

# Health Care Safety Program Checklist

## Accident Investigation Program

- Written prompt reporting policy
- Individual responsibilities defined
- Written procedures
- Formal accident investigation training for those responsible for investigations
- Use of accident investigation form that identifies corrective action and follow up

## OSHA Programs

- Bloodborne pathogens
- Hazardous communication
- Personal protective equipment (gloves, universal precautions, mask, footwear, etc.)
- Lockout /tagout (maintenance)
- Emergency preparedness plans (fire safety plan, tornados, etc.)
- Universal precautions/infectious control plan
- Workplace violence
- Access to medical records
- Respirator protection

## Safety Program

- Written safety program
- Who is responsible for overall implementation of safety program?
- Safety committee meetings
- Safety incentive program/supervisors' performance reviews tied into safety performance
- Employee training and orientation
- Disciplinary policy in place and enforced

## Modified Duty Program

- Formalized company policy outlining the following:
  - Business practice
  - Time periods for use
  - Humanistic reasons for the practice
- Defined employee responsibilities regarding the following:
  - Modified duty
  - Medical restrictions
  - Treatment patterns
- Specified supervisory and management responsibilities for the most effective usage and monitoring of employees working with medical restrictions
- Predetermined jobs and the hours available for the most difficult restrictions

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- Involvement of the medical community to ensure they are aware of the practice and understand your commitment to modified duty and established restrictions
- Communication among the employee, supervisor, management, medical providers and the insurer's claim representative

**Motor Vehicle Program**

- Policy statement
- Motor vehicle purpose
- Driver licensing
- Driver qualifications
- Review of motor vehicle record (MVR)
- Personal use
- Maintenance and inspection
- Personal vehicles used for organization business
- Theft
- General fleet safety rules
- Fleet safety receipt

**Respirator Protection Program**

- Medical exams
- Employee exposures
- Proper selection
- Voluntary use
- Respirator fitting and inspection
- Cleaning, storage and disinfecting
- Discarding/disposable respirators
- Instructions/training for use

**Safe Patient/Resident Handling Program**

- Written safe patient handling program
- Objective criteria in place for transferring of patients (see UH SPH program requirements)
- Quality assurance
- Education and training
- Progressive-step disciplinary program
- Equipment inspection and maintenance

**Drug Safety/Security Program**

- Storage of medicines
- Security measures taken to prevent theft
- Employee background and criminal records checked
- Video surveillance

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