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| SAFETY | | | | NO. | |
| **POLICY:**  Responsibility for the prevention of accidents / incidents must be accepted by employees. Employees, patients and members of the public must be protected from unsafe acts or unsafe conditions.  **PROCEDURE:**  The duties of employees, in order to carry on an effective safety program, are as follows:   1. Give support to safety concepts and activity – through good example and good leadership. 2. Participate in a continuing in-service training program for employees:    1. Emphasize the absolute needs for the patient’s safety.    2. Include safe work habits so employees will recognize hazards. 3. Employees should be aware of safety rules for their respective areas as well as safety rules for the entire facility:    1. Fire Plan    2. Disaster Plan    3. Safety Plan 4. Be alert throughout the day to observe unsafe work practices; correct them. 5. Eliminate accident causes through the reporting and correction of unsafe conditions. 6. Report accidents and incidents so that injuries can be properly treated. 7. Investigate accidents (employee or public) and patient incidents. 8. Review the Safety Manual to familiarize yourself with safety protocols.   Accident reporting and investigations are of great importance to the effectiveness of a loss control program. Investigations must be constructive in nature rather than attempting to find fault and place blame. | | | | | |
| Approved: | Effective  Date: | Revision  Date:  3/17 | Change No.: | | Page:  1 of 1 |