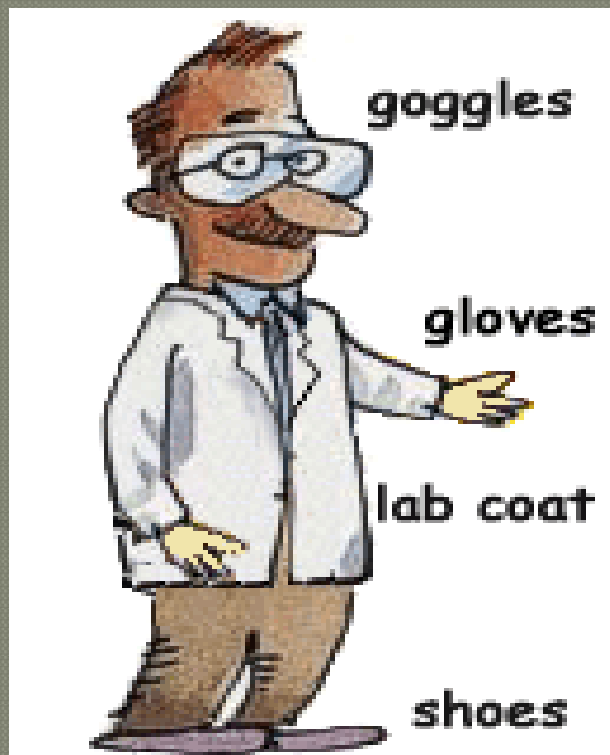


E A CONWAY PERSONAL PROTECTIVE EQUIPMENT TRAINING



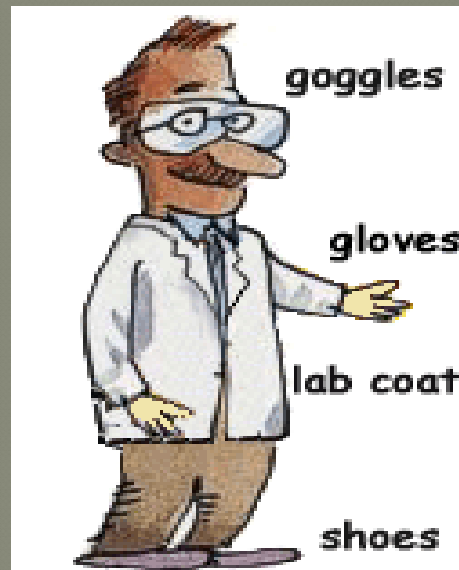
August 2013

When is Personal Protective Equipment necessary?

- Personal Protective Equipment is our employee's "last line of defense" against workplace hazards. These hazards include but not limited to bloodborne pathogens, chemical exposure, radiological exposure, hazards of work processes, and mechanical irritants. Hazards such as these can cause injury or impairment of any part of the body through, absorption, inhalation or physical contact.

What PPE is necessary?

- E A Conway, at no cost to the employee, provides the personal protective equipment that they need to protect themselves against hazards of the job. This equipment includes, but not limited to:



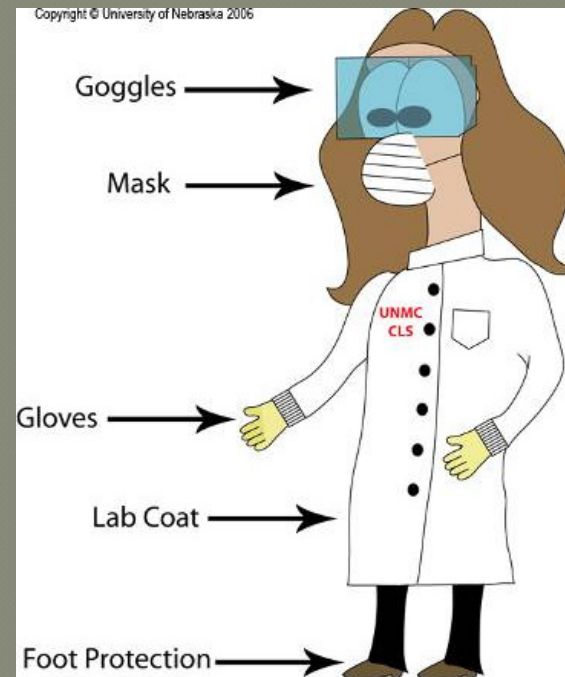
What PPE is necessary?

- Gloves – latex and/or hypoallergenic for patient care and/or environmental cleaning or leather for maintenance repair work.
- Gowns
- Face shields/masks.
- Goggles.
- Mouthpiece.
- Ventilation hoods.
- Equipment shields
- Shoe covers.
- Respirators



What PPE is necessary?

- All needed personal protective equipment must be provided, used and maintained in a sanitary and reliable condition.



Training on the usage of PPE. Who is responsible?

