

Non-Nursing Student / Instructor Orientation to Safe Work Practices Portland VA Medical Center

Work Practices:

- Every employee is responsible for conducting the routine hazard surveillance inspections in their work areas.
- Maintain clear aisles and walkways to safely move about and keep them free from trip hazards. This includes stored items, electrical cords, telephone cords, etc.
- Clean work area as often as necessary to prevent injury to yourself or others. Put away unnecessary tools, equipment, and supplies.
- Collect and remove trash and /or debris at the end of each work shift or as necessary to prevent injury or fires. Remember to treat hazardous waste separately.
- Safeguard around accidental spills by barricading, prompt reporting and cleanup. Report all chemical spills to the Work Order Desk by calling ext. 56332. Radioactive spills must be reported to the Radiation Safety Officer, ext. 56332 immediately.
(24 hour phone line)
- Maintain work surfaces in a safe manner. Safely store chemicals in appropriate areas and /or safety cabinets. Prevent against accidental spills.
- Be cautious of stacking items in high places that could fall during an earthquake and become a hazard.
- Load file cabinet drawers from the bottom up. Have them secured to walls where warranted. Close all drawers when not in use.
- Don't overload wall shelving. Place seldom-used items in file cabinets or bookcases.
- Ensure bio hazardous waste is properly segregated and packaged for disposal. Place in red bags and /or clearly marked boxes.
- A green sticker on a piece of equipment means it was safety checked for use in patient care areas.
- A red electrical outlet is an emergency outlet.

IN CASE OF FIRE: RACE

- **R** - Rescue patients, visitors and staff from the area
 - **A** – Alarm, pull the fire alarm pull box and dial *20 and report fire
 - **C** – Confine, close all doors to prevent spread smoke / fire
 - **E** – Extinguish / Evacuate, extinguish small fires / evacuate / relocate within the building
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- Know where the nearest fire alarm and fire extinguisher is located. Keep them unobstructed at all times. Use corridor signs to locate them.
 - Know your evacuation routes and procedures. In the event an evacuation is necessary, know where the nearest smoke barrier is (usually double sets of doors across corridors) and how to evacuate patients and visitors.
 - Keep corridors as clear as possible at all times
 - If an alarm / fire condition occurs while you are transporting a patient, identify the location. Do not enter the alarm area until an all clear is announced.
 - The RED types A, B, C, fire extinguishers can be used on all types of fires: Ordinary combustible fires, flammable liquid fires, and electrical fires.

Standard Precautions

- Standard body substance precautions are an approach to manage body substances from all patients at all times. Body substances include blood, urine, feces, sputum, wound drainage, secretions, cerebral spinal fluid, semen, vaginal secretions, etc. In general, contact with body substances from patients should be avoided. When this is impractical, barriers such as gloves, gowns, shields, and masks may be used to protect against infection.
- Hand washing: Always before and after patient care, when working on equipment or utilities in a patient care area; or when body fluid contact occurs.
- Gloves: Worn for anticipated contact with any moist body substances. Remember gloves may be contaminated. Therefore, when you touch surfaces with contaminated gloves, you may contaminate that surface.
- Masks: Worn for anticipated lengthy contact with respiratory droplet secretions (ex: TB patient, suctioning patients, splatter into mouth or nose while cleaning or performing procedures).
- Protective Eyewear: Used in situations where splatter with blood or body fluids is anticipated.

- Sharps, Needles and Disposable Sharps: Place in heavy plastic container (Sharps Containers). **Do not Resheath Needles.**
- The Infection Control Manual that outlines the basic principles of protection against infectious diseases should be located on each ward and clinic.
- In the event of exposure to bloodborne pathogens seek care immediately from Occupational Health ext. 56962 (or ECU after business hours), wash / flush the affected area immediately, and report the injury to your supervisor.

Chemical and waste handling / right to know

- Users of hazardous materials have the **RIGHT – TO – KNOW** about hazards associated with the product or material in use or within the work area. The Medical Center has a written Hazard Communication Program that defines the elements of your **RIGHT – TO – KNOW** and you're right to be trained.
- Hazardous materials may include flammable, corrosive, oxidizers, toxic, explosive, biological, or radioactive materials. Most common household or office products fall into a hazard classification.
- Hazardous materials must be clearly labeled, handled, stored, used and disposed of in accordance with applicable laws and regulations.
- Anyone who uses or handles hazardous materials must be trained and knowledgeable of safe work practices, the hazards associated with the substance or material being used, the protective measures to take in an emergency, the personal protective equipment that should be used and the disposal procedures required.
- Employees should be trained by their supervisors on material safety data sheets (MSDS's) and know where the data sheets are kept. The MSDS will provide the above mentioned information regarding hazardous materials.
- Adequate and appropriate space shall be provided for safe use and storage of such products and materials.
- Hazardous waste storage and hazardous materials used must be effectively separated from patient care, food preparation and food serving or eating areas.
- Hazardous material incidents are reported to the appropriate medical center personnel.
Chemical & Radioactive Spills, call ext. 56332, 24 hours
Infectious waste Spill, 8-4, ext. 56332

Other Emergency numbers:

Cardiac Emergency, Dial *22, Code 99 Will Be Overhead Announced
Behavioral Emergency, Dial *21, Code 5 Will Be Overhead Announced
Fire Emergency, Dial *20, Code Red Will Be Overhead Announced

Sexual Harassment:

- The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as: unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, such as intentional patting, pinching, or touching, leering and obscene gestures. All of these become illegal when:
 1. Submission to such conduct is explicitly or implicitly made a term or condition of someone’s employment.
 2. Submission to or rejection of this conduct by a person is used as a basis for employment decisions affecting that person.
 3. Such conduct has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance.
 4. Created an intimidating, hostile or offensive work environment.

The VA’s policy on Sexual Harassment

Zero tolerance! Sexual Harassment in any form will not be tolerated. This prohibition applies to all employees. Employees who violate this policy are subject to the full range of disciplinary actions up to and including discharge or termination.

I HAVE READ THE ABOVE AND FULLY UNDERSTAND IT’S MEANING

Signature

Date