

EMPLOYEE HEALTH & SAFETY PROGRAM
of
WEST VIRGINIA UNIVERSITY PHYSICIANS OF CHARLESTON

PROGRAM OVERVIEW:

The management of West Virginia University Physicians of Charleston ("WVUPC") is committed to providing a safe and healthy work environment for the employees of our corporation. Management shall, therefore, commit the necessary resources of staff, money and time to the formation and operation of an effective Employee Health & Safety Program.

WVUPC'S Employee Health & Safety Program is intended to provide information and guidance to our employees to ensure that all of our worksites are operated in a safe manner and in compliance with relevant OSHA regulations. The Program requires, in part, that all employees be trained at the time of hire and annually thereafter on such topics as general workplace safety, fire safety, hazard communication, infection control, and workplace violence.

Every WVUPC employee has a personal responsibility for safety and is expected to be constantly aware of possible safety hazards that might be encountered in their work environment. Any safety hazard that is discovered is required to be promptly reported by employees to their immediate supervisor for corrective action.

It is not possible to address all potential health and safety risks and related OSHA requirements in this program document. Instead, this document is intended to serve as a general guide regarding the WVUPC Health & Safety Program and our corporate efforts to ensure a healthy, safe and secure work environment. Any specific questions regarding the Health & Safety Program or this document should be directed to the WVUPC Safety Officer.

PROGRAM OBJECTIVES:

- A. To provide education to all personnel on the components of WVUPC's Health & Safety Program.
- B. To ensure safe work practices and conditions.
- C. To reduce the risk of safety and security related incidents by proactively evaluating systems in place and making necessary changes.
- D. To develop and implement plans to deal with a variety of emergency situations, and to ensure staff preparedness.
- E. To address safety and security concerns of patients, visitors and personnel.

RESPONSIBILITIES:

A. Safety Committee Responsibilities

The WVUPC Health & Safety Committee is charged with developing, implementing, and monitoring WVUPC's safety/security management processes and related documents.

Membership of the Committee shall be appointed by the Board and shall include: one (1) representative from Human Resources; one (1) representative from Compliance; one (1) representative from Senior Administration; and one (1) Administrator and two (2) members of the clinical staff.

The Chair of the Health & Safety Committee shall be the Safety Officer. The Chair shall preside over all of the meetings, set the agenda, lead the discussion, and direct the actions.

The Safety Committee shall be responsible for the following:

1. Developing and reviewing written policies and procedures designed to enhance safety and assure emergency preparedness within WVUPC operated locations.
2. Coordinating the development and review of departmental safety/security and emergency preparedness practices.
3. Reviewing event report summaries and facilitating the investigation and evaluation of all unusual incidents or those with increased frequency.
4. Conducting periodic safety inspections of WVUPC operated locations, and implementing measures to resolve any identified deficiencies.
5. Working with the clinical departments to arrange periodic fire drills.
6. Assuring regular staff education regarding emergency preparedness and safety/security management.
7. Providing regular reporting of Committee activities and health and safety related initiatives, through the Committee Chair, to the WVUPC Board of Directors.

B. SAFETY OFFICER RESPONSIBILITIES:

1. Leading the development and implementation of corporate policies, procedures and documents to address our corporate compliance obligations under federal OSHA regulations.
2. Leading the development and implementation of an effective safety and emergency preparedness program that includes fire, evacuation, and health and safety hazards for WVUPC operated premises.
3. Leading the investigation of employee accident and incident reports and directing corporate corrective action in response to such accidents and incidents when they occur. Overseeing the documentation of investigative reports, findings and related corrective actions that are taken in response to any identified hazardous conditions within WVUPC operated premises.
4. Working with the Health & Safety Committee and the Office of Corporate Compliance to develop and implement such education programs as are required to maintain a safe environment and to ensure appropriate responses to emergency situations.

C. DEPARTMENTAL MANAGEMENT RESPONSIBILITIES:

The responsibilities and duties of departmental management are as follows:

1. Cooperating with the Safety Officer and the Office of Corporate Compliance to ensure that all health & safety compliance training is completed for all new hires, and for all existing employees on an annual basis.
2. Enforcing the requirements of the WVUPC Health & Safety Program and reporting any violations of the Program to the Safety Officer.
3. Detecting and correcting the identification of any unsafe conditions/practices at their relevant work location, and reporting the same to the Safety Officer.
4. Monitoring compliance with the WVUPC Health & Safety Program and suggesting appropriate changes to the Safety Officer, and updating clinical location plans as necessary.

D. PERSONNEL RESPONSIBILITIES:

All employees have a responsibility to comply with policies and procedures developed by the WVUPC Health & Safety Committee, as well as all relevant state and federal rules, regulations, and orders that are applicable to their job description and related job duties. Employees are required to complete Computer Based Learning modules relating to our Health & Safety Program and related OSHA obligations, both at the time of hire and annually thereafter.

Employees are expected to report to their supervisor and to respond appropriately to safety issues and emergency situations that may occur in the workplace.

HEALTH, SAFETY AND EMERGENCY MANAGEMENT PLANS

1. Bomb Threat
2. Fire and Evacuation
3. Inclement Weather
4. Hazardous Materials and Waste Communication Plan
5. Bloodborne Pathogens/Exposure Control Plan
6. Violence in the Workplace
7. Slips, trips and falls