Safety

POLICY:

It is the policy of this Center in accordance with federal law, that all activities be conducted in the safest manner possible to protect our patients, our employees, the public, and to preserve our facility.

Safety is always to take precedence over expediency or shortcuts, and every attempt must be made by all employees to remove, correct, and/or report conditions that could cause accidents.

Exercise caution at all times in carrying out your duties. As you go about your work, you may observe unsafe conditions in the Center. If you cannot correct them yourself, report what you have seen to your supervisor and see that a warning sign, if necessary is posted.

You must also be on the lookout for fire hazards, which must be reported. In addition, be sure that your supervisor has explained your specific responsibilities in case of a fire, fire drill, or any other emergency condition.

It is the intent of all employees of this Center to provide services which directly and indirectly provide care needed by the patient and their significant others for whom we are responsible while within the Center until discharged or transferred from the premises.

We, therefore, urge employees to work cooperatively to achieve a functioning safety and health program to guard against injury and illness to themselves and to protect our patients from injury or the augmentation of existing illness.

OBJECTIVE:

To provide the safest facility possible to the patients, employees, and the public.

PROCEDURE: General Safety

Central Supply

1. Proper ventilation and adequate lighting must be maintained at all times.
2. Any accident or injury, no matter how slight, must be reported immediately and an incident repot is to be filled out by the employee involved and signed and witnessed by the Director of Nursing or current nurse in charge.
3. Always use the proper step ladder for reaching high places. Do not use chairs, boxes, makeshifts on which to stand. Use hand rails.
4. All personnel are to be instructed in the proper methods of lifting and carrying. Improper lifting, reaching, climbing, or carrying are discouraged due to potential injuries.
5. Floors are to kept clear and dry. Wipe up spills immediately.
6. Traffic areas must be kept clear of equipment and supplies.
7. Fire fighting equipment must be kept unobstructed.
8. Extreme caution must be exercised in the handling of all instruments. Pick up all instruments by their finger grips.
9. Report any unsafe condition that is observed.
10. Pick up or wipe any foreign matter found on the floor.

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Soiled Utility

1. All washer materials must be discarded according to established procedure.
2. Gloves must be used for all cleaning. When hand washing any items with a scrub brush, keep the item and the brush below the surface of the cleaning solution in the sink. This will prevent the spraying and spreading of organisms that are on the item into the air and onto yourself.
3. Do not wear jewelry.
4. Never lift anything that cannot be lifted comfortably and safely. Ask for help whenever necessary.
5. Do not pick up broken glass with your hands. Follow the procedure listed below:

A. Sweep up glass that has broken on the floor.
B. Use small forceps or tweezers to get glass out of the sink drain.
C. Wipe glass off counter top with damp cloth, towel, or cotton.
D. Broken glass – all glass can be discarded in the sharps container for needles, razors, and scalpels.

1) Needles: Discard into sharps container in decontamination area.
2) Scalpels: NEVER discard into waste basket. Sharps container also available in clean preparation area.
3) Razors: Discard into sharps container in decontamination area.

E. Broken glass adapters in rubber tubing is a danger to the processing employee, the patients, and the equipment. We cannot be positive that all the glass splinters have been removed from the inside of the tubing. Tubing in this condition should be disposed of.
F. Handle all instrument trays carefully. Remove towels carefully, inspect thoroughly, watch for falling needles, knife blades, and broken glass.

6. Wear autoclave glove to open door of washer/sterilizer. Allow residual steam in chamber to escape.
7. Be extremely careful and alert to water on the floor – wipe up any water spots.

Clean Utility

1. DANGER HOT Remember that sterilizers and cart wash are very hot. Sterilizer jacket temperature reaches 270-275 F.
2. When opening door of autoclave, employee should step back away from the door to avoid being burned by escaping steam. Always cover hands when removing carts that have been steam sterilized.
3. Never lift more then one full instrument tray at a time.
4. Watch for SHARP or SEMI-SHARP instruments (scissors, shears, chisels, towel clips) while sorting them. Always grasp instruments by the finger grip end.
5. Employees should never push against walls when stocking them.
6. Carts are not to be overloaded. If you cannot easily propel a cart over carpeting, it is overloaded. Load carts so that you can see over, thru, or around the cart. If a cart should begin to tip over, DO NOT try to hold it – let it go. Supplies can be replaced – your back cannot.
7. NEEDLES, SCALPELS ,RAZORS – discard into containers in the soiled utility. NEVER discard into wastebasket. Container also available in clean utility area.
8. GLASS – All glass can be discarded into any plastic lined wastebasket. Broken glass must be discarded in the sharps container for needles, razors, and scalpels.

Equipment Safety

1. All equipment used must be checked for electrical and mechanical safety prior to use.
2. Defective equipment must be removed from the area and repaired and recertified prior to use.
3. All equipment must be maintained in accordance with manufacture's recommendations and preventive maintenance schedules.
4. All electrical equipment that comes into patient contact will be inspected on a bi-annual basis.
5. Documentation of inspections and preventive maintenance must contain the date of inspections and/or service, the type of service preformed, and the signature of person performing the inspection or service.

6. All personnel must be trained in the handling, care, and use of center equipment and supplies.
7. Manufacturer's safety and inspection booklet must be on file and available in the center.
8. All personnel must be warned of any potential hazards in the use or handling of equipment. This includes electrical, mechanical, chemical, gas, or any other known hazard.
9. All drawers should be kept clean. Do not mix sharp instruments or needles with other instruments. Keep each type of instrument in separate places.
10. Never use contents of an unlabeled bottle. Unlabeled containers shall be discarded.

Electrical Equipment (Safety and Use)

1. DO NOT connect or disconnect any electrical operated equipment to an electrical outlet with wet of moist hands. Inspect all cords and plugs before inserting into electrical outlet.
2. All electrical equipment shall be equipped with an approved 3-prong ground plug.
3. All power cords shall be kept clear of the plumbing fixtures, water pipes, radiators, and other equipment in contact with the ground.
4. Plug adapters or cheater plugs shall never be used.
5. Any electrical wire with cut, broken, or frayed insulation shall be removed from service immediately. Tag equipment "Do Not Use – in Need of Repair

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