

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: Mgmt

Date Distributed: 11/22/2017
Due Date: 12/1/2017
Implementation: 11/27/2017

DESCRIPTION OF REVISION

Name of procedure:
Safety Review List AG.F276.4
Description of change(s):
<p>Standardize waste stream info across sites (SG staff may place gloves in regular trash if not visibly contaminated)</p> <p>Deleted outdated information (safety bulletin boards, WAH safety shower, SG OPL eyewash & speaker volume setting)</p> <p>This revised FORM will be implemented on November 27, 2017</p>

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 hiring orientation. 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. 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:**

5. **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.
 6. **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#
- Use of the chemical fume hood (if applicable)
- Use of the biological safety cabinet (if applicable)
- 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

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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