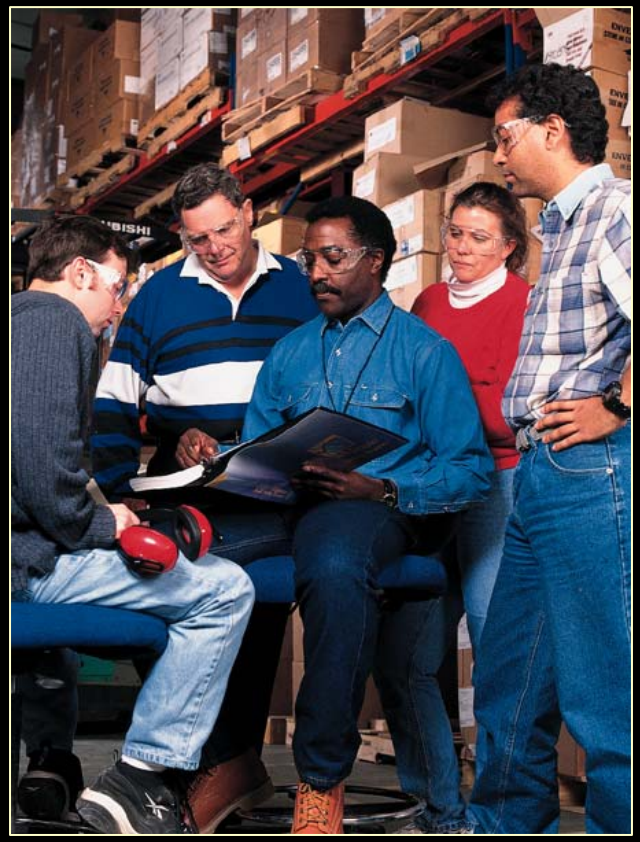
ValleyCare
ENVIRONMENT OF CARE

"Maintaining A Safe Environment"



Safety Statistics

- Six thousand Americans die from on-the-job accidents every year

Safety Statistics

- 3.7 million disabling injuries occurred on-the-job
- Most accidents occur within an employee's first six months on a new job

Safety at Work

- A worker is injured every 19 seconds

Safety Goals

- Conduct Safety Trainings
  -In-service all employees
  -Orientate new employees
- Conduct Monthly Safety Inspections
- Conduct Monthly Safety Meetings
- Communicate Safety Issues Promptly

Safety Policy

- Safety Policies

  #800 – EOC Program Management
  #801 – Hazard Surveillance Program (Safety Inspection)
  #802 – Reporting Incidents
  #805 – Employee Injuries/Illnesses
  #806 - Injuries To Hospital Volunteers
  #807 – Vehicle Accidents
  #808 – Prescription Safety Glasses (Fac., Path., EH&S)
  #810 – Risk Assessment Program
  #811 – Review and Evaluation of EOC Mgmt. Plans
  #812 – Respiratory Protection Program

Safety Policy (cont.)

- Safety Policies (continued)

  #833 – No Smoking

  #834 – Safety Signs

  #835 – Ergonomics Program

  #836 – Entrance To Red-Tagged Buildings

  #837 – Immediate Threat To Life Intervention

Safety Trainings

- New Employee Orientation
- Fire/Life Safety (4 year certification)
- Hazard Communication
- Emergency Preparedness
- Code of Safe Practices & Fire Prevention
- Bloodborne Pathogens
- Tuberculosis
- Radiation Safety

NEO Walk-through

- Fire extinguisher locations
- Safety showers and eyewash stations
- Location of Safety Manuals
- No smoking locations
- Areas where special PPE is required
- Evacuation exits
- MSDS locations




Safety Communication

- Environment Of Care Committee
- Environment Of Care Managers

  -Frank Colbert (Safety, Fire Safety, HAZMAT, Emergency)

  -Bob Ross (Medical Equipment, Utilities)

  -Capt. Edward Entwisle (Security)
- Environmental Health & Safety Office

  -Building I, Tel: (818) 364-3405 Fax: (818) 364-3988
- Division Safety Coordinators
- ValleyCare Employees

Safety Communication (cont.)

