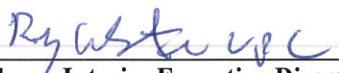




**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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<b>Policy # 3015</b>	<b>Employee Orientation and Annual Updates on Safety and Infection Control Practices</b>
<b>Origination Date:</b> February 19, 1998	
<b>Revision Date:</b> March 8, 200; March 30, 2006; June 6, 2007; July 28, 2008; August 5, 2009; August 5, 2010, January 2012, July, 17, 2013, December 1, 2014, February 17, 2016	
<b>Reviewed Date:</b>	
<b>Approved:</b> 	
Bryan G. Stephens, Interim Executive Director	

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that there will be a general orientation for new hires regarding Safety and Infection Control practices, annual updates and continuous education.

**PROCEDURE:**

1. Orientation
  - a. Orientation - Infection Control
    - i. There shall be a general orientation for all new hires as to the importance of infection control practices. In the Infection Control Orientation Packet the following will be discussed: bio-medical waste, cleaning agents, food storage, hand washing technique, needle stick protocol, Hepatitis B and C prevention, illness, reporting of an infectious disease, personal protective equipment, tuberculosis prevention, standard/universal precautions, and continuous employee education on blood borne pathogens.
    - ii. Each Site Supervisor is responsible for familiarizing new hires with infection control policies and procedures specific to their area during orientation to their job.
  - b. Orientation – Safety
    - i. There shall be a general orientation for all new hires as to the importance of safety awareness throughout the agency. The following areas will be discussed: incident reporting, security, fire safety and prevention, severe weather, bomb threats, active shooter, office ergonomics, body mechanics, material safety data sheets, and evacuation procedures.
    - ii. The new hire will be familiarized with the duties and responsibilities of the Environment of Care Committee, with the incident reporting of the agency, with fire safety and prevention, using the R.A.C.E. and P.A.S.S. methods, with the disaster drill and emergency preparedness plan, and with the proper use of body mechanics and office ergonomics.
2. Annually - Infection Control, Safety trainings and Incident Reporting are a part of the Agency's annual training. Courses are taken, tested and recorded through the online training system, Relias, used by the agency.

- a. Besides Annual training new information will be distributed to employees by the use of newsletters, brochures, in-services and other educational programs such as websites.
3. Revisions on Safety and Infection Control policies and procedures will be done by the Environment of Care chair, with input from members of the Environment of Care Committee, the Infection Control Nurse and the Training coordinator.