

Employee Safety		COO Approval Date	
		COO Signature	
		BOARD Approval Date	
Author	Grace Austin	CEO Approval Date	
Owner	Grace Austin	CEO Signature	
Owner-Title/Dept	Head of Finance & Administration	Version #	First Read 1.29.20
Regulatory Compliance	Connecticut General Statutes, chapter 557 Code of Federal Regulations, Title 29, Part 1904, Regulations on Recording and Reporting Occupational Injuries and Illnesses	Regulation #	CGS, chapter 557; CFR Title 29, Part 1904

Scope/Applicability

Health Information Alliance, Inc. is committed to providing safe conditions throughout its facilities in order to eliminate needless injuries and to comply with applicable Federal, State and Local codes/regulations. It is HIA, Inc.'s intent to assist every employee in recognizing, controlling, and understanding whatever hazards may be associated with the successful execution of their work assignments, including the formation of safe work habits.

Employees are expected to be safety-conscious and to assist HIA, Inc. in finding conditions on the premises that might cause an accident or create a fire hazard.

This policy applies to all employees, contracted employees, volunteers, residents and interns.

Policy Statement

Employee Responsibility: Employees are expected to be safety-conscious and to assist HIA, Inc. in finding conditions on the premises that might cause an accident or create a fire hazard. The employee must report any unsafe conditions to his/her supervisor. All employees must familiarize themselves with the locations of fire extinguishers, fire exits, first aid kits, and emergency equipment.

Incident/Accident Report: HIA, Inc. will keep OSHA injury and illness records when HIA, Inc. has ten (10) or more employees at any time during the last calendar year. A First (1st) Report of Injury and the Incident Report is completed for any employee who has had a job-related injury.

Each supervisor has a direct responsibility for safety within his or her own area. Supervisors must send a copy of incident reports to the Human Resources Department and/or to the individual responsible for maintaining the OSHA Injury and Illness logs.

Evaluation/Review

The overall performance of the organization in meeting the objectives of this policy is assessed annually by the Chief Financial Officer in conjunction with the Chief Executive Officer. The evaluation consists of review of this policy annually, revising and updating as needed.