

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

**ADMINISTRATIVE**

**SUBJECT:** SAFETY ORIENTATION AND TRAINING PROGRAM

**REVIEWER:** Safety Committee Chair\*

**POLICY**

To the extent reasonably possible, the College will ensure the safety of teammates by providing safety training and education appropriate to their work function and to the general environment.

**PROCEDURES**

- A. Safety orientation, in-service, and continuing education activities are provided to ensure teammates receive information necessary to safely and efficiently perform their jobs. This training includes, but is not limited to, the following:
1. General Atrium Health orientation
  2. College orientation
  3. Continuing education or in-service
  4. Other mandatory training activities pertinent to the teammates job or function
- B. It is the responsibility of each leadership team member to provide his/her teammates with appropriate safety guidelines for the prevention of accidents, and to assure that all teammates complete the General Safety (Environment of Care) ACE Module on an annual basis to demonstrate compliance. Managers are responsible for ensuring that all teammates who may be working in office areas know and practice the following general safety rules.
1. Corridors are to be unobstructed; floor surfaces will be kept free of clutter and objects that cause a tripping hazard.
  2. Equipment should only be in hallways when necessary for immediate use and then placed in a designated area.
  3. Any equipment that is in the hallway should be kept on one side of the hall.
  4. Exit signs should be visible and lighted.
  5. Needle disposal boxes and bio-hazardous waste receptacles should be filled only to designated capacity, then closed and disposed of according to policy (see disposal of biohazardous materials and sharps containers).
  6. Fire doors should not be obstructed. Science laboratory doors should remain closed.
  7. Electrical appliances should be in compliance with the electrical equipment policy.
  8. Equipment should be kept in good repair, with regular preventive maintenance according to manufacturer's recommendations and/or clinical engineering or maintenance department directors or their representatives.
  9. Teammates are to operate only equipment and/or machinery for which they have received training and authorization for use.
  10. Where appropriate, protective guards must be used when operating equipment and/or machinery.
  11. Approved lifting techniques must be followed. Teammates should seek assistance when needed. Teammates with a concern or tendency toward back strain should request attendance at the body mechanics class.
  12. Teammates should be familiar with disaster, fire and evacuation plans, and know their specific duties should the need arise.
  13. Teammates will request assistance as needed to correct immediate hazards.
  14. Teammates will request assistance when reaching for high objects, and obtain a ladder, if necessary.
  15. Teammates will keep chair legs on the floor at all times and will not tilt back in chairs.
  16. Teammates will keep desk and file drawers closed when not in use, and provide a safe storage of scissors, letter openers, pens and pencils.
- C. The Safety Orientation and Training Program policy and procedure will be reviewed bi-annually.

## **REFERENCES**

### **Related Policies to Consult**

#### **CCHS:**

ADMINISTRATIVE - [Biohazardous Materials and Sharps Containers](#); [Security Measures](#)

### **Related 2018 SACSCOC Standard**

13.8 Institutional environment