

Warren Community Hospital, Inc. d/b/a North Valley Health Center 300 W. Good Samaritan Dr., Warren, MN 56762	
Subject: General Safety Plan Policy and Procedure	Manual: P-Drive, Life Safety Manual
Policy #: 7609	Review/Revision: 4/04, 10/05, 4/08, 10/13, 9/29/20
Approved by: CEO	Effective Date: 10/99

1.0 Purpose:

1.1 The purpose of this plan is to guide North Valley Health Center in providing a hazard-free environment for its employees, patients and guests.

2.0 Policy:

2.1 North Valley Health Center will comply with all applicable laws and regulations as they pertain to the safety and security. A culture of safety will be promoted.

3.0 Definitions:

4.0 Responsibilities:

4.1 Administration

- 4.1.1 Continuous participation with visible leadership
- 4.1.2 Commit funds
- 4.1.3 Appropriate time to develop and implement program
- 4.1.4 Administer program
- 4.1.5 Develop policy
- 4.1.6 Review injury and insurance data annually

4.2 Safety Coordinator

- 4.2.1 Personal commitment to safety
- 4.2.2 Establish yearly objectives and goals
- 4.2.3 Provide budgetary requests for proper equipment and training
- 4.2.4 Arrange for, and/or conduct training
- 4.2.5 Participate in annual review
- 4.2.6 Ensure adherence to governmental regulations and company safety rules
- 4.2.7 Investigate accidents
- 4.2.8 Promote accident reporting within 24 hours of notification

4.3 Safety Committee

- 4.3.1 Promote the Safety Program
- 4.3.2 Advise management of safety issues and needs
- 4.3.3 Make formal recommendations
- 4.3.4 Plan and promote safety activities
- 4.3.5 Evaluate the effectiveness of the program
- 4.3.6 Conduct routine inspections
- 4.3.7 Investigate potential problems and near misses
- 4.3.8 Set goals and objectives

4.4 Safety Committee Chair

- 4.4.1 Coordinate the activities of the committee's recommendations
- 4.4.2 Review all safety suggestions submitted by employees presenting information to the committee

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- 4.5 Department Managers/Supervisor/Lead People
  - 4.5.1 Maintain a positive attitude about safety
  - 4.5.2 Hold direct responsibility for safety within their work group taking corrective action when needed
  - 4.5.3 Ongoing inspections
  - 4.5.4 Rule enforcement with disciplinary action when needed
  - 4.5.5 Solicit employee input regarding safety issues
- 4.6 Employees
  - 4.6.1 Support the safety program
  - 4.6.2 Follow the safety rules and procedures
  - 4.6.3 Work safely
  - 4.6.4 Promptly report hazardous conditions
  - 4.6.5 Suggest improvements
  - 4.6.6 Communicate safety to co-workers
  - 4.6.7 Use personal protective equipment (PPE)
  - 4.6.8 Participate in annual safety training
  - 4.6.9 Understand unsafe acts which could result in disciplinary action
- 5.0 Procedure:
  - 5.1 Safety Policy Review:
    - 5.1.1 Safety policies are reviewed following the Policy Review Procedure.
    - 5.1.2 Evaluation of effectiveness of the Safety Committee is completed quarterly and reported to the QA/QI Committee.
  - 5.2 Orientation/Education of Employees:
    - 5.2.1 All employees must complete safety orientation to include, but not limited to:
      - 5.2.1.1 Safety related materials
      - 5.2.1.2 Fire Plan
      - 5.2.1.3 Hazardous Communications
      - 5.2.1.4 AWAIR
      - 5.2.1.5 LOTO
      - 5.2.1.6 Safety Reporting
      - 5.2.1.7 Emergency Preparedness
    - 5.2.2 Documentation is filed and maintained by administration
    - 5.2.3 All departments are encouraged to discuss safety as part of their regularly scheduled staff meetings.
  - 5.3 Incident Reporting:
    - 5.3.1 A system, if incident reporting has been established, which will enable proper investigation to determine cause, corrective action, and preventive measures.
    - 5.3.2 Accurate incident reporting and investigation is considered to be a major component of effective management.
    - 5.3.3 All employee incident reports are completed and routed to their Department Manager and Administration.

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5.3.4 Incident reports involving patients and visitors are completed and routed to the appropriate Department Manager and Administration.

5.3.5 All incident report summaries are presented at each Safety Committee meeting.

5.4 Information Distribution:

5.4.1 Meeting agendas and minutes of the Safety Committee are forwarded to:

5.4.1.1 Administration

5.4.1.2 QA/QI Committee

5.5 Safety Management Plan Tool Information Collection Tools:

5.5.1 Survey/inspection by outside agencies

5.5.2 Safety management tracking sheets

5.5.3 Risk Management reports

5.5.4 Equipment and utility management reports

5.5.5 Environmental safety inspection reports

5.5.6 Incident report summary


5.5.7 Needle/sharps report summary

5.5.8 Patient survey forms

5.5.9 Visual observation

5.5.10 Drill reports

6.0 References:

Authorized by:	
	
_____	09/16/2020
	DATE