



**The Right Beat...  
For Your Staffing Needs**

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## GENERAL HEALTHCARE SAFETY RULES

MedPlus Staffing has developed these safety rules patterned after the Federal OSHA requirements. Read and become familiar with these rules and other safety rules that apply to your job:

1. Report an injury to your employer/supervisor immediately. By federal law, any sharps incident that causes a puncture or laceration, regardless of severity, must be reported immediately.
2. Report any observed unsafe condition to your employer/supervisor.
3. Professional, dignified conduct is expected at all times. Horseplay is prohibited.
4. The use of drugs, including alcohol and prescription medications that adversely affect judgment and/or these substances while on duty will be subject to immediate termination.
5. Self-diagnosis, self treatment, and self-medication for any work-related injury or illness is prohibited, regardless of competence to do so. Seek diagnosis and treatment from approved medical service providers only.
6. Appropriate clothing and footwear must be worn on the job at all times.
7. As soon as reporting to a new work facility, learn site-specific evacuation and emergency procedures/practices, such as how evacuation orders are communicated, what your role is in an emergency evacuation, evacuation routes, and so forth.
8. You should not perform any task nor procedure unless you are trained to do so, and/or are experience in performing the task/procedure, and are authorized to perform the task/procedure.
9. Any personal protective equipment (PPE) that is assigned to you should be kept available, maintained in good condition, and worn when required. If an item of PPE is worn out, broken, or does not seem to be protecting or functioning normally, immediately notify your supervisor. Also, if you are asked to perform a task for which you would like additional PPE, notify your supervisor of this request.
10. Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
11. Do not use any equipment, devices, instruments, or machinery with which you are not familiar, and are competent to use by training or experience, and which you have receive specific authorization to use.
12. Never remove or by-pass safety devices on equipment or machinery.
13. Minimize manual patient/resident positioning at all times, and eliminate manual patient/resident positioning whenever possible. Use coordinated team handling and /or mechanical aids instead.
14. Learn where fire extinguishers, first aid kits, and other emergency equipment are located.
15. Maintain a general condition of good housekeeping and sanitation in your work area(s) at all times.
16. When operating motor vehicles on company business, obey all traffic regulations.
17. When operating any motor vehicle on company business, seatbelts shall be worn.
18. Assume that any biological or biologically contaminated are infectious, and observe Universal Precautions in dealing with them.
19. Obey safety signs, tags, and warnings.
20. Always perform your assigned tasks in a safe and proper manner; do not take shortcuts. Taking shortcuts and ignoring established safety rules is a leading cause of employee injury.

*I certify that the above Safety Rules were reviewed with me, that I understand them, and will comply with them. I understand that failure to do so may be grounds for my termination and may disqualify my insurance benefits.*