



Injury & Illness Prevention Program Compliance Training

Heritage Provider Network
&
Arizona Priority Care

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At the end of this training, please complete the quiz successfully to receive the “Certificate of Completion”. The training is not complete until the certificate and quiz results are submitted to contact information listed on the certificate.

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Policy Statement

- It is our policy to provide a safe and healthful place to work for all employees and every reasonable effort will be made to maintain it.
- All levels of the organization are responsible for the prevention of accidents.
- It is the duty of each supervisor/administrator to ensure that those under his/her direction are aware and follow established safety regulations and procedures.
- Any injury that occurs on the job must be reported to management as soon as possible. Appropriate medical care will be provided in a timely manner. Transitional work may be available for an injured employee.

Policy Statement

- Hazards are recognized and addressed through safety meetings and discussions, periodic inspections of the workplace and self-reporting (anonymity is guaranteed) on a provided Safety Improvement Program (SIP) form.
- Particular emphasis is placed on the following mandatory safety programs:
 - Hazardous Communication Plan
 - Universal Precautions Policy
 - Infection Control Policy
 - Medical Waste Management Plan
 - Exposure Control Plan
 - Safety Rules
 - Fire and Emergency Response Plan
 - Earthquake and Disaster Plan

Policy Statement

- Postings, handouts, department and general staff meetings are forums for communication regarding health and safety issues. Appropriate records are maintained by the Human Resources Department to document compliance with OSHA and the Arizona Labor Code requirements.

Responsibility – All Employees

- All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes one or more of the following practices:
 - Insuring workers are aware of the provisions of our Injury and Illness Prevention Program,
 - Evaluating the safety performance of all workers,
 - Recognizing employees who perform safe and healthful work practices,
 - Providing training to workers whose safety performance is deficient, and
 - Disciplining workers for failure to comply with safe and healthful work practices.

Responsibility – All Employees

- Demonstrate “fitness for duty” by successful completion of the pre-employment physical and maintenance of overall good health.
- Report hazards in the workplace to the supervisor or on a Safety Improvement Program (SIP) form.
- Report work-related injuries and illness to the supervisor.
- Comply with safety policies/work rules as described in the Employee Handbook.

Responsibility – HR and Safety Coordinator

- Ensure that recording and reporting of occupational injuries and illnesses are in compliance with OSHA and the Arizona Labor Code.
- Ensure that employee claim forms and employee injury reports are available for supervisors and that Human Resources staff is available to assist in the proper completion and processing of these forms.
- Ensure that the first report of injury and work status reports are received from the Occupational Medicine Department.
- Follow up with the injured employee. Ensure that the final report on conditions is received from the Occupational Medicine Department. Communicate with the employee on modified duty or lost time.

Responsibility – HR and Safety Coordinator

- Maintain department representation on the Safety Committee.
- Review policies and procedures regularly to assess compliance with OSHA and the Labor Code.
- Initiate safety training for new employees during new employee orientation meetings.
- Arrange for supervisor training on safety as necessary.
- Plan and implement year-round employee safety training.
- Review each employee injury report. Determine if a more detailed investigation is needed.
- Maintain training records on all safety training completed by employees and supervisors.

Responsibility – Supervisors/Dept. Heads

- Acknowledge all work-related injuries of employees.
- Encourage reporting of injuries. Notify Human Resources immediately.
- Provide the employee claim form to the injured employee. Complete employee injury report and forward the completed form to Human Resources as soon as possible.
- Provide sincere concern and follow-up with the injured employee.
- Provide all new employees and department transfers with initial safety orientation to the department.
- Include safety topics as part of regularly scheduled department meeting. Document training and ensure that employees absent from the training session make up the required training.

Responsibility – Supervisor/Dept. Heads

- Conduct regular walk-through audits of the department at least monthly in clinic areas. Take action on any hazards identified.
- Participate on the Safety Inspection Team at least once per year.
- Review results of Safety Inspection Team audits of your department with your employees during staff meetings.

Employee Compliance

Enforcement

- Employees who fail to follow safe work practices will be subject to disciplinary action.
- Violations of safety rules/regulations could result in disciplinary action, ranging from verbal and/or written warning to reprimand and possible termination.
- Exceptions or deviations from the normal disciplinary action may occur when management deems necessary, reflecting the severity of a given violation.

