

ATTACHMENT A

GENERAL SAFETY PROCEDURES FOR CHARLES COLE MEMORIAL HOSPITAL

GENERAL

1. The Department Manager/Nurse Manager or designee is responsible for developing and maintaining safety policies, procedures, plans, standards and safety rules to include supervising and training personnel in department safety standards, policies and procedures.
2. All department employees shall report defective equipment, unsafe conditions, acts, or safety hazards to their supervisor or to the Safety Officers at x 5490 or x5215.
3. Charles Cole Memorial Hospital has designated smoking areas for visitors outside the facility. Hospital employees must leave the campus to smoke.

ELECTRICAL SAFETY

4. All personal electrical appliances shall be inspected by the Maintenance Department at x5235.
5. The use of electrical extension cords in lieu of fixed wiring is prohibited. Breaker bars/power strips are acceptable in certain instances. For further information staff should contact the Maintenance Department at x5235.

EQUIPMENT/TOOLS

6. Immediately report any medical equipment failure to Biomed at x5235.
7. Scissors, knives, pins, razor blades and other sharp instruments must be safely used and stored. Power tools, ladders, buffing machines, etc must be used in accordance with manufacturer specifications.
8. Furniture and equipment must be arranged to allow passage and access to exits at all times.
9. Report faulty equipment to the maintenance Department via work order or by calling x5235.
10. Always place machines on sturdy desks or stands.
11. File drawers and cabinet doors should be closed when not in use.
12. Do not leave equipment in traffic lanes. Return equipment to its proper location when not in use.

STORAGE

13. Maintain at least 18 inch clearance between all material storage and sprinkler heads.
14. Glass objects should never be stored above eye level; heavy and bulky items should be stored on lower shelves; and spillage items should be stored below eye level.
15. Storage area should be large enough to accommodate the items stored and should be orderly, well lit, and free of rubbish, empty cartons and tripping hazards.
16. All storage must be a minimum of three inches above the floor.

FLOORS

17. Minor spills or non-hazardous materials, i.e., water, juice, coffee, etc. should be cleaned by the employee who causes or discovers the spill. This should be done immediately. Major spills of non-hazardous materials will be cleaned by the Environmental Services Department at x5235.
18. Make sure that floors are clean, dry and free of debris.
19. Report to your Supervisor or Safety Officers any condition that may cause a trip, slip or fall; broken, loose tiles, loose boards, protruding nails, holes or tears in carpets.

HAZARDOUS MATERIALS

20. Learn about the hazardous substances in your workplace and how to work with them safely and properly.
21. Inform staff that Material Safety Data Sheets can be obtained online at www.msdsonline.com.
22. Make sure that you have the proper personal protective equipment to safely perform your job.
23. Make sure that you wear your personal protective equipment.
24. IMMEDIATELY REPORT all infectious materials and chemotherapeutic drug spills to your supervisor and/or the Safety Officers at x5490 or 5215.
25. IMMEDIATELY REPORT all chemical spills, radioactive materials spills to your supervisor and/or the Safety Officers at x5490 or x5215.

PERSONAL SAFETY

26. Wear clothing and shoes that are suitable to the job you are doing.
27. Practice proper body mechanics when lifting and moving objects.

FIRE SAFETY

28. Keep fire alarm pull boxes, fire extinguishers, sprinkler heads, heat and smoke detectors free from obstruction. These systems must be readily accessible in anticipation of emergencies.
29. Keep corridors, passageways and exits clear at all times. DO NOT block exits. Report violations to the Charles Cole Memorial Safety Officers at x5490 or 5215.
30. Know the locations of the nearest fire alarm pull boxes and fire extinguishers in your area.
31. Know the location of the closest exits, evacuation routes and who to do in response to the fire alarm (Reference the Charles Cole Memorial Hospital Fire Plan).
32. Keep work areas and storage rooms free from combustible clutter and debris.
33. Report defective electrical equipment to the Maintenance Department at x5235.

INCIDENT REPORTING

34. Immediately report all accidents, no matter how minor, to your Supervisor and fill out an Incident Report Form.
35. If you can identify the cause of the accident, be sure to note it on the Incident Report Form so that corrective action may be taken to prevent another accident of the same type from occurring.