

Safety Policy
Name of organization

Title: Safety Policy

Purpose: *Name of organization* has established this policy to ensure the safety of its employees and patients.

Name of organization reserves the right to change or amend this policy at any time as may be deemed necessary.

Policy:

The organization is firmly committed to the concept of on-the-job safety and management of risks. Each employee has a responsibility to perform his/her job in a safe manner and to assist in the implementation of the provisions of this policy.

Accountability is the basic premise of the safety program. Each employee is accountable (to the employee's supervisor, the department director, the Chief Executive Officer) for safety on the job.

Accidents shall be investigated by supervisors. The purpose of the review is to determine the cause, action being taken, results and status of all accidents.

Each department shall be responsible for implementing a safety program and monitoring its' results. As appropriate, departments will implement departmental safety committees as required by state regulations. Safety consultations will provide expertise as required.

I. Accident Prevention

Prevention is the key to any safety program. By preventing accidents, supervisors are able to meet production and safety goals. The following elements are vital for accident prevention in the safety program:

A. Screening

Applicants for each job shall be thoroughly screened by checking employment records, references, physical capability to perform the job and health history.

B. Training

Each new employee shall receive training regarding the proper methods of performing his/her job, the hazards involved, emergency procedures, and driver's training.

C. Maintenance of Safe Working Conditions

Since unsafe acts and unsafe conditions result in injury-producing accidents, all employees shall be responsible for reporting hazardous conditions and procedures. Departments shall be responsible for developing safety rules, correcting hazards, conducting safety inspections, and investigating accidents. Departments are encouraged to promote employee participation in voluntary screening programs that may become available as they relate to the prevention and management of occupational illnesses. Accidents shall be reviewed periodically for accident prevention purposes.

D. Employee Acceptance of Responsibility for Safety

Each employee shall accept the responsibility for safety at his/her workplace. Safety shall be considered as aspect of all job performance evaluations. This includes reporting hazards, working safely, and reporting accidents to the immediate supervisor within 24 hours.

II. Claims Management

An integral part of the Safety Program is the development of a responsive in-house claims management system. Once an injury occurs, it is essential to the well being of the injured employee and to the employer that the claim be processed rapidly and appropriately with the necessary follow up. Critical elements of claims management are injury follow up procedures, records management, and prevention of similar accidents.

The Chief Executive Officer is available to assist in minimizing the expenses of injury claims. It is essential to the long term effectiveness of the claims management program that supervisors be trained in the appropriate responses to injury claims in order to assist in minimizing the cost of on-the-job injuries. The following briefly outlines the three major elements of claims management.

A. Accident Recording System

The Chief Executive Officer will: (1) maintain a centralized, structured claims information system; (2) screen accident reports, investigate claims, and initiate appropriate responses; (3) statistically review the injury report records; (4) prepare an disseminate claim cost information to departments with comparisons to similar time periods; (5) coordinate training with departments in their accident record keeping procedures; and (6) recommend special training or procedural changes that could decrease accidents.

B. Injury Follow Up Procedures

The Chief Executive Officer will review claims as appropriate and provide information relating to potentially costly claims and shall immediately establish contact with the injured worker. The injured worker is responsible for keeping the employer informed of his/her progress.

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date