



TRAINING UPDATE

Lab Location: WAH
Department: All staff

Date Distributed: 1/8/2013
Due Date: 2/28/2013

DESCRIPTION

| |
|---|
| Name of procedure: |
| Safety Policy Manual and Annual Safety Review list |
| Description of change(s): |
| There are NO changes to the Safety SOPs Refer to the attached Table on Contents and Safety Review list. Read and review the actual Safety manual. |

Document your compliance with this training update by taking the quiz in the MTS system.



WASHINGTON ADVENTIST HOSPITAL LABORATORY Safety Policy Manual

| | |
|--|--------------|
| Safety Manual Administration | WAH.SA01 |
| Audit, Monthly Safety | WAH.SA06 |
| Biohazardous Waste Management | WAH.SA07 |
| Bloodborne Pathogens Exposure Control Plan | WAH.SA02 |
| Chemical Hygiene Plan | WAH.SA03 |
| Decontamination (Routine) Procedure | WAH.SA08 |
| Disaster and Emergency Preparedness | WAH.SA09 |
| Electrical Safety | WAH.SA10 |
| Ergonomics Program | WAH.SA04 |
| Evacuation Plan | WAH.SA11 |
| Fire Emergency Plan | WAH.SA12 |
| Immunization Practices | NEHS05 v4.0A |
| Incident Reports, Preparation of | WAH.SA14 |
| Natural Rubber Latex (NRL) Allergy and Sensitization Program | WAH.SA05 |
| Occupational Noise | WAH.SA15 |
| Personal Protective Equipment (PPE) Usage | WAH.SA16 |
| Post Exposure Prophylaxis | WAH.SA17 |
| Specimen Containers | WAH.SA18 |
| Tuberculosis Prevention Program | WAH.SA19 |
| Ultraviolet (UV) Light Safety Program | WAH.SA20 |
| Waste Minimization | WAH.SA21 |

**Quest Diagnostics Nichols Institute
At Washington Adventist Hospital**

Annual Safety Review list

Instructions

Please review the following safety related information with the employee during his/her initial hire and/or annual review. Add any departmental specific items at the end of the form. Sign with the employee at the bottom of this form and keep completed form in the employee's training file.

- ___ Location of the Department's Safety Manual, including the Chemical Hygiene Plan and the Exposure Control Plan
- ___ Reads and reviews the Department's Safety Manual
- ___ Location of the Material Safety Data Sheets (MSDS), including understanding the requirement that the MSDS must be read before the person works with the chemical.
- ___ Location of the Department's Bulletin Board for safety items; Emergency telephone numbers posted:
 - 1. MSDS on demand 1-800-451-8346
 - 2. Hospital Safety Officer ext. 5551
 - 3. Emergency Code Alert Information ext. 4164
- ___ Location of the nearest eyewashes and safety showers, including instructions for use.
- ___ Location of the nearest fire alarms switches, and how to use them (i.e. pull them down).
When a fire occurs: **R** Rescue anyone in immediate danger
 A Pull the Alarm, call 4444
 C Confine – Close all doors
 E Extinguish (use good judgment when deciding to fight a fire)
- ___ Location of the nearest fire extinguisher; Steps to use extinguisher:
 - P** Pull the pin
 - A** Aim the extinguisher
 - S** Squeeze the handle
 - S** Sweep
- ___ Two (2) nearest exit routes from the department to the outside of the building
- ___ Location the department is to meet outside of the building during building evacuations.
- ___ Location of the nearest first aid kit
- ___ Location of the nearest chemical spill materials, and review instructions
- ___ Response to Mercury spill – contact Hospital Safety Officer.
- ___ Location of personal protective equipment (PPE) in the department, and how to obtain PPE
- ___ Location of, and when to use:
 - 1. Gloves
 - 2. Body Protection (Lab coat)
 - 3. Face/Eye protection
- ___ Process to clean counters and benchtops before, during and after each shift
- ___ Description of types of waste streams:
 - 1. Medical (infectious) waste, Special or Other Potentially Infectious Medical (OPIM) waste:
Dispose of in red bags. Anything containing or grossly contaminated with biological material; waste that may carry potentially contagious body waste, hazardous or biohazardous material. Special medical waste or OPIM includes all blood and blood grossly contaminated products or items. Grossly contaminated means that blood is dripping or flaking off in significantly visible quantity.
 - 2. Sharps: Sharps to be placed into approved sharps containers, not to be overfilled, closed and placed in medical waste for disposal.
 - 3. Regular trash: includes gloves, pipette tips, empty urine container (stripped of patient info) and other laboratory waste that is **not** significantly contaminated with blood or body fluids.
 - 4. Chemical: Review department's chemical waste disposal procedures.
 - 5. Confidential and white paper recycling (only for non-contaminated paper)
- ___ Process to remove biohazard trash (2/3 full) and location
- ___ Location of empty biohazard boxes / sharps containers and door combination

