

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

Section V - Safety

SUBJECT: SAFETY ORIENTATION AND TRAINING PROGRAM

REVIEWER(S): Safety Committee Chair

Related Policies to Consult:

(AED) Automated External Defibrillator (Sec. V)
Biohazardous Materials and Sharps Containers (Sec. V)
Electrical Equipment (Sec. V)
Fire and Emergency Action Plan (Sec. V)
Security Measures (Sec. V)

I. POLICY

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

II. PROCEDURES

- A. Safety orientation, in-service, and continuing education activities are provided to ensure employees receive information necessary to safely and efficiently perform their jobs. This training includes, but is not limited to, the following:
1. General CHS orientation
 2. College orientation
 3. Continuing education or in-service
 4. Other mandatory training activities pertinent to employee's job or function
- B. It is the responsibility of each leadership team member to provide his/her employees with appropriate safety guidelines for the prevention of accidents, and to assure that all employees complete the General Safety (Environment of Care) ACE Module on an annual basis to demonstrate compliance. Managers are responsible for ensuring that all employees 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. Employees 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. Employees should seek assistance when needed. Employees with a concern or tendency toward back strain should request attendance at the body mechanics class.
12. Employees should be familiar with disaster, fire and evacuation plans, and know their specific duties should the need arise.
13. Employees will request assistance as needed to correct immediate hazards.
14. Employees will request assistance when reaching for high objects, and obtain a ladder, if necessary.
15. Employees will keep chair legs on the floor at all times and will not tilt back in chairs.
16. Employees 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 will be reviewed and/or updated bi-annually.

III. APPROVAL:

Name: _____ Title: President Date: _____