



## TRAINING UPDATE

**Lab Location:** SGAH and GEC  
**Department:** All staff

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

### DESCRIPTION

<b>Name of procedure:</b>
<b>Safety Policy Manual and Annual Safety Review list</b>
<b>Description of change(s):</b>
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.



## SHADY GROVE ADVENTIST HOSPITAL LABORATORY Safety Policy Manual

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

**Quest Diagnostics Nichols Institute  
At Shady Grove 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 Hospital Intranet (MSDS – Shady Grove Adventist Hosp & Behavioral Health-Rockville)
  - 2. Hospital Safety Officer ext. 6201
  - 3. Emergency Code Alert Information ext. 4164
- \_\_\_ Location of the nearest eyewashes and safety showers, including instructions for use.
- \_\_\_ Location of the nearest fire alarm 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 of 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: red bags. Anything containing or contaminated with biological material (gloves, old specimens, etc.).
  - 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: **NO GLOVES**.
  - 4. Chemical: Review department's chemical waste disposal procedures.
  - 5. Confidential and white paper recycling (only for non-contaminated paper)
- \_\_\_ Use of the biological safety cabinet (if applicable)

Code alerts:

<b>CODE</b>	<b>Description</b>	<b>Response</b>
Blue "adult"	Cardiac arrest for adult (8 yrs of age & >35kg )	Call ext 4444
Blue "child"	Cardiac arrest for child (3m - 8 yrs of age & <35kg)	Call ext 4444
Blue "infant"	Cardiac arrest for infant (birth to 3 months)	Call ext 4444
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	Infant or Child Abduction	Search Lab areas and restrooms, monitor hallways near lab and glass tunnel, 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
Code 4164	Hospital Alert	Call ext 4161 for detail

Departmental specific safety items (use additional sheet if needed)

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Employee

Date

Supervisor

Date