

## TRAINING UPDATE

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

**Date Distributed:** 4/1/2016  
**Due Date:** 6/30/2016

### DESCRIPTION OF TRAINING

<b>Name of procedure:</b>
<b>Safety Policy Manual and Safety Review list</b>
<b>Description:</b>
<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**

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 Reporting and Post Exposure Prophylaxis	GEC.SA242,SG.SA930/WAH.SA921
Occupational Noise	GEC/SGAH/WAH.SA15
Personal Protective Equipment (PPE) Usage	GEC/SGAH/WAH.SA16
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 acid and flammable cabinets, including inventory log and appropriate contents
- \_\_\_ 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 shower (WAH), including instructions for use. Trainee correctly demonstrates use of eyewash.
- \_\_\_ Location of the nearest fire alarms switches, and how to use them (i.e. pull them down).  
 When a fire occurs:
 

<b>R</b>	Rescue anyone in immediate danger
<b>A</b>	Pull the Alarm, call 4444
<b>C</b>	Confine – Close all doors
<b>E</b>	Extinguish (use good judgment when deciding to fight a fire)
- \_\_\_ Location of the nearest fire extinguisher; Steps to use extinguisher:
 

<b>P</b>	Pull the pin
<b>A</b>	Aim the extinguisher
<b>S</b>	Squeeze the handle
<b>S</b>	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**.

Document:AG.F.276[3] Status:RELEASED,Effective:3/24/2017, Check Version Before Use

\_\_\_ **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, <b>stop anyone with infant/child</b>	Search Lab areas and restrooms, guard doors at Lisner exit and Stairwell H, <b>stop anyone with infant/child</b>
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)