Employee Compliance

Enforcement

Serious infractions that could result in immediate termination are:

- Reporting to work while under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties,
- Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees, and/or
- Any other infractions that have an adverse influence on the safety or well-being of the employees.

Communicating Safety and Health

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable. We encourage all employees to inform their managers and supervisors about workplace hazards without fear or reprisal.

A. Department/Safety Meetings

- Department meetings are held at least quarterly with all staff. Safety topics are addressed on a regular basis in the respective department meetings.

Communicating Safety and Health

B. Employee Training

- Employee training is completed on a variety of safety topics, including recognition of workplace hazards with new employees (within one month of their first day of employment) and existing employees.
- Forums for training include departmental meetings and one-on-one meetings with supervisors.
- The forum for on-going supervisor training is the monthly supervisor meeting facilitated by Administration. Additional training sessions, including presentations by outside experts, are scheduled if more detailed training is needed on a specific topic. Supervisors will be advised in advance of any scheduled training sessions.

Communicating Safety and Health

C. Safety Committee

- The Safety Committee consists of employee representatives from various departments. The committee always includes at least one representative from Human Resources and Clinical Management.
- Representatives will hold their position on the Committee for a minimum of one year and will attend scheduled Committee meetings.
- Committee meetings are held regularly, but not less than quarterly.
- The Safety Committee is responsible to ensure that employees are fully trained on safety and are kept informed of any new hazards discovered in the workplace.

Communicating Safety and Health

C. Safety Committee

- The Committee assesses training needs, plans the training schedule and ensures that all training is completed.
- The Committee ensures that the appropriate documentation is maintained on all completed training.
- The functions of the Committee include but are not limited to:
 - Review safety suggestions (SIPs),
 - Make recommendations after review of SIPs,
 - Conduct annual audit of the facilities,
 - Participate in regular department audits, and
 - Assess training needs of staff and plan for the training.

Communicating Safety and Health

D. Safety Improvement Program

- Safety suggestions are solicited anonymously from the general staff via the Safety Improvement Program (SIP).
- SIP forms are readily available from department supervisors, Human Resources, the Safety Coordinator and the Safety Committee members. SIP forms may be completed by any staff member and forwarded to the Safety Coordinator. Submission of the employee name on the SIP form is optional; however, listing a name is encouraged so that timely feedback may be given to the employee.
- SIPs requiring urgent attention are referred immediately to Administration. Other SIPs are held for the next Safety Committee meeting for discussion and action.

Hazard Assessment and Corrective Action

Periodic Inspections

- Periodic inspections and procedures for correction and control provide a method to identify existing or potential hazards in the workplace, and to eliminate or control them.
- The Safety Coordinator will perform an initial hazard assessment survey, which will be the basis and guide for the on-going inspections. Subsequent department inspections will be performed quarterly by the department head, or designee, in all areas.
- Inspections are documented utilizing the safety inspection report. The completed report is signed and dated by the individual performing the inspection and forwarded to the Safety Coordinator who ensures that proper correction action is taken, if required. The Safety Coordinator maintains all documentation.

Hazard Assessment and Corrective Action

Periodic Inspections

- A copy of the report, including recommendations by the Safety Coordinator and/or Safety Committee, is given to the supervisor(s) of the area(s) inspected. The supervisor (s) is/are expected to share the findings with the staff at the next department meeting.
- If department inspections are not performed as required, disciplinary action will be taken.

Hazard Assessment and Corrective Action

New Substances, Processes and Procedures

- The Safety Coordinator inspects new substances, processes and procedures that are introduced into the workplace.
- The Safety Coordinator ensures that employees are trained in any changes, and the new processes are safe and in compliance with the law.

Accident Investigation and Corrective Action

- Employees must report any work-related injury or illness to their supervisor upon discovery. Failure to report a work-related injury or illness could result in disciplinary action.
- Procedures for investigating workplace accidents and hazardous substance exposures include:
 - Interviewing injured workers and witnesses,
 - Examining the workplace for factors associated with the accident/exposure,
 - Determining the cause of the accident/exposure,
 - Taking corrective action to prevent the accident/exposure from reoccurring, and,
 - Recording the findings and corrective actions taken.

Quiz

My Quiz

Question 4 of 16

Point Value: 20 / Total Points: 10 out of 160

Match the following items:

Item 1

Item 2

Item 3

Item 4

Item 5


Item 6

Item 7

Item 8

Answer

Finish

Click the  **Quiz** button on iSpring Pro toolbar to edit your quiz



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