

# Joint Commission Tracer

December 2013



# The laboratory Conducts 12 safety Meeting Annually.

- These meetings are done through Medtraining.org and are mandatory to complete by the end of the month.



# DA form 2000

- Work place injuries are reported using the DA form 2000.
- These forms are located in the communication station in front of reference.

# Environment of Care Committee EOC

- The Environment of Care Committee is the hospital Safety Committee.
- This committee meets once a month.
- Representatives from the following Departments serve on the committee:
  - Risk Manager of the Hospital (Todd Watson)
  - Administration
  - Nursing Administration
  - Maintenance
  - BioMed
  - Security
  - Computer Services
  - Distribution
  - Laboratory
  - Respiratory
  - Radiology
  - Infection Control



# University Health Conway Risk Manager

- The hospital's Risk Manager is Michael "Todd" Watson!
- Email: [mwats3@lsuhsc.edu](mailto:mwats3@lsuhsc.edu)
- Phone: 318-330-7489
- Fax: 318-330-7884



# Safety Manual Location

- The Hospital Safety Manual is located in the bookcase in front of Nicole's office.
- The Laboratory Safety Manual is located in the bookcase in front of Nicole's office and on the T: Drive.
- If you do not know where these manuals are and what they look like **FIND OUT NOW!**

# MSDS Manual

- The Laboratory's MSDS manual is located on the T: Drive. (T:\Laboratory MSDS)
- If you do not know how to access the MSDS folder or if you can not access it notify Karen or Nicole ASAP.



# Hazardous Chemicals

- Chemical Inventory is found on the T: Drive (T:\Laboratory MSDS).
- Be familiar with where hazardous chemicals are stored. (Most are stored in Histology, the flammable fire cabinets (in histology and the storage room), and on the second floor in the flammable store room.
- Know how to properly dispose of the hazardous chemicals.



# PPE

- PPE=Personal Protective Equipment
- Know when and how it should be used.
- Be sure to *ALWAYS* use proper PPE for the task you are performing.

A vertical rectangular sign with a white background and a green header. The text is in bold, black, sans-serif font. The word 'THINK' is in white on a green background. Below it, 'SAFETY FIRST' is underlined, followed by 'WEAR PERSONAL PROTECTIVE EQUIPMENT' stacked vertically.

**THINK**  
**SAFETY FIRST**  
**WEAR**  
**PERSONAL**  
**PROTECTIVE**  
**EQUIPMENT**

# Right to Know

- ALL Employees have a Right to know about the chemicals being used in their department.



# Chemical Inventory

- Chemical Inventory is found on the T:Drive in the MSDS folder (T:\Laboratory MSDS)
- The chemical Inventory is updated every year in January.



# Emergency Preparedness Drill

- The hospital conducts TWO emergency preparedness drills annually.
- The responsibilities of the laboratory in an emergency can be found in the Hospital Safety Manual.
- The Laboratory is responsible for the following in an Emergency Preparedness Drill:

# BLOOD BANK Responsibilities in an Emergency Preparedness Drill

- Ensure that adequate supplies of blood components are available to meet the needs of casualties.
- Submit a report of the number of units available to the Command Post who will adequately duplicate and circulate the report to the ED and OR

# LABORATORY Responsibilities in an Emergency Preparedness Drill

- Upon notification of implementation of the emergency management plan, the department head or his/her designee will:
  - Terminate immediately all routine laboratory procedures.
  - Send phlebotomists to the initial treatment area to be available to draw blood as needed on incoming patients.
  - Take immediate inventory of the availability of blood on hand (to include type). The lab supervisor will relay information to the triage chief who would make the decision whether to increase the inventory or not. If more blood is needed, the Pathologist or his/her designee will issue a call to the public for voluntary donors.

# Know your Codes




- Code **Red** -- Fire
- Code **Pink** -- Infant Abduction
- Code **Blue** – Cardiac/Respiratory Arrest
- Code **Gray** – Severe Weather
- Code **Yellow** – Disaster/Mass Casualty
- Code **White** – Security Alert-Violence
- Code **Orange** – Hazardous Materials
- Code **Silver** – Active Shooter

# RACE

- Remember in case of a Fire R.A.C.E.
- R-Rescue
- A-Alarm
- C-Contain
- E-Evacuate/Extinguish

**Fire Emergency Response**

<b>R</b>	<u>R</u> escue		
<b>A</b>	<u>A</u> larm		
<b>C</b>	<u>C</u> ontain		
<b>E</b>	<u>E</u> xtinguish		



# PASS

- Remember P.A.S.S. when operating a fire extinguisher.
- P-Pull the pin
- A-Aim at the base of the fire
- S-Squeeze the handle
- S-Sweep back to forth motion



# Code Red



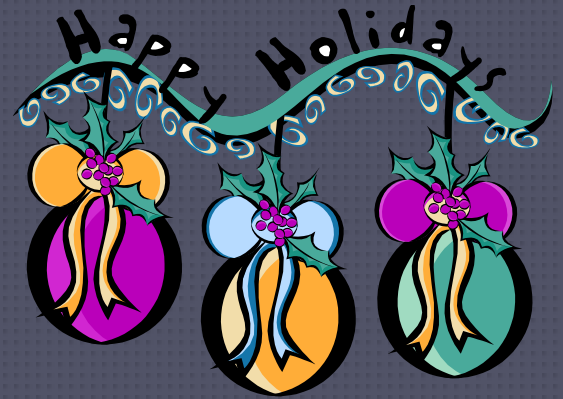
- If a code Red is announced on your floor:
  - Rescue—get everyone from immediate Danger
  - Alarm—activate the nearest pull station
  - Confine—close all doors to help keep fire and smoke from spreading
  - Extinguish—only if it's small and confined to a small area (PASS)
  - Know your evacuation routes and meeting area
  - Wait for instructions, through the PA system, radio, or phone.

# In case of a fire...



- We must be prepared to fight, control, and contain the fire while the building is occupied.
- The responsibility of initial containment and control of a fire rests with hospital personnel.
- It is imperative that every employee be familiar with the hospital's fire plan and know the appropriate action to take should a fire occur.
- Your actions in a fire emergency could be the difference between a minor incident and a tragic event.

Merry Christmas!!



Happy New Year!