

TRAINING UPDATE

Lab Location: GEC, SGAH & WAH
Department: All Staff

Date Distributed: 3/24/2014
Due Date: 4/30/2014

DESCRIPTION OF REVISION

Documents for Review:

- **Safety Review List AG.F276**
- **Evacuation Routes for GEC, SGAH & WAH**
- **SDS (Safety Data Sheet) 800 phone number Poster & Labels**
- **Spray Bottles and Labels for disinfectant**

Description of change(s):

- Site-specific **Safety Review** forms are combined into **one** form. This will ensure employees who rotate and work at other sites are informed of differences.
- Revised SGAH **evacuation route** due to renovation of the lab. Evacuation routes for GEC & WAH have NOT changed. All are provided to ensure rotating staff are aware.
- Posters and labels with **800 # for SDS** – this phone number is for the QUEST chemical inventory site.
- **Clorox Cleaner** (used to be called Dispatch) that comes in large jugs will be poured into plain spray bottles and be labeled by lab staff.
 - Copy the lot # and expiration date from the jug, and write date filled & your tech code / initials on label.
 - Make a new label each time you re-fill a spray bottle. This will assure the correct lot & exp date are on them

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

Instructions

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 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 Safety Data Sheets (SDS), including understanding the requirement that the SDS must be read before the person works with the chemical.
- ___ Location of the Bulletin Board for safety items; Emergency telephone numbers posted:
 - 1. SDS 1-800-704-9215
 - 2. Hospital Safety Officer: ext. 6201 at SGAH; ext. 5551 at WAH
 - 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
- ___ Perform a fire drill with trainee. Describe evacuation process at the other sites
- ___ 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, how to obtain PPE 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 (all lab locations):
 - 1. Sharps: Sharps to be placed into approved sharps containers, not to be overfilled, closed and placed in medical waste for disposal.
 - 2. Chemical: Review department's chemical waste disposal procedures.
 - 3. Confidential and white paper recycling (only for non-contaminated paper)
- ___ **SGAH** Specific Descriptions:
 - 1. Medical (infectious) waste: red bags. Anything containing or contaminated with biological material (gloves, old specimens, etc.).
 - 2. Regular trash: **NO GLOVES**.

___ **WAH Specific Descriptions:**

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. 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.

___ Process to remove biohazard trash (2/3 full) and location

___ Location of empty biohazard boxes / sharps containers

___ SGAH Trash room door combination 421#

___ Code alerts:

CODE	Description	SGAH Response	WAH Response
Blue "adult"	Cardiac arrest for adult (8 yrs of age & >35kg)	Call ext 4444	Call ext 5555
Blue "child"	Cardiac arrest for child (3m - 8 yrs of age & <35kg)	Call ext 4444	Call ext 5555
Blue "infant"	Cardiac arrest for infant (birth to 3 months)	Call ext 4444	Call ext 5555
Gold	Bomb threat	Report suspicious packages 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	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	
Silver	Birth outside of L&D	Information only	
White	Tornado Warning	Information only	
Yellow	Emergency / Disaster	Mgr/Supvr reports to Command Center, Phlebotomists report to ERD, BB takes blood inventory	
Code 4164	Hospital Alert	Call ext 4161 for detail	
Yellow Surge	Bed capacity	n/a	Information only
Indigo	Pre-diversion / Diversion	n/a	None required
Code 99	Hostage Situation	n/a	Information only

___ Use of the chemical fume hood (if applicable)

___ Use of the biological safety cabinet (if applicable)

WAH Departmental specific safety items

___ 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.



Safety Review List

- Germantown Emergency Center
- Shady Grove Adventist Hospital
- Washington Adventist Hospital

- ___ 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.
- ___ 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.

Other Departmental specific safety items

___ _____

___ _____

Employee	Date	Supervisor	Date
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GERMANTOWN EMERGENCY CENTER LABORATORY EVACUATION ROUTE



