



*University Suburban
Health Center*

Wright Surgery Center (WSC)
General Safety Guidelines

You are required to take a test at the end of the presentation and submit it to the Wright Surgery Center prior to your start date. Please look for further instructions on the last slide.

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Overview of Presentation

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 - Protective Services/Panic Button
 - Alarm System
 - Hazard Communications
 - Material Safety Data Sheets (MSDS)
 - Disasters and Emergencies
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 - OSHA Training
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General Safety Guidelines

General Guidelines

- Wear your Employee ID badge at all times.
 - All clinical personnel must wear surgical attire provided by the WSC; personal scrubs or uniforms from other facilities are not permitted.
 - WSC attire (scrubs, jumpsuits, hats, shoe coverings, etc.) must be worn in all operating suites, procedure rooms and patient care areas and must be removed at the end of the shift and put in the appropriate container to be laundered.
 - Wear a lab coat or scrub jacket over scrubs if visiting another area of the Health Center outside of the WSC.
 - Effective hand washing and hygiene is essential for WSC employees and visitors. Antiseptic hand sanitizers are available in the Center, but should be used as a supplement to reduce the potential transmission of bacteria.
 - Eating and drinking are not permitted, except within the designated employee lounges.
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Risk Management

- Incident reports are written whenever an unusual occurrence happens in the WSC regarding personnel, patients or visitors.
 - Incident Report Forms are located at all nursing stations as well as in the Director of Surgical Services office.
 - WSC incident reports are reviewed and recommendations are made by the WSC Medical Director, the USHC Safety Director and the Director of Surgical Services. Follow-ups occur when appropriate.
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Protective Services/Panic Button

- The USHC Maintenance Department provides basic security services. In the event of a serious security threat (robbery, narcotic theft, bomb threat, etc.), call 9-1-1 or press a Panic Button and the South Euclid Police will respond. There are two Panic Buttons. One is located underneath the main registration desk. The other is located underneath the GI registration desk.
 - The Maintenance Department is responsible for the buttons' preventive maintenance and monthly testing.
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Hazard Communication - PPE

- PPE (Personal Protective Equipment) is provided by the WSC and required for all clinical employees. The MSDS book provides information that determines the appropriate PPE based on the level of exposure.
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Hazard Communication – Eyewash

- Eyewash stations are available at three locations in the WSC:
 1. Adult Recovery Room (above sink, across from bed #3)
 - Wall-mounted mobile squeeze bottle system
 2. GI clean/dirty utility room
 - Wall-mounted mobile squeeze bottle system
 3. WSC storage/laundry/medical gas room
 - Permanent faucet irrigation unit
 - The stations are checked weekly for integrity, function and expirations.
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Hazard Communication - Spills

- All spills must be evaluated to determine if an WSC employee can clean the spill or if outside assistance is required.
 - For outside assistance, dial 7000.
 - If outside assistance is not needed, then a Universal Spill Kit, which is available to WSC employees and located in the Gas room, can be used.
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Material Safety Data Sheets (MSDS)

- MSDS provide information on chemical hazards in the workplace. MSDS are provided by the manufacturer of the chemical, product or drug.
 - MSDS for each chemical lists the following:
 - Chemical name/trade name
 - Chemical spill clean-up recommendations
 - Injury treatment (eye splash, respiratory, genetic, etc.)
 - Special precautions required for chemical's use.
 - Handling and storage
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Material Safety Data Sheets (MSDS)

- MSDS are always accessible. They are located in two bright **yellow** binders inside hanging a file holder outside the office of the Director of Surgical Services.
 - Separate MSDS for drug/medication descriptions are located in a **green** binder in the same hanging file holder.
 - OSHA Right to Know and EPA-Approved Solution Lists are located in the **yellow** binder (“Chemicals”).
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Disasters & Emergencies - FIRE

- In the event of a **FIRE**, use the overhead paging system immediately. Pick up any phone, dial 66, announce, “**CODE RED**” and the location of the fire.
 - Then, implement the “RACE” acronym:
 - **R**escue anyone in immediate danger
 - **A**larm – pull the nearest fire alarm.
 - **C**onfine the fire – close all doors.
 - **E**xtinguish the fire, if possible. Evaluate risk first.
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Disasters & Emergencies - FIRE

- Fire Alarm pull stations are located at all five WSC exits:
 1. Outside WSC waiting room
 2. Recovery Room patient exit
 3. Recovery Room stairwell exit
 4. GI Division patient exit
 5. GI Division exit (adjacent to GI pre-op)
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Disaster/Emergencies - FIRE

