

1.3 End Of Section

To exit this section click on the "X" on the top right corner.

3 of 3 | You've completed 0% of the lesson.

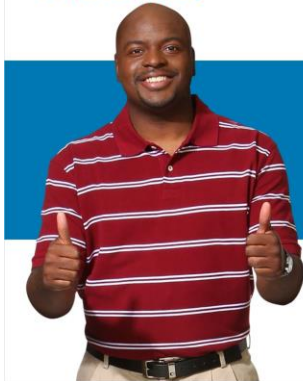
Notes:

Personal Safety

1. Personal Safety

1.1 Personal Safety

Personal Safety



This section of the training contains information on the following programs:

- Injury and Illness Prevention Program (IIPP)
- Ergonomics
- Notifications - Right to Access Exposure Records

1 of 10 | You've completed 0% of the lesson.

Notes:

2. Injury & Illness

2.1 Injury & Illness Prevention Program (IIPP)

Injury & Illness Prevention Program (IIPP)

Workplace Safety

The Workplace Safety program (WPS) is a Kaiser Permanente initiative to promote a safe work environment with the ultimate goal of eliminating workplace injuries.


WPS seeks to create a culture of safety that encourages every employee to take proactive responsibility for safety in their workplace.

Hazard Reporting

Employees and physicians at all levels should report any unsafe conditions or practices they observe. Hazards at your work site can be reported without fear of reprisal.

Unsafe conditions or practices can be reported to:

- An immediate supervisor or to the EH&S or WPS Office
- A member of the Safety Committee
- The hotline established at your facility or KP Compliance Hotline at 1-888-774-9100 to report hazards anonymously/confidentially




2 of 10 | You've completed 0% of the lesson.

Notes:

2.2 All Occupational Injuries, Illnesses, and Incidents Must be Reported to Your Supervisor

All Occupational Injuries, Illnesses, and Incidents Must be Reported to Your Supervisor

Click on each button



NOTE: If you are uncomfortable reporting an issue to your supervisor, you may report it to another manager or supervisor, who must then document the event.

Report ImmediatelyIllnessTreatment

3 of 10 | You've completed 0% of the lesson.

Notes:

Report Immediately (Slide Layer)

All Occupational Injuries, Illnesses, and Incidents Must be Reported to Your Supervisor

Click on each button



Employees and physicians, **without fear of reprisal**, must **immediately notify** their supervisor of a work-related injury, illness, or incident (including exposure to infectious diseases or unsafe working condition).

NOTE: If you are uncomfortable reporting an issue to your supervisor, you may report it to another manager or supervisor, who must then document the event.


Report ImmediatelyIllnessTreatment

3 of 10. | You've completed 0% of the lesson.

Illness (Slide Layer)

All Occupational Injuries, Illnesses, and Incidents Must be Reported to Your Supervisor

Click on each button



If you are too ill to report an injury, illness, or incident, your labor representative or manager/supervisor should report it.

NOTE: If you are uncomfortable reporting an issue to your supervisor, you may report it to another manager or supervisor, who must then document the event.


Report ImmediatelyIllnessTreatment

3 of 10. | You've completed 0% of the lesson.

Treatment (Slide Layer)

All Occupational Injuries, Illnesses, and Incidents Must be Reported to Your Supervisor

Click on each button



Your supervisor will direct you to the appropriate department for treatment. For injuries that you and/or your supervisor believe are 'emergent', go to the Emergency Department.

NOTE: If you are uncomfortable reporting an issue to your supervisor, you may report it to another manager or supervisor, who must then document the event.

Report ImmediatelyIllnessTreatment

3 of 10. | You've completed 0% of the lesson.

2.3 Injury and Illness Prevention Plan (California Only)

Injury and Illness Prevention Plan (California Only)

Employees/physicians have the right to access the Injury and Illness Program for their work site. They can obtain a copy of the IIPP by:

- contacting their Supervisor or their EH&S Department and requesting a copy, or
- accessing it via the KP Policy Library, the system of record for national, regional, and medical center policies

Supervisors and managers should communicate hazards applicable to their work area. If requested, supervisors must provide a printed copy of the IIPP to employees (or their representative) within a reasonable response time, but no later than within 5 days, unless the employee agrees to accept an electronic copy.

1 of 10 | You've completed 0% of the lesson.

