

I. SETTING

Medical Center

II. PURPOSE

This section outlines the administrative policy for departmental injury prevention plans and Safety Coordinators at the University of California, Davis, Medical Center (UCDMC).

III. POLICY

- A. Each division must have a written injury prevention plan. Divisions may also require individual departments to prepare specific plans. The Injury Prevention Plan may be included in existing division or department safety plans or programs provided the specific elements of the Plan are retained.
- B. UCDMC shall comply with all Joint Commission, Title 22, Cal/OSHA and National Fire Protection Association (NFPA) codes and standards and other applicable codes and regulations pertaining to health and safety. (See also University of California [UC] Davis Policy and Procedure Manual, Section [290-15](#), Safety Management Program, and Administrative Policy [1617](#), Management of the Environment of Care.)
- C. UCDMC Safety Coordinators are intended to assist with effective implementation of departmental injury prevention plans. Managers and supervisors retain ultimate responsibility for safety.
- D. There shall be one divisional [Safety Coordinator](#) for each division and at least one Safety Coordinator designated for each department. Divisions may choose to designate a Safety Coordinator to serve more than one department.
- E. EH&S and the University of California Davis Health System (UCDHS) Safety Committee will provide oversight of the activities covered by this Administrative Policy.

IV. PROCEDURE/RESPONSIBILITY

- A. Division heads and heads of departments in the injury prevention emphasis group shall:
 1. Develop a plan to prevent injuries. The plan will address the injuries and hazards unique to the particular department. The plan will specifically address the safety of patients, visitors and staff, shall be updated annually, and shall include:
 - a. Documents assigning responsibility for preparing and maintaining the written safety program, responsibility for maintaining training records, designating the

safety coordinator for the division and each unit and showing the location of safety bulletin boards.

- b. A listing of any injury prevention program improvement priorities and action items that are needed in the division or department to supplement the overall plan for UCDMC (a copy of the plan is included as Attachment 1. The most recent version is always posted on the [EH&S website](#)) and the status of the action items.
 - c. A listing of department specific safety procedures, the date last updated and where the procedures are kept. (UCDHS and PCS policies do not need to be listed)
 - d. A listing of required department specific safety training, who is required to have the training and where training records are kept. (Records kept in the UC Learning Center by Human Resources – Training and Development and by the Center for Professional Practice of Nursing do not need to be listed.)
 - e. A listing of the schedule for safety self-inspections, the date completed for inspections and the date all action items resulting from each inspection were completed.
2. Train all new supervisors and managers on the contents of the plan.
3. Designate a division Safety Coordinator and unit Safety Coordinators.
4. Provide adequate release time for Safety Coordinators to attend quarterly training.
5. Designate an individual responsible for preparing and maintaining the injury prevention plan.
6. Submit documentation of the plan to EH&S periodically as requested.

B. Safety Coordinators shall:

1. Attend training (workshops/activities) specifically designed to assist in maintaining competency as a Safety Coordinator.
2. Assist with dissemination of health and safety information to the division and units.
3. Ensure completion of department semi-annual safety self-inspections and coordinate completion of any action items resulting from the self-inspections. Forward copies of completed inspections to their Division Safety Coordinators in March and September, including a notation of the cost centers and physical area covered by the inspections. (Copies do not need to be sent to EH&S.)
4. When safety problems cannot be resolved within the department, report problems to the Health and Safety Officer. Safety Coordinators may choose to report problems confidentially.
5. Perform other safety functions as defined by the department manager/division manager.

6. Division Safety Coordinators will maintain the list of unit safety coordinators and notify EH&S of changes. In April and October Division Safety Coordinators will send EH&S a report summarizing the results of the unit Safety Coordinator self-inspection.
- C. Building Coordinators shall:

Perform semi-annual safety self-inspections and coordinate completion of any action items resulting from the self-inspections for areas not covered by unit safety coordinator inspections. This is typically common areas of non-patient care buildings (buildings not covered by Environmental Rounds) where more than one unit occupies the building. Forward copies of completed inspections to EH&S in March and September. Also refer to Administrative Policy 1614, Building Coordinator Program.
- D. EH&S shall:
 1. Meet with a representative from each division and a representative from each department in the injury prevention emphasis group as requested and assist with the process of updating the priorities on an annual basis.
 2. Develop standards and guidelines for department injury prevention plans.
 3. Develop model materials and provide technical support to assist departments/divisions with development of injury prevention plans.
 4. Provide quarterly training specifically designed to assist in maintaining the competency of Safety Coordinators.
 5. Develop and implement a plan to periodically audit a portion of department injury prevention plans and associated documentation. This will include assessment of a portion of all departmental injury investigations and follow-ups. Provide any action items for departments as necessary based on the audits.

V. REFERENCES

UC Davis PPM, Section [290-15](#), Safety Management Program

Administrative Policy [1617](#), Management of the Environment of Care

Administrative Policy [1614](#), Building Coordinator Program

Joint Commission, Title 22

Cal/OSHA

NFPA

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