- Evacuation maps are posted at five locations:
 1. WSC Men's locker room
 2. Across from operating room 1
 3. Pediatric recovery room entrance
 4. Exam rooms hallway at pre-op doorway
 5. Next to recovery room bed 8, across from nurses' station
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Disasters/Emergencies - FIRE

- The WSC has nine fire extinguishers located in the following areas:
 - ❑ Adult recovery room (1)
 - ❑ Operating room hallway-across from O.R. 1 (1)
 - ❑ WSC storage/laundry (2)
 - ❑ WSC electrical room-131A (1)
 - ❑ Men's locker room entrance (1)
 - ❑ Pre-op entrance-exam room's hallway (1)
 - ❑ GI Recovery Room exit (1)
 - ❑ GI pre-op (1)
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Disasters/Emergencies - FIRE

- The PASS acronym can be used when operating a fire extinguisher:
 - **P**ull extinguisher safety pin.
 - **A**im nozzle at the base of the fire.
 - **S**queeze extinguisher nozzle.
 - Use **S**weeping motion until fire is extinguished.
 - The Maintenance Department provides fire extinguisher training sessions every Fall (Sept./Oct.) for new employees or as a review for others.
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Disasters/Emergencies – Explosions

- In the event of an **Explosion**, use the overhead paging system immediately. Pick up any phone, dial 66, announce, “**CODE RED**” and the location of the explosion.
 - Then, implement the “RACE” acronym:
 - **R**escue anyone in immediate danger
 - **A**larm – pull the nearest fire alarm.
 - **C**onfine the fire – close all doors.
 - **E**xtinguish the fire, if possible. Evaluate risk first.
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Disasters/Emergencies – Weather Hazards

- Medical Director will notify staff of weather event.
 - WSC staff will move patients, visitors and employees away from all windows/glass enclosures.
 - All will be advised to stay indoors. Patients and visitors will prepare for discharge if evacuation is indicated.
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Disasters/Emergencies – Failure of Essential Systems

- Essential Systems pertain to electricity, water, heat/AC/oxygen, medical gas, suction, sterilization, health epidemics.
 - Back up power – WSC has diesel generator; Maintenance has two gas-powered portable generators.
 - No new OR cases will start unless all essential systems are functional.
 - Medical Director and WSC Management will decide whether or not to continue or cancel scheduled procedures.
 - Flashlights are wall-mounted in all surgical suites/procedure rooms.
 - Radio transmitters are positioned through USHC for interdepartmental communication.
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TB Screening Program

- USHC conducts PPD testing for all its employees.
 - The Employee Health Clinic provides the testing and maintains records.
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OSHA Training (Occupational Health & Safety Administration)

OSHA

- OSHA is a federal government agency, responsible for job-related safety/health laws.
 - OSHA training is required for all new employees, who must attend an annual review.
 - Failure to attend review sessions will be noted on performance evaluations.
 - Labor/Employment regulations and laws are posted on the bulletin board adjacent to the WSC employee locker rooms.
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USHC/WSC Bloodborne Pathogens Exposure Control Plan

Bloodborne Pathogens

- Use universal precautions when dealing with blood/body fluids; consider all blood/body fluids to be potentially infectious.
 - Employees must know how to dispose of biohazard waste, which is stored in the Biohazard store room (part of laundry/medical gas room). The following waste containers are available in the WSC:
 - Large, round **red** buckets (IV angiocaths, large glass vials)
 - Sharp containers (scalpels, blades, suture needles, glass vials.)
 - **Red** Biohazard bags (for grossly soiled/bloody linen and dressings)
 - Regular Trash (all other non-contaminated material)
 - Dispose of all biohazard containers when they are $\frac{3}{4}$ full.
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Exposures

- In the event of an exposure, employees must:
 - ❑ Wash/flush exposed area. If a chemical is involved, use the MSDS binder for specific instructions.
 - ❑ Notify supervisor.
 - ❑ Complete a USHC Incident Report.
 - ❑ Go to Employee Health as soon as possible for an evaluation.
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Exposures, *continued*

- Blood will be drawn from employees who have had a needle stick and permission sought from the patient for blood sample testing.
 - Employees must schedule a post-exposure appointment with Richard Tomm, MD, USHC Infection Control Medical Director. Employees must be seen within five days of an exposure.
 - All results and consultations are confidential.
 - Hepatitis vaccinations are available to all USHC employees who might be exposed/potentially exposed to blood/body fluids. The vaccine series consists of three shots over a six-month period. Refusal requires a Declination Statement (OSHA mandate).
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Instructions for Test

- Finished with the presentation? It's time to take the test.
 - Please exit the PowerPoint presentation.
 - On the website, click on, “
 - Take the test and e-mail your results to:
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