TRAINING UPDATE

Lab Location: Department:

GEC, SGMC & WAH All Staff

Date Distributed: Due Date:

4/1/2016 6/30/2016

DESCRIPTION OF TRAINING

Name of procedure:

Safety Policy Manual and Safety Review list

Description:

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.

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.

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



Germantown Emergency Center
Shady Grove Medical Center
Washington Adventist Hospital

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: 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. <u>Chemical</u> : Review department's chemical waste disposal procedures.					
3. <u>Confidential and white paper recycling</u> (only for non-contaminated paper)					
SGMC Specific Descriptions:					
 1. <u>Medical (infectious) waste</u> : red bags. Anything containing or contaminated with biological					
material (gloves, old specimens, etc.).					
2. Regular trash: NO GLOVES.					
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Germantown Emergency Center
Shady Grove Medical Center
Washington Adventist Hospital

WAH Specific Descriptions:

- 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. <u>Regular trash</u>: 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	Dagarintian	SCMC Degrange	WAILDagnanga	
	Description	SGMC Response	WAH Response	
Blue "adult"	Cardiac arrest for adult	Call ext 4444	Call ext 5555	
	(8 yrs of age & >35kg)			
Blue "child"	Cardiac arrest for child	Call ext 4444 Call ext 5555		
	(3m - 8 yrs of age & <35kg)			
Blue "infant"	Cardiac arrest for infant	Call ext 4444	Call ext 5555	
	(birth to 3 months)			
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,	Search Lab areas and restrooms,	
		monitor hallways near lab and	guard doors at Lisner exit and	
		glass tunnel, stop anyone with Stairwell H, stop anyone with		
		infant/child	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)

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SGMC	Departmental Specific for C	OPL Lab:		
	Location of EXIT signs			
	Location of the closest Fire a	larm pull station (a	at the hospital registration desk on the sar	me floor)
	Location and Operation of the	e Eye wash station	L	
	Location and Response to the	Emergency Call b	buttons/buzzers in all patient rooms	
	Location of key to the patient	s's restroom and re	sponse to the call button	
	Location of volume button fo	r overhead speake	rs, set volume and listen to announcemen	nts.
WAH I	Departmental specific safety	items:		
	Location of stairwells D & H	& elevators A, B	& C adjacent to the Laboratory	
_	stating: 'Lab window closed Knows to assist Lab patients (rescue/evacuate if fire is with Waiting Lounge when Hospit	due to Code Red that are waiting in hin the lab) when of tal is under Code F	d is announced, including writing a note . Please knock on shutter or press doo the Lab waiting lounge into the dept/ ou code red is announced. Patients must not Red, they must be escorted into the Outpa out when Code Red is cleared.	r bell for service t of the dept remain in the
	Do NOT use elevators during	g a Code Red situat	tion	
	Doors to the Department musunauthorized personnel. Specimen Processing drop-of	Ť	all times. Do NOT share number lock in kept closed at all times.	nformation with
<u> </u>	patient needing help, including Knows purpose & operation of rooms. Review location of flashlights	ng operation of operation of operation of emergency push s & use during poverated in the Out P	buttons located within Outpatient blood	l drawing
Other 1	Departmental specific safety	items		
Emplo	yee	 Date	Supervisor	Date

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