- E A Conway employees are trained regarding the use of the appropriate personal protective equipment for their job classification and tasks/procedures they perform. This must be done prior to the employee beginning their job.

Training on the usage of PPE. Who is responsible?

- It is the responsibility of the each employee's supervisor or department manager to ensure that their employees are trained in the appropriate personal protective equipment for their job. Additional training is provided when necessary, if an employee takes a new position or new job functions are added to their current position.

Training on the usage of PPE. Who is responsible?

- The employer must retrain the employee:
 - 1. When there are changes in the workplace that make previous training obsolete.
 - 2. When there are changes in the type of PPE that make previous training obsolete.
 - 3. When the employee's use of the PPE indicates that the employee has lost the necessary understanding or skill.

Employee Responsibilities:

- It is the responsibility of the employee:
 - 1. To know when the usage of personal protective equipment is needed and to notify their supervisor or department manager the need for PPE.
 - 2. Notify their supervisor when any PPE is defective, contaminated or out of date and needs to be replaced.
 - 3. Use PPE when needed and use it as effectively as possible.
 - 4. Remove PPE prior to leaving work area where PPE is needed and store as needed.
 - 5. Dispose of according to hospital policy. Single-use PPE, such as gloves, mask, etc is disposed of by discarding in a red-bag. Reusable PPE is cleaned, laundered and decontaminated as needed.
 - 6. Always use PPE when working in hazardous conditions.

THINK

SAFETY FIRST

WEAR

PERSONAL

PROTECTIVE

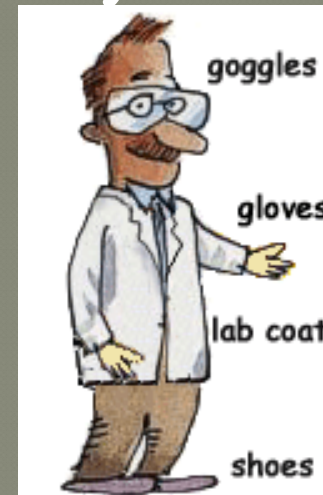
EQUIPMENT

Conclusion

- Personal Protective Equipment is provided by hospital with intention to provide the safest possible work environment for E A Conway Medical Center employees. Usage of Personal Protective Equipment is a requirement of the Louisiana Office of Risk Management and should be used at all times while working in hazardous situations.

Conclusion

- As employees of E A Conway Medical Center is your responsibility to use PPE when required and failure to do so can cause serious bodily injury. Any employee not using PPE when needed can be subject to disciplinary action up to and including termination.



Donning and Removing PPE

CORRECT SEQUENCE FOR **DONNING** PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required; e.g., Standard and Contact, Droplet or Airborne Infection Isolation.

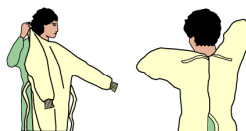
Remove hand jewellery and tie back hair.

Clean and dry hands thoroughly.

1. **GOWN / APRON**

Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back

Fasten in back of neck and waist



2. **MASK OR RESPIRATOR**

Secure ties or elastic bands at middle of head and neck

Fit flexible band to nose bridge

Fit snug to face and below chin

Fit-check respirator



3. **GOGGLES OR FACE SHIELD**

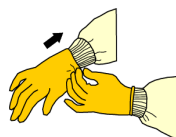
If you wear glasses put them on.

Place goggles or face shield over face and eyes and adjust to fit



4. **GLOVES**

Extend to cover wrist



CORRECT SEQUENCE FOR **REMOVING** PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. **GLOVES**

Outside of gloves are contaminated—DO NOT TOUCH!

Grasp outside of glove with opposite gloved hand; peel off

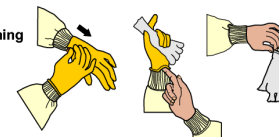
Hold removed glove in gloved hand

Slide fingers of ungloved hand under remaining glove at wrist

Peel glove off over first glove

Discard gloves in waste container

Clean and dry your hands thoroughly



2. **GOGGLES OR FACE SHIELD**

Outside of goggles or face shield are contaminated—DO NOT TOUCH!

To remove, handle by head band or ear pieces

Place in designated receptacle for reprocessing or in waste container

Clean and dry your hands thoroughly



3. **GOWN / APRON**

Gown front and sleeves are contaminated—DO NOT TOUCH!

Unfasten ties

Pull away from neck and shoulders, touching inside of gown only

Turn gown inside out

Fold or roll into a bundle and discard

Clean and dry your hands thoroughly



4. **MASK OR RESPIRATOR**

Front of mask/respirator is contaminated—DO NOT TOUCH!

Grasp bottom, then top ties or elastics and remove

Discard in waste container

Clean and dry your hands thoroughly



The End!

CAUTION

**PERSONAL PROTECTIVE
EQUIPMENT REQUIRED
BEYOND THIS POINT**