



INFORMATION FOR INJURY PREVENTION

INSTRUCTIONS: This notice must be posted on the Company bulletin board and reviewed with each new employee as part of the Orientation process. Signed copy to remain in employee's Personnel File.

FOR ANY UNSAFE OR UNHEALTHY WORKPLACE CONDITION OR PRACTICE...

- PREVENT :** By complying with safe and healthy practices
- LEARN :** Through the Company Training Program general safe and healthy practices and instructions for specific hazards.
- IDENTIFY :** Workplace condition/practices that are unsafe or unhealthy.
- REPORT :** Any unsafe or unhealthy condition / practice to your supervisor.
- CORRECT :** By contacting the Director of Nursing at (____)_____, anonymously if desired, if you do not observe timely correction of the condition after reporting it to your supervisor.
- COMPLY :** With safe and healthy work practices for your safety and the safety of others or disciplinary action may result.
- RECOGNIZE :** Safe and healthful work practices by letting your supervisor know when someone has followed safe healthful practices in order to receive a commendation.

INJURY PREVENTION

A. GENERAL

1. Safe and healthy practices need to be used all times while working.
2. Every employee is encouraged to inform the company of hazards at the worksite without fear or reprisal.
3. The company has a Safety and Health Committee which is comprised of the Administrator, Director of Nursing, Director of Professional Services, UR/QA Coordinator and Office Manager.
4. Any concern regarding safety and health in the workplace may be reported to a member of the local committee. If the issue is not addressed, a member of the Company Safety and Health Committee may be contacted, including the Administrator.
5. Members of the Company Safety and Health Committees will make periodic inspection to identify unsafe conditions:
 - a. when this program is established.
 - b. Whenever the company is aware of a new or previously unrecognized hazard.
6. Occupational injury or occupational illness is to be investigated.



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7. Unsafe or unhealthy conditions / practices / procedures are to be corrected in a timely manner:
 - a. when observed or discovered, and
 - b. when an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, removed all existing personnel from the area except those necessary to correct the existing condition. Employees necessary to correct hazardous conditions shall be provided with safeguards.
8. Training and instructions are to be provided:
 - a. when program is first established.
 - b. to all new employees.
 - c. to all employees given new job assignments for which training has not been received.
 - d. whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
 - e. whenever the employer is made aware of a new or previously unrecognized hazard.
 - f. for supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
9. Review Emergency Preparedness Plan

B. OFFICE PERSONNEL

1. Check workstation to assure that desk, chairs, and other equipment is in safe working condition. If not, report to the Director of Nursing.
2. Check that equipment in the employee service area, such as coffee pots and microwave ovens are in safe working conditions, if not, report it to the Director of Nursing.
3. Should you become aware that furniture, furnishings, or equipment is not in safe working order, report it to the Director of Nursing.

C. NURSING PERSONNEL

1. Clinicians shall promote safety and minimize hazards related to care, whether in the home or in the office.
(JCAHO: SI.1)

_____ shall provide directly or through arrangement the initial and appropriate ongoing written/verbal instruction in safety related to the care or services provided (JCAHO: SI. 1)

- a. Basic home safety (JCAHO: SI.1.1.1.1.1);
- b. The safe and appropriate use of medical equipment (JCAHO: SI.1.1.1.1.1);
- c. The storage, handling, delivery, and access to supplies, medical gases, and drugs, with specific reference, as appropriate to chemotherapeutic agents, controlled substances, parenteral and enteral nutrition solutions needs; (JCAHO: SI.1.1.1.1.4);
- d. The identification, handling, and disposal of hazardous materials and wastes in a safe and sanitary manner, and in accordance with applicable laws and regulations (JCAHO: SI.1.1.1.1.4).



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The patient's knowledge and performance of safety procedures is monitored on an ongoing basis through the Plan of Treatment process, appropriate instruction is provided as deficiencies are identified (JCAHO: SI.1.4).

The staff's knowledge and performance of the safe and appropriate use of equipment related to the care or services provided are monitored on an ongoing basis appropriate instruction is provided (JCAHO: SI.1.4).

All accidents and injuries shall be reported to the Director of Nursing or Administrator (JCAHO: SI.1.5.1) who shall take an Incident Report for Investigation.

All incidents shall be investigated by appropriate company personnel, and shall be copied to the UR/QA Coordinator for the review and suitable action (JCAHO: SI.1.5.1.1).

2. Infection Control

Measures shall be taken to prevent, identify, and control infections (JCAHO: SI.2). All cases of reportable diseases noted by professional staff of _____ shall be reported to the local health officer, including undue prevalence of infections or parasitic disease or infestation (Title 22:74725 and 74727).

Signature of Personnel Receiving Training

Date

Signature of Personnel Providing Training

Date