- Communicate regularly with co-workers
- Notify co-workers of hazards
- Always follow correct procedures (no shortcuts)
- Always be aware of your surroundings
- Take safety training seriously; your co-workers depend on you

EOC Committee

- Meet bi-monthly at EH&S
- Reviews accident reports
- Reviews safety policies and procedures
- Assess physical environment for accident prevention
- Reviews and responds to safety concerns, hazards, and suggestions

Safety Rules

- General safety rules
  - Observe all safety warning signs
  - Maintain good housekeeping
  - Keep emergency equipment accessible
  - Stay focused (no horseplay). Complacency and lack of attention are preventable causes of many injuries
  - Be aware of where your hands are at all times
  - Avoid possible pinch points on equipment/machinery
  - Never remove machine guards or override interlocks

Good Housekeeping

- Identify and remove slip and trip hazards
- Maintain access to exits, fire fighting equipment, and electrical panels.
- Keep aisles and stairwells clear
- Reduce accumulation of combustibles

Safe Clothing

- When working near machinery:
  -Don’t wear loose clothing
  -Don’t wear neck ties
  -Don’t wear jewelry

Safe Clothing

- Wear protective shoes such as hard leather with slip-resistant soles (steel toes are a plus)

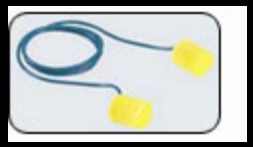
- Obtain safety glasses/goggles

Personal Protective Equipment (PPE)

Personal Protective Equipment

- PPE is required in specific divisions
- Use PPE appropriate for the specific hazard

- Inspect PPE carefully before each use, ensure that it is in good condition
- Wear hearing protection in noisy environments



Poor Safety Habits

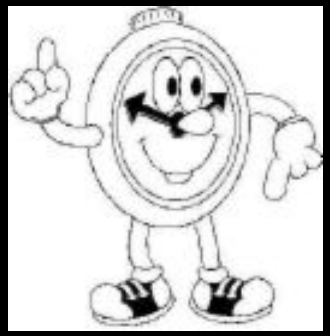
Safety Don’ts:

- Fool around/show off
- Ignore a safety hazard
- Shut off or circumvent a machine safeguard
- Become overconfident in your job
- Assume safety is someone else’s job

Poor Safety Habits

The Result

- Lost work time



- Painful injuries and death

- Productivity losses

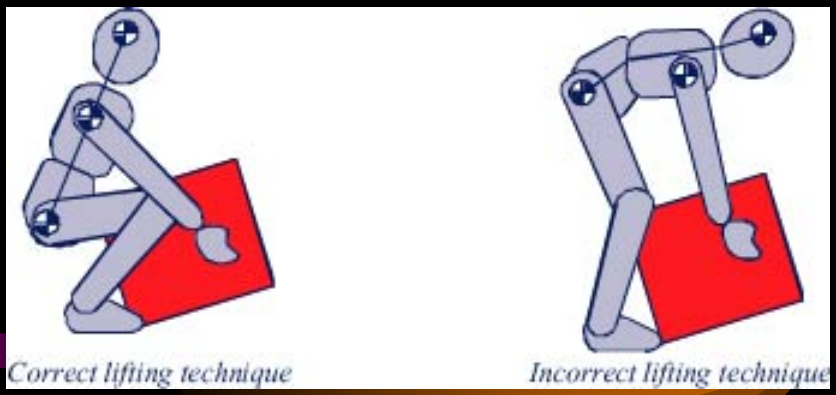
Back Injury Statistics

- Eighty percent of Americans suffer back injuries requiring medical attention
- Thirty percent of all industrial injuries involve the back
- Back injuries are often the result of years of abuse
- In addition to missed work, there may be a lifetime of pain

Back Safety Tips

- Don’t lift more than 50 pounds by yourself

- When reaching up, don’t overextend
- If standing in one place, put a foot on a footrest
- Push—don’t pull
- Squat—don’t bend
- Turn—don’t twist
- To reduce back pain—see your doctor



Accidents and Injuries

- Promptly report each industrial injury or occupational illness to your supervisor
- Report near misses
- Investigate accidents
- Fill out proper report forms

Report Forms

- Event Notification (patient related)
- LAC Non-Employee Injury (visitor related)
- Employers Report of Occupational Injury or Illness (employee related)
- Employers Claim for Workers Compensation Benefits
- Supervisor's Investigation Report of Job Related Illness or injury
- Employee's Report of Safety Hazard Suggestion
- Near Miss Reporting Form
- LAC Report of Vehicle Collision or Incident

Quiz

1. What causes the typical back injury?

   _____

2. What is hazardous about wearing loose clothing to work?

   _____

3. Horseplay is OK at work as long as you are off the clock. True or False
4. When is it safe to shut off or circumvent a machine safeguard? _____

Quiz (cont.)

