

Safety and Accident Prevention

Policy

MCHCS depends upon employees to ensure that equipment and facilities are well maintained at all times and to report any unsafe conditions immediately to the appropriate sources.

Annual training is conducted for all employees in the safe handling of hazardous materials and emergency first-aid procedures. Material Safety Data Sheets on all hazardous materials and a complete OSHA manual developed specifically for and by MCHCS are located in every department.

The Safety Committee, whose membership consists of a cross-section of departments throughout the facility, meets regularly with responsibility for:

- Reviewing and acting on safety hazards in a timely manner;
- Reviewing safety policies and procedures at least annually;
- Inspecting departments for safety hazards;
- Reviewing Variance Reports; and
- Discussing fire/disaster drill information at employee annual in-service training.

MCHCS intends to comply with the Occupational Safety and Health Act of 1970, federal right-to-know regulations and all environmental laws.

Procedures

Safety Responsibilities

All employees are expected to take responsibility for ensuring a safe work environment. Employees should:

- Follow all safety rules and regulations.
- Report any unsafe conditions/acts to a supervisor immediately.
- Immediately report the need for equipment or facility repairs to the appropriate manager or maintenance staff member, if appropriate.
- Immediately report any job-related accident or injury to the employee's manager or Risk Manager in accordance with the Workers' Compensation policy.
- Assist with housekeeping as needed by picking up discarded items, wiping up spills, etc.
- Know what procedures to follow in an emergency.

Required In-Service

All employees have annual training which includes a section on safe handling of hazardous materials and emergency first-aid procedures.

Record of annual training will be maintained in the Human Resources Department.

Safety Committee

MCHCS has a formal Safety Committee with responsibilities as follows:

- Reviewing and acting on safety hazards in a timely manner;
- Reviewing safety policies and procedures at least annually;
- Inspecting departments for safety hazards;
- Reviewing Variance Reports; and
- Discussing fire/disaster drill information at employee annual in-service training.

Questions

An employee who has questions about safety and accident prevention should contact their manager, Risk Management or refer to MCHCS' OSHA manual.

Effective Date

Workers' Compensation – Benefits 19-1

Effective Date

December 2003

Revised Date

January 2010