

	County of Sacramento Department of Health Services Division of Primary Health Policy and Procedure	Policy Issuer (Unit/Program)	JCH
		Policy Number	B04-1321
		Effective Date	05-09
		Revision Date	07-19
Title: Staff Safety		Functional Area: Safety	
Approved By: Pamela Gandy-Rosemond, MSN RN CCHP Health Administrator Approved By: Scarlett Ong, BSN RN Clinic Manager			

Policy: Report all work related accidents, injuries, illnesses, or unsafe conditions immediately to your supervisor. Sacramento County has developed general safety principles that apply to all employees and are highlighted in this document.

Procedures:

A. General Safety Policy

1. Staff shall follow procedures established at their work locations regarding entering and exiting their building.
2. Aisles, hallways, and stairways shall be kept clear of obstructions, and all exits shall be kept clear and well lighted. Fire extinguisher access shall be kept clear of obstructions.
3. Equipment and work aids shall be used for their intended purposes only. Misuse of equipment and work aids can cause injury to staff and damage to the equipment.
4. Employees must use a step stool to reach high objects.
5. Employees must consider others in the work area before using or displaying items such as:
 - a) Personal fans
 - b) Radios, or other items that make noise
 - c) Pollinating plants and/or plant that emanate an odor
 - d) Colognes, perfumes, air fresheners, etc.
6. Employees should inform their supervisors prior to performing any work duty in which they may need assistance in order to avoid accidents, injury or illness.
7. Files and supplies shall be stored safely to avoid accident or injury. Heaviest items shall be stored closest to the floor, and lightweight items stored above. Material shall not be stacked precariously on top of file cabinets or other high places.
8. Desk and cabinet drawers shall not be left open. Do not open more than one upper drawer at a time.
9. Work areas shall be maintained in a neat and orderly manner.
10. Trash and refuse are to be thrown in proper waste containers.

11. Do not store any combustible material near heat generating equipment.
12. Always use proper lifting techniques. Never attempt to lift or push heavy objects. Use appropriate material handling equipment and/or request assistance (see attachment section Lifting and Carrying).
13. Smoking is not permitted inside any county leased or owned facility or within 20 feet of a doorway or open window.
14. Turn off computers, fax machines, copy machines, lamps and small appliances after normal business hours to avoid overheating. Appliances and electrical equipment that are in need of repair should be unplugged and reported immediately to a supervisor.
15. Broken furniture and other safety hazards should be reported to a supervisor immediately.
16. Plugging several power strips together is prohibited.
17. Burning candles and incense is prohibited.
18. Decorative fountains are prohibited.
19. Food or liquid spills shall be wiped up promptly.
20. Cleaning solvents and flammable liquids shall be stored in appropriate containers. Building maintenance should be notified immediately of any chemical spill.

B. Vehicles:

1. When operating a motor vehicle while on county business, the driver shall obey all laws and rules of the road, and avoid distracting activities.
2. If an employee is involved in an accident while conducting county business in a county or personal vehicle, he or she must contact their supervisor or program manager immediately.
3. In the event of an accident, your supervisor will provide employees with the necessary documents to be completed immediately and sent to Risk Management within 24 hours.

C. Juvenile Correctional Health (JCH) Staff Safety in the Clinic

1. All staff must be aware of their surroundings at all times and ensure there is a safe evacuation route in case of an emergency.
2. Personal belongings not needed to perform job should not be transported into facility.
3. While providing medical care in a closed room, staff is to ensure that he/she is closest to the exit door.
4. Staff should not be wearing any jewelry, such as long necklaces and long earrings, which can be pulled by another individual.
5. Medical staff should not be wearing their stethoscope around their neck while seeing any youths (patients).
6. Infirmary room doors are not to be opened for any S1 patient without Probation staff's presence.

7. Clinic staff should notify Probation Staff at the onset of any risky behavior by a youth, occurring in the clinic and in units when seen by clinic staff.
8. JCH Staff Environment
 - a) Staff shall maintain at all-time a working area that is neat and tidy.
 - b) Medical equipment will be stored in locked cabinets or in areas that are visually observed by medical staff at all times.
 - c) Sharp items and sharp disposal containers are to not be left unobserved in an area where a resident is receiving care.
 - d) Sharp items will be disposed of in Occupational Safety and Health Administration (OSHA) approved containers.
 - e) Any cups, applicators etc. used for administering medication needs to be given back to staff before resident leaves area.
 - f) Staff is encourage to report any safety issue immediately to the Supervising Registered Nurse (SRN) on duty or on-call. The SRN is to immediately address the issue and either resolve the problem. Measure to protect the staff until the problem can be resolved. The SRN will initiate an Incident Report (IR) and notified the Health Program Coordinator (HPC)/or Health Program Manager (HPM).

References:

NCCHC, Y-B-04, Staff Safety

Title 15, Article 3, 1321

Attachments:

N/A

Contact:

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