5. What kind of PPE is required or recommended in your division? _____
6. Where can the minutes of the EOC Committee meeting be found? _____
7. Housekeeping is needed only to keep the facility looking nice. True or False
8. It is not important to report a near miss or close call because no one was hurt. True or False

Quiz Answers

1. Back injuries are typically the result of years of abuse.
2. Loose clothing can get caught in machinery.
3. False. Horseplay is never acceptable while on county property.
4. It is never safe to shut off or circumvent a machine safeguard.
5. The PPE required or recommended for each department will be different..

Quiz Answers (cont.)

6. EOC Committee Minutes are maintained at the EH&S office located in Building I.
7. False. Housekeeping maintains access to emergency equipment and prevents the accumulation of combustible materials.
8. False. Reporting a near miss will prevent an injury from happening to someone else.

Proper Body Mechanics

I. Introduction

Some of the most common injuries sustained by members of the health care team are severe musculoskeletal strains. Many injuries can be avoided by the conscious use of proper body mechanics when performing physical labor.

II. Definition

Body mechanics is the utilization of correct muscles to complete a task safely and efficiently, without undue strain to any muscle or joint.

Body mechanics is a term used to describe the ways we move as we go about our daily lives. It includes how we hold our bodies when we sit, stand, lift, carry, bend and sleep. Poor body mechanics are often the cause of back problems. When we don't move correctly and safely, the spine is subjected to abnormal stresses that over time can lead to degeneration of spinal structures like the discs and joints, injury, and unnecessary wear and tear.

III. Principles of Good Body Mechanics

Maintain a stable Center of Gravity

1. Keep your center of gravity low
2. Keep your back straight
3. Bend at the knees and hips

Maintain a Wide Base of Support (this will provide you with maximum stability while lifting)

1. Keep your feet apart
2. Place one foot slightly ahead of the other
3. Flex your knees to absorb jolts
4. Turn with your feet (not with your trunk/back)

Maintain the Line of Gravity (line should pass vertically through the base of support)

1. Keep your back straight
2. Keep object being lifted close to your body

Maintain Proper Body Alignment

1. Tuck in your buttocks
2. Pull your abdomen in and up
3. Keep your back flat
4. Keep your head up
5. Keep your chin in
6. Keep your weight forward and supported on the outside of your feet

IV. Techniques of Body Mechanics

Lifting

1. Ask for help if your unsure of the weight of object
2. Use the stronger leg muscles for lifting
3. Bend at knees and hips
4. Keep your back straight
5. Be sure to carry object close to the body
6. Lift straight upward, in one smooth motion

Reaching

1. Stand directly in front of and close to the object
2. Avoid twisting or stretching
3. Use a stool or ladder for high object
4. Maintain a good balance and a firm base of support
5. Before moving the object, be sure that it is not too large or too heavy

Pivoting

1. Place one foot slightly ahead of the other
2. Turn both feet at the same time, pivoting on the heel of one foot and the toe of the other
3. Maintain a good center of gravity while holding or carrying the object

Avoid Stooping

1. Squat (bending at hips and knees)
2. Avoid stooping (bending at the waist)
3. Use your leg muscles to return to an upright position

Pushing and Pulling

1. **Always better to push than pull!!!**
2. When pushing – hand and wrist should be between elbow and hip
3. When pulling – hand and wrist should be below hip level and above the knee
4. Lean slightly into weight of load
5. Keep head up
6. Remain close to the load

V. General Consideration for Performing Physical Task

1. It is easier to push, pull or roll than it is to lift
2. Movements should be smooth and coordinated rather than jerky
3. Less energy or force is required to keep an object moving than it is to start or stop it
4. Use the arm and leg muscles as much as possible, and back muscles little as possible
5. Keep work as close as possible to your body

6. Rock backward or forward on your feet to use your body weight as a pushing or pulling force
7. Keep your work at a comfortable height to avoid excessive bending at waist
8. Keep your body in good physical condition to reduce chance of injury
9. Avoid standing in one position for prolonged periods of time
10. Be aware of your posture
11. Make sure the surface you are standing on is firm and level

VI. Reasons for use of Proper Body Mechanics

1. Avoid excessive fatigue
2. Prevent muscle strains or tears
3. Avoid skeletal injuries
4. Avoid injury to assisting staff members