

ILLNESS AND INJURY PREVENTION PROGRAM**OPS.503**

Approved By:	Chief Operations Officer	Adopted Date:	N/A
Distribution:	All ODCHC Staff	Revision Date(s):	05/01, 04/04, 03/13

PURPOSE:

ODCHC is committed to providing a safe and healthful work environment for employees. To achieve this goal, we must all make reasonable efforts to identify and correct workplace hazards. Accordingly, ODCHC has adopted the following policy.

POLICY:

Responsibility for Implementation: The Site Administrator of each site is given responsibility for implementation of this *Illness and Injury Prevention Program*. Questions or comments regarding the program should be directed to the Operations Officer or Risk Manager.

Ensuring Employee Compliance with IIPP:

1. Each employee will be provided with training on general safety practices as well as training for the employee's specific job duties and hazards specific to the employee's assignment. Subsequent training will be provided to employees when it is needed.
2. ODCHC is very serious about their obligation to provide a safe working environment for their employees. Performance evaluations will take into account an employee's compliance with the clinic's safety practices and attendance at safety in-services. Employees who fail to follow safe work practices will be subject to discipline.
3. ODCHC will recognize and commend those employees who follow safe and healthful work practices.

Communication of Safety and Health Issues to Employees:

1. ODCHC shall follow the current Hazard Communication standards published by OSHA. Refer to OPS.504 for the current Hazard Communication Policy.
2. To ensure that ODCHC and its employees are fully informed on all workplace hazards, each ODCHC site will hold yearly in-services on identified topics and risk areas.

The Safety Committee:

1. ODCHC's Safety Committee shall consist of each site's Nurse Coordinator and Site Administrator, the Human Resources Manager, the Operations Officer, the Laboratory Coordinator, and a representative of the Maintenance department.
2. The Safety Committee shall meet at least quarterly.
3. The Safety Committee shall perform the following functions:
 - Review all Consolidated Situation Reports related to workplace hazards.
 - Review all Accident Investigation Forms.
 - Review all IIPP Quarterly Inspection Checklists.
 - Review all newly introduced workplace hazards (including substances and MSDSs, procedures, pieces of equipment) to ensure that appropriate safety measures have been implemented.
 - Review Workers Compensation Claims Reports.
 - Analyze workplace hazard data in order to discern trends or to identify previously unrecognized hazards.
 - Develop and implement solutions to unresolved workplace hazards.
 - Develop and implement solutions to improving overall workplace safety.

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Identifying Workplace Hazards:

1. Employees who have information on potential workplace hazards should report this information to the Site Administrator on a Consolidated Situation Report Form. Refer to OPS.007 for additional information on situation reporting procedures.
2. To identify potential workplace hazards, quarterly inspections of clinic facilities shall be conducted by each facility's Site Administrator or designee, following the IIPP Quarterly Inspection Checklist. Inspections are to be scheduled so as to allow review of completed inspection checklists at each quarter's Safety meeting.
3. Periodic workplace inspections shall be conducted by supervisors. Any workplace safety problems that cannot be immediately corrected should be reported to the Site Administrator on a Consolidated Situation Report form.
4. All workplace injuries are to be reported by the injured employee by filing an Accident Investigation form with the Site Administrator within 48 hours of injury. Refer to OPS.501 Workplace Injuries for additional information.
5. It shall be the responsibility of each employee to notify the Site Administrator whenever he or she becomes aware of a new substance, procedure or piece of equipment that poses a potential workplace hazard. Once notified, the Site Administrator shall conduct an inspection of the new substance, procedure or piece of equipment within 48 hours.
6. Employees are encouraged to participate in inspections by providing input on workplace hazards and on how to address these hazards. Identifying and evaluating workplace hazards during inspections is the most effective and efficient way to deal with these hazards.

Investigating and Correcting Workplace Hazards:

1. Upon receipt of a Consolidated Situation Report form or any other report of a potential workplace hazard, the Site Administrator or designee will conduct an investigation. The timeliness of the investigation shall relate to the potential severity of the workplace hazard, but shall not, in any case, take more than one week.
2. When appropriate, the Site Administrator shall work with the employee, the supervisor and/or the Risk Manager and Maintenance department to correct the workplace hazard. Until the hazard is corrected, the Site Administrator shall take appropriate steps to protect employees from the hazard.
3. The Site Administrator shall make a report to the Risk Manager within one week of each hazard report. The report shall include details of the hazard, results of the investigation, and any actions that have been taken or planned. Hazards of a highly serious nature should be communicated to the Risk Manager or Operations Director immediately.
4. The Risk Manager shall be responsible for addressing unresolved workplace hazards. If the hazard cannot be corrected in a timely manner, the Risk Manager will notify the Operations Officer who must order that the particular operation giving rise to the condition, practice or procedure cease. All such conditions should be reported to the Executive Management Team.
5. If it is determined, at any time, that an imminent hazard exists which cannot be corrected without endangering employees and/or property, all exposed personnel must be removed from the area of the hazard. Only those personnel necessary to correct the hazard shall be allowed in the immediate vicinity of the hazard and these employees must be provided with adequate safeguards.

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Training:

1. *Initial Training:* regarding workplace hazards will be provided to each new employee. This training will take place within one month of hire and shall include instruction regarding:
 - Fire Drill, Disaster & Emergency Plans, IIPP Program Review, Hazard Communication, Back Care, Reporting Workplace Injuries or Hazards, TB protocol, Blood Borne Pathogen Protocol, Body Ergonomics, Repetitive Motion Injury prevention
2. *Training Updates* shall be provided annually covering the following topics: Fire Drill, Disaster & Emergency Plans, IIPP Program Review, Hazard Communication, Reporting Workplace Injuries or Hazards, TB protocol, Bloodborne pathogens protocol. In addition, employees given new job assignments will receive training regarding the hazards of the new assignment.
3. *New Substances, Processes, Procedures and Equipment:* Whenever new substances, processes, procedures and/or equipment are introduced into the workplace and represent a new hazard, affected employees will receive training regarding these new hazards.
4. *New Hazards:* Training shall be provided to all affected employees whenever the Site Administrators are made aware of any new or previously unrecognized hazard.

Recordkeeping:

The following records shall be maintained by the Operations Director for a minimum of years as indicated below:

1. Safety Committee actions:
 - Consolidated Situation Reports – 7 years
 - Accident Investigation Forms – 7 years
 - IIPP Quarterly Inspection Checklists – 3 years
 - Minutes of Safety Committee meetings – 3 years
2. Records of safety and health trainings, containing the following information:
 - Date(s) of training
 - Name of training provider
 - Type(s) of training (including subject and how given, i.e., lecture, videotape, etc.)
 - Names of employees attending training

Attachments:

IIPP Quarterly Inspection Checklist

Additional References:

OPS.007 Consolidated Situation Reports

OPS.504 Hazard Communication

OPS.501 Workplace Injuries

Approved:



Cheyenne Spetzler
Chief Operations Officer