

TRAINING UPDATE

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

Date Distributed: 10/1/2015
Due Date: 11/30/2015

DESCRIPTION OF TRAINING

Name of procedure:
Safety Policy Manual and Safety Review list
Description:
<p>There are NO changes to the Safety SOPs at this time. Refer to the attached Table of Contents and read / review the actual Safety manual.</p> <p>Review the attached Safety Review list. If it contains information that you are unsure or not clear about, see your supervisor or manager for explanation.</p>

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



GERMANTOWN EMERGENCY CENTER LABORATORY

SHADY GROVE ADVENTIST HOSPITAL LABORATORY

WASHINGTON ADVENTIST HOSPITAL LABORATORY

Safety Policy Manual

Safety Manual Administration	GEC/SGAH/WAH.SA01
Audit, Monthly Safety	GEC/SGAH/WAH.SA06
Biohazardous Waste Management	GEC/SGAH/WAH.SA07
Bloodborne Pathogens Exposure Control Plan	QDEHS701
Chemical Hygiene Plan	QDEHS706
Decontamination (Routine) Procedure	GEC/SGAH/WAH.SA08
Disaster and Emergency Preparedness	GEC/SGAH/WAH.SA09
Electrical Safety	GEC/SGAH/WAH.SA10
Ergonomics Program	GEC/SGAH/WAH.SA04
Evacuation Plan	GEC/SGAH/WAH.SA11
Fire Emergency Plan	GEC/SGAH/WAH.SA12
Immunization Practices	NEHS05 v4.0A
Incident Reports, Preparation of	GEC/SGAH/WAH.SA14
Natural Rubber Latex (NRL) Allergy and Sensitization Program	GEC/SGAH/WAH.SA05
Occupational Noise	GEC/SGAH/WAH.SA15
Personal Protective Equipment (PPE) Usage	GEC/SGAH/WAH.SA16
Post Exposure Prophylaxis	GEC/SGAH/WAH.SA17
Specimen Containers	GEC/SGAH/WAH.SA18
Tuberculosis Prevention Program	GEC/SGAH/WAH.SA19
Waste Minimization	GEC/SGAH/WAH.SA21

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 SGMC; 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 bench tops 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)
- ___ **SGMC Specific Descriptions:**
 1. Medical (infectious) waste: red bags. Anything containing or contaminated with biological material (gloves, old specimens, etc.).
 2. Regular trash: **NO GLOVES**.

Safety Review List

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

___ **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

___ SGMC Trash room door combination 421#

___ Code alerts:

CODE	Description	SGMC 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	
Stork	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)

Safety Review List

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SGMC Departmental Specific for OPL Lab:

- _____ Location of EXIT signs
- _____ Location of the closest Fire alarm pull station (at the hospital registration desk on the same floor)
- _____ Location and Operation of the Eye wash station
- _____ Location and Response to the Emergency Call buttons/buzzers in all patient rooms
- _____ Location of key to the patient's restroom and response to the call button
- _____ Location of volume button for overhead speakers, set volume and listen to announcements.

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.

- _____ 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