

## TRAINING UPDATE

**Lab Location:** GEC, SGAH & WAH  
**Department:** All staff

**Date Distributed:** 7/7/2014  
**Due Date:** **11/15/2014**

### DESCRIPTION OF DOCUMENT

All employees in the East Region are required to take the Annual Safety Refresher Training. Most business units access information and quizzes on the Quest intranet.

The Adventist labs have chosen to place all the review information and quizzes on MTS. The topics covered are listed below and each one is a separate review and quiz on MTS.

1. Blood Borne Pathogen Standard
2. Chemical Safety
3. Emergency Response
4. Ergonomics
5. Fire and Electrical Safety
6. Hazard Communication
7. Injury Prevention
8. Phlebotomy Safety
9. Hazardous Waste

**Rather than require you to sign and return a training document, it is attached on the next page. Acknowledging that you have read and understand the document will be considered the equivalent of signing it.**

If you have any questions, see your supervisor, manager or director

## EHS FORMAL TRAINING RECORD

**PLEASE PRINT ILLEGIBLE HANDWRITING MAY RESULT IN NON-CREDIT  
FOR TRAINING ATTENDANCE.**

Name	Employee ID #	Department

Course Title: 2014 Mandatory Annual Refresher Safety Training

Date Training Completed:	Instructor or Self Study	Job Title

Key Subjects/Concepts of Training:

Injury Illness Prevention Program:

- Incident prevention is everyone's responsibility
- What causes incidents
- Incident Investigation is conducted to determine the cause of all incidents, so corrective action can be taken to prevent a similar occurrence in the future

Fire Safety and Evacuation

- Knows what the potential fire hazards are in this workplace.
- Knows how to protect against potential fire hazards.
- Knows the proper responses to a fire.
- Knows how to handle a fire extinguisher.
- Knows what to do in an emergency.

Ergonomics

- Knows improper equipment adjustments can lead to discomfort and injury – ultimately causing lost workdays.
- Know how to minimize the strain placed on your body by stretching, mini-breaks for comfort and customizing the work space

Phlebotomy Safety – **only phlebotomists are assigned this training**

- Know to wear proper protective equipment when performing job function
- Knows to report any incident to the supervisor / manager / EHS immediately
- Practice Universal Precautions at all times

Blood Borne Pathogen Standard

- Understand the use and limitations of methods of control that may prevent or reduce exposure including universal precautions, engineering controls, work practice controls, and personal protective equipment.
- Understands that the Blood Borne Pathogen Standard protects everyone

**Electrical Safety**

- Understands the electrical hazards in the workplace.
- Understands what to do in an electrical emergency.

**Chemical Safety**

- Understands how to avoid exposure to hazardous chemicals.
- Understands how to minimize exposure to chemicals.
- Knows the labeling format used for chemical in this Region.

**Hazardous Waste**

- Understands the types of hazardous wastes in this facility
- Knows how to dispose of them properly
- Understands waste minimization.

**Driving and Safety – Not applicable for Adventist Hospital employees**

- Everyone needs a cushion of safety around the vehicle when driving
- Good Housekeeping allies to the interior and exterior of a vehicle
- All auto accidents are preventable

Had an opportunity for interactive questions and answers with the person conducting the training.

Employee Signature:	Date:
Instructor's Signature:	Date:
Supervisor's Signature:	Date