___ Code Alerts:

| CODE | Description | Response |
|---------------|--|---|
| Blue "adult" | Cardiac arrest for adult (>35kg or 12 yrs of age) | Call ext 5555 |
| Blue "child" | Cardiac arrest for child(1-12 yrs of age or <35kg) | Call ext 5555 |
| Blue "infant" | Cardiac arrest for infant (birth to 1 yr) | Call ext 5555 |
| Gold | Bomb threat | Report suspicious pkg to Security |
| Gray | Elopement | Information only |
| Green | Combative Patient | Available males report to unit |
| Orange | Haz-Mat Spill or Release | Isolate area to prevent spread. Notify Supervisor and Security. |
| Pink 4444 | Infant or Child Abduction | Search Lab areas and restrooms, guard doors at Lisner exit and Stairwell H, stop anyone with infant/child |
| Purple | Security Only response | Information only |
| Red 4444 | Fire Emergency | Call ext 4444, see below |
| Silver | Birth outside of L&D | Information only |
| White | Tornado Warning | Information only |
| Yellow | Emergency / Disaster | Mgr/Supvr reports to Command Ctr, Phlebotomists report to ERD, BB takes blood inventory |
| Yellow Surge | Bed capacity | Information only |
| Indigo | Pre-diversion / Diversion | None required |
| Code 4164 | Hospital Alert | Call ext 4161 for detail |
| Code 99 | Hostage Situation | Information only |

- ___ Use of the chemical fume hood (if applicable)
- ___ Use of the biological safety cabinet (if applicable)

- ___ Location of stairwells D & H & elevators A, B & C adjacent to the Laboratory
- ___ Knows to close front desk shutter when code red is announced, including writing a note on the shutter stating: **'Lab window closed due to Code Red. Please knock on shutter or press door bell for service'**
- ___ Knows to assist Lab patients that are waiting in the Lab waiting lounge into the dept/ out of the dept (rescue/evacuate if fire is within the lab) when code red is announced. Patients must not remain in the Waiting Lounge when Hospital is under Code Red, they must be escorted into the Outpatient Phlebotomy area or within the Front Desk area and escorted out when Code Red is cleared.
- ___ Do NOT use elevators during a Code Red situation
- ___ Doors to the Department must be kept closed at all times. Do NOT share number lock information with unauthorized personnel.
- ___ Specimen Processing drop-off window must be kept closed at all times.

Departmental specific safety items

- ___ Knows to assist WAH Security/ Safety staff when buzzer in the Lab patient rest room is sounded by a patient needing help, including operation of opening lab rest room door.
- ___ Knows purpose & operation of emergency push buttons located within Outpatient blood drawing rooms.
- ___ Review location of flashlights & use during power outages;
Flashlights must always be located in the Out Patient Phlebotomy Center, in the middle bottom - most drawers labeled: FLASHLIGHTS.

Employee

Date

Supervisor

Date