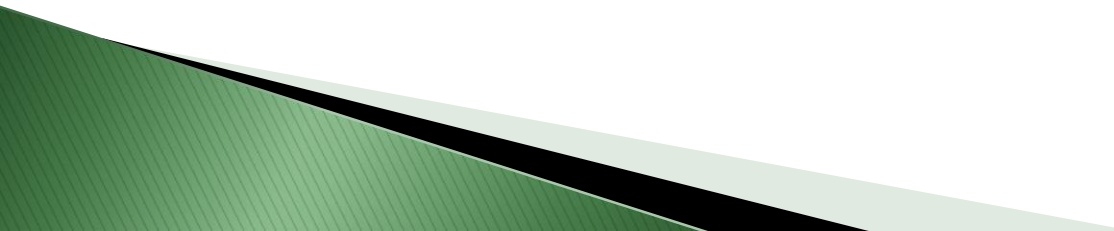
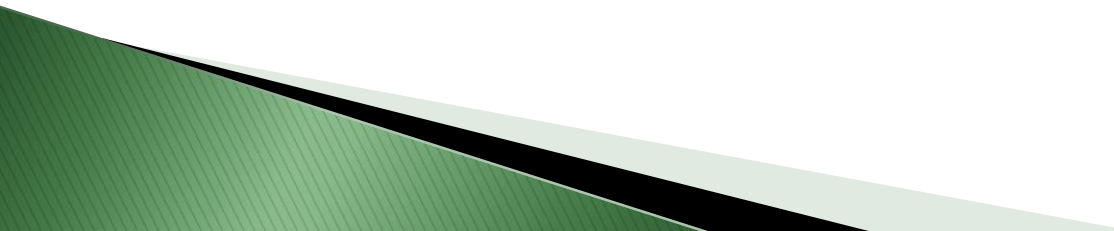
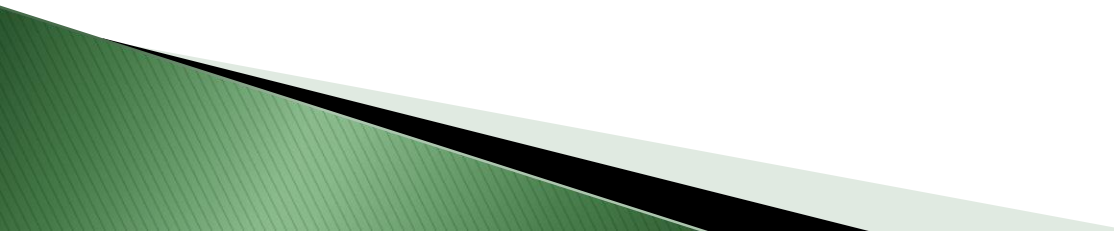


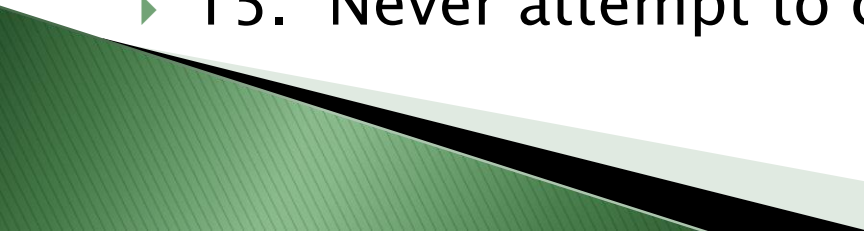
University Health Conway

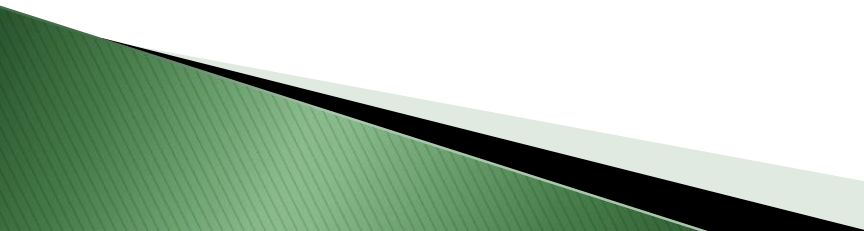
General Safety Rules

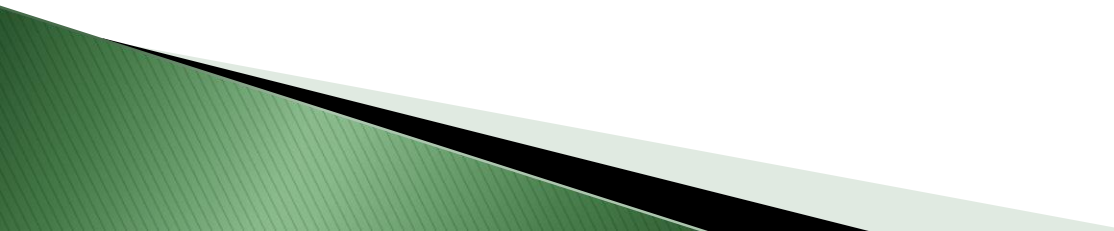
- ▶ **It is the goal of University Health Conway to ensure that all patients, visitors, employees, personnel, and properties under the control of the hospital are maintained in as safe an environment as possible. For that reason, the following policy pertains to the general safety practices/rules to be followed by employees, patients, and visitors.**
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- ▶ 1. Horseplay and fighting will not be tolerated in the work place.
 - ▶ 2. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the work place. Inform your immediate supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required.
 - ▶ 3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
 - ▶ 4. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
 - ▶ 5. Operate equipment only if you are trained and authorized.
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- ▶ 6. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
 - ▶ 7. Immediately report any recognized potentially unsafe condition or act to your supervisor.
 - ▶ 8. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
 - ▶ 9. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
 - ▶ 10. Supervisors should obtain special safety permits when required. Examples of conditions requiring special safety permits are work with hot objects and work in confined spaces.
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- ▶ 11. Follow recommended work procedures outlined for the job including safe work methods described in the job safety analysis.
 - ▶ 12. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
 - ▶ 13. Report any smoke, fire, or unusual odors to your supervisor.
 - ▶ 14. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor must determine specific methods for safe lifting.
 - ▶ 15. Never attempt to catch a falling object.
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- ▶ 16. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
 - ▶ 17. Fasten restraints belts before starting any motor vehicle.
 - ▶ 18. Obey all driver safety instructions.
 - ▶ 19. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
 - ▶ 20. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
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- ▶ 21. Adhere to departmental rules and procedures specific to departmental operations.
 - ▶ 22. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.
 - ▶ 23. University Health Conway is a tobacco free hospital. No tobacco of any form is permitted on University Health Conway property.
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- ▶ **General Safety Rules 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 general safety rules to each employee and ensuring that all employees understand and follow the rules.**
 - ▶ **Employees are responsible for following General Safety Rules. 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.**
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The End!