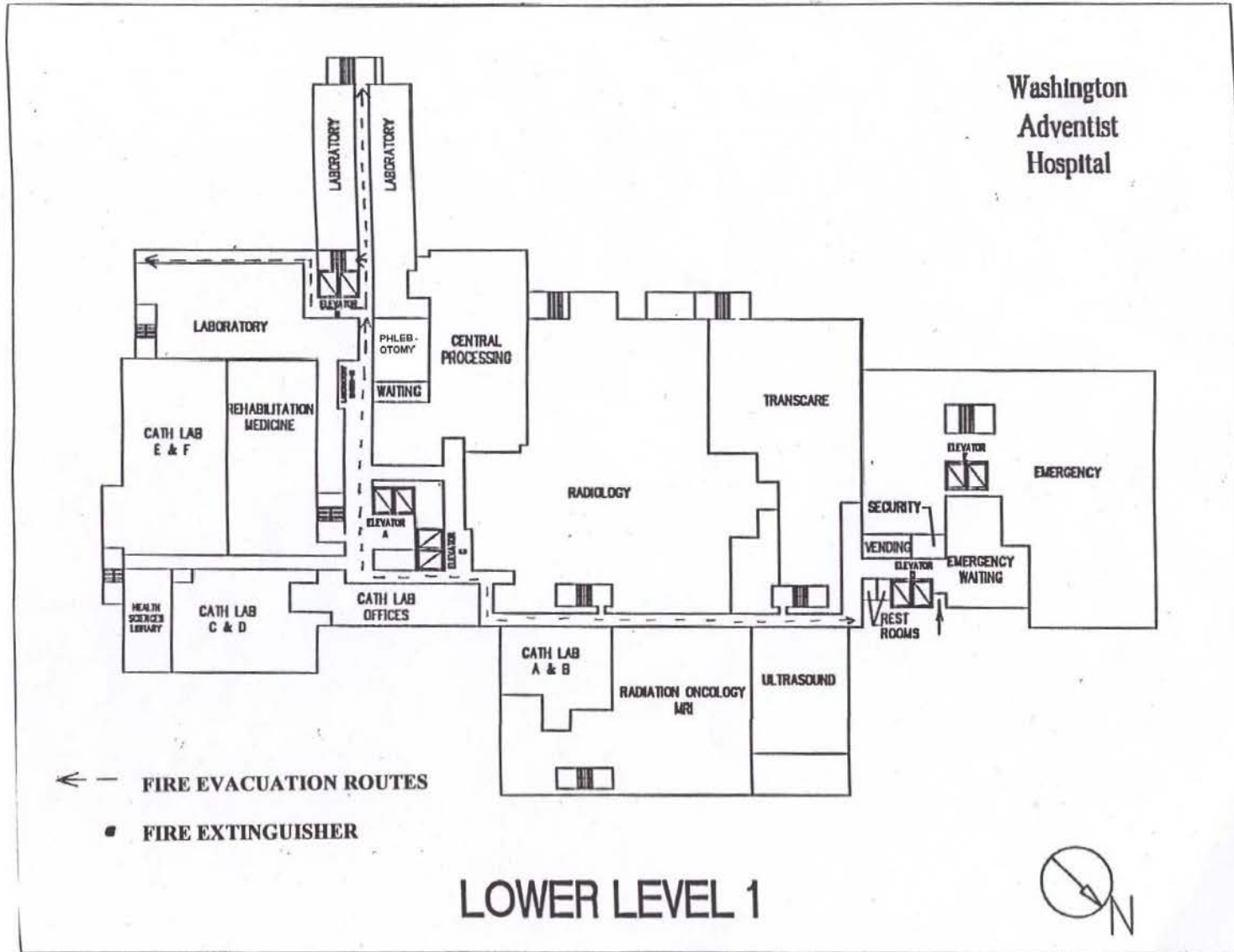
EVACUATION PLAN	
	YOU ARE HERE
	EXIT ROUTES
	EXTINGUISHER
	FIRE STAIRS
	ELEVATOR
	ALARM PULL

 **Shady Grove Adventist**
Emergency Center
At Germantown

Fire Evacuation Plan

 **In Case Of Fire Use Stairs,
Do Not Use Elevators**

WASHINGTON ADVENTIST HOSPITAL LABORATORY EVACUATION ROUTE



SDS

SAFETY DATA SHEETS

800-704-9215

FOR EMERGENCY USE ONLY

INFO TO HAVE WHEN CALLING:

- Product Name • Product Number
- Manufacturer Name
- Manufacturer Phone Number

IMMEDIATE ACCESS TO CHEMICALS ON-SITE

Example of label for telephones

SDS - Safety Data Sheets

800-704-9215

Info to have when calling:

- Product name & number
- Manufacturer name

Spray Bottles and Labels for Clorox Healthcare Bleach Germicidal Cleaner
(formerly called Dispatch)



	Clorox Healthcare Bleach Germicidal Cleaner
	Lot: _____
	Expiration: _____
	Date Filled: _____ By: _____
Warning: Causes moderate eye irritation Clorox Professional Products Co, Oakland, CA 94612	

Label must be changed EACH TIME the bottle is filled