3. Ergonomic

3.1 Strain Injuries

Ergonomics

Strain Injuries

Strains are injuries to muscles and/or the tendons that connect muscles to bones. These injuries account for the greatest number of employee injuries in a health care setting. All strain injuries are preventable.

Causes of Strain Injuries include:

- Excessive reaching to use a computer mouse
- Unsafe lifting of materials
- Incorrect moving of cart by pulling it
- Manually moving patient



4 of 10 | You've completed 0% of the lesson.

Notes:

3.2 Common Causes of General Pain from Lifting

Common causes of strain and ways to prevent it include:

Click on each button

Incorrect Reaching

To get objects from a high shelf, use a sturdy stool or ladder. Keep your shoulders, hips and feet facing the object and avoid twisting to reach things to the side.

Incorrect Lifting

To properly lift an item such as a box, stand directly in front of the item and lift with your legs. Don't lift if you are bending or twisting at the waist.

Load too Heavy

Before lifting, test the weight of the object by tipping one corner. If it's too heavy then get help or use a material handling device.

5 of 10. | You've completed 0% of the lesson.

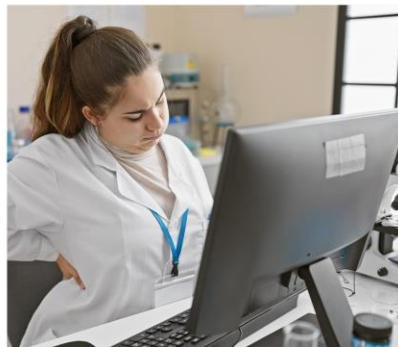
3.3 Ergonomic Risk Factors and Symptoms

Ergonomic Risk Factors and Symptoms

ERGONOMICS is the science of designing work environments and technology to fit the employee rather than requiring the employee to adapt to the environment and technology.

Ergonomic Risk Factors include:

- Repetition
- Extended Duration
- Excessive Force
- Awkward Postures
- Poor Environment
- Individual Factors



6 of 10. | You've completed 0% of the lesson.

Notes:

3.4 Risk Factors cont'd

Ergonomic Risk Factors and Symptoms cont'd

Musculoskeletal Disorders (MSDs), such as strains, can occur when you, your task and the environment don't fit.

Symptoms include:

- Decreased range of motion in joints; decreased strength in extremity performance
- Swelling of joints, extremities, or digits
- Numbness or tingling in extremities or digits
- Pain



7 of 10. | You've completed 0% of the lesson.

Notes:

3.5 The KP Ergonomics Program


The KP Ergonomics Program

The goal of the Ergonomics Program is to reduce work-related Musculoskeletal Disorders (MSDs).

The Comprehensive Ergonomics Standard and Ergonomics Program Guidance Document are tools developed by KP detailing the elements of the ergonomic program.

IMPORTANT: If you cannot adjust your work area so that it is comfortable for you, or if you are experiencing pain, it is important that you notify your supervisor to request an ergonomic evaluation.

8 of 10 | You've completed 0% of the lesson.



Notes:

3.6 Ergonomics Program cont'd

The KP Ergonomics Program

The following is some of the support available to help set up your work area and minimize your risk to MSDs:

- VelocityEHS Office Ergonomics training and self-assessment tool for customized instructions
- StretchBreak Pro software tool to guide you through microbreaks during your day
- ErgoINFO interactive website to help with your set-up
- Instructional videos to learn how to lift and handle material safely
- Standard equipment and furniture that meet specific ergonomic design criteria
- More information on these and other ergonomic resources can be found on the National Workplace Safety Ergonomics page and from the Resources menu of this course.

9 of 10 | You've completed 0% of the lesson.



Notes:

4. Notifications - Right to Access Exposure Records Scene

4.1 Access to Medical Records

Access to Employee Exposure and Medical Records

Click on each button

Location/Availability

Rights/Notification



10 of 10 | You've completed 0% of the lesson.

Notes:

Location/Availability (Slide Layer)

Access to Employee Exposure and Medical Records

Click on each button

Location/Availability

Rights/Notification

Kaiser Permanente maintains records of any occupational exposure to harmful chemical or biological agents (or testing for them). An example is testing for staff or physician exposure to TB. Certain records are maintained by the Employee Health Department, while records of any testing for occupational exposure to hazardous chemicals will be maintained by the facility's safety department.

Federal law requires that employers notify their employees (including physicians) of the existence of Employee Exposure Records at the start of employment and at least annually thereafter.

10 of 10 | You've completed 0% of the lesson.