

**HARDIN COUNTY GENERAL HOSPITAL
HOSPITAL-WIDE POLICY**

Title: OSHA Work Practice Controls
Policy Number: HW110
Regulation: OSH Act

Effective Date: 2/1/2006
Med Staff:
Admin:

I. POLICY

Hardin County General Hospital will implement policies, procedures and protocols to meet the standards of the Occupational Safety and Health (OSH) Act administered by the Occupational Safety and Health Administration (OSHA).

Hardin County General Hospital will comply by the following:

- Provide a workplace free from recognized hazards;
- Keep workers informed about OSHA and safety and health matters with which they are involved;
- Comply, in a responsible manner, with standards, rules, and regulations issued under the OSH Act;
- Be familiar with mandatory OSHA standards;
- Make copies of standards available to employees for review upon request;
- Evaluate workplace conditions;
- Minimize or eliminate potential hazards;
- Provide employees safe, properly maintained tools and equipment, including appropriate personal protective equipment, and ensure that they use it;
- Warn employees of potential hazards;
- Establish or update operating procedures and communicate them to employees;
- Provide medical examinations when required;
- Provide training required by OSHA standards;
- Report within eight hours any accident that results in a fatality or the hospitalization of three or more employees;
- Keep OSHA-required records of work-related injuries and illnesses;
- Post a copy of OSHA 300A, Summary of Work-Related Injuries and Illnesses, for the previous year from February 1 to April 30;
- Post, at a prominent location within the workplace, the OSHA "It's the Law" poster (OSHA 3165) informing employees of their rights and responsibilities;
- Provide employees, former employees, and their representatives access to the Log of Work-Related Occupational Injuries and Illnesses (OSHA 300) at a reasonable time and in a reasonable manner;
- Provide access to employee medical records and exposure records to the employee and others as required by law;
- Cooperate with OSHA compliance officers;
- Not discriminate against employees who properly exercise their rights under the OSH Act;
- Post OSHA citations and abatement verification notices at or near the worksite involved; and
- Abate cited violations within the prescribed period.

Work Practice Controls can be found in individual department policy manuals and the Environment of Care Section of the Hospital-wide Policy and Procedure Manual.

II. DEFINITIONS

OSHA – Occupational Safety and Health Administration

OSH Act – Occupational, Safety, and Health Act

Work Practice Controls – Maintaining conditions or adopting practices reasonably necessary and appropriate to protect workers on the job

III. RESPONSIBILITY

All staff

IV. EQUIPMENT

N/A

V. PROCEDURES

INFECTION CONTROL: N/A

N/A

VI. DOCUMENTATION

OSHA 300

OSHA 300A

OSHA 3165