

## STUDENT GENERAL SAFETY ORIENTATION GUIDELINES

### Temporary staff person/student/volunteer; known here as healthcare worker:

Review this form with your department manager or designee. The form should be returned and co-signed by the department manager or designee.

### Department manager or designee:

Please add or attach other department-specific safety policies as needed. Provide the healthcare worker with a copy of the general safety orientation guidelines and retain the original signature sheet for 3 years.

### MISSION STATEMENT:

St. Anthony Regional Hospital is inspired by faith and committed to excellence. We are dedicated to improving the health of the people we serve. We will lead in providing high quality, high value healthcare services responsive to the needs of our patients and the region.

### PRIVACY AND CONFIDENTIALITY:

All St. Anthony Regional Hospital healthcare workers must respect our patients' right to privacy and confidentiality of information.

- **Knock** as you enter a patient's or resident's room. **State your name and purpose** with each visit to a patient area.
- Route all patient and employee information or reports in a security envelope.
- **NEVER**, without the patient's permission, tell others that the patient is hospitalized.
- **NEVER** discuss patient information in a public place in the hospital.
- **NEVER** access personal, family, or patient information, unless you have a professional "need to know."

### EMERGENCY CODES:

- **CODE RED** -- Fire Emergency
- **DISASTER ALERT** -- Disaster Response
- **TORNADO WATCH** -- Tornado Watch
- **TORNADO WARNING** -- Tornado Warning
- **CODE BLUE** -- Cardiac or Respiratory Arrest
- **CODE ONE** -- Show of Force
- **MISSING PERSON** -- Person/patient Missing -- Announcement: "missing person, age, gender and secure exits"
- **CODE BLACK** -- Bomb Threat
- **CODE ORANGE** -- Decontamination Response
- **ARMED INTRUDER** - A Person is Actively Shooting or Displaying a Weapon

### GENERAL SAFETY:

- Walk; do not run within the facility
- Isolate all spills immediately, and report to Environmental Services; (Dial "0" and ask the Operator to page a member of the Environmental Services staff).
- Dial **5200** to report all emergencies such as fire, serious injury, cardiac or respiratory emergencies, toxic spills, or threatening patients or visitors.
- Dial **185** (Access to Public Address System) to report an armed intruder and announce "armed intruder" with location and description of the person(s) with the weapon, and type of weapon, if known.
- Familiarize yourself with the emergency exits.

- Return to assigned area in the event of an emergency, unless unable to do so.
- Close drawers and cabinets after use to prevent undue injury.
- Keep aisles and passageways clear of objects.
- Replace equipment or work items to original storage location after use.
- Store materials in limited height to prevent falling or collapsing.

#### VARIANCE REPORTING:

*Policy:* Report any occurrence which is *out of the ordinary accepted practice for safety or quality care*. Injury does not have to occur. The **potential** for injury and/or property damage is sufficient for an occurrence to be considered an incident.

- Reports are completed by person(s) observing, discovering, or directly involved in the situation; contact the St. Anthony project supervisor.
- Document only the objective facts. Investigation information is documented separately.
- Protect **confidentiality** of information.

#### FIRE SAFETY: "CODE RED"

"Code Red" announcement via the Public Address System means there is a fire threat in the building. In the event of a fire:

- **Rescue** Remove anyone in immediate danger.
- **Alarm** Pull fire alarm box closest to fire area.  
\*Dial 5200 Give your location and describe the situation.
- **Contain** Confine the fire/close doors to fire area.
- **Extinguish** Extinguish the fire, or evacuate, following your department plan.

- Do not use elevators during a fire.
- Store flammable substances in nonflammable storage cabinets.
- Keep aisles and passageways clear for emergency access or evacuation.
- St Anthony is a Tobacco Free facility.

#### ELECTRICAL SAFETY/EQUIPMENT CONTROL:

- Make sure all electrical equipment is grounded and a hospital grade plug is used.
- Do not use any appliance or machinery while touching metal or anything wet.
- Use of adaptor plugs is not permitted.
- Use of extension cords are not permitted (unless approved by Maintenance staff).
- Report all frayed wires or cracked plugs to Maintenance Dept., (x5280).
- Remove defective or inoperative equipment from service immediately.
- Report defective or inoperative equipment to Maintenance Dept., (x5280).
- Tag faulty or inoperable equipment out of service: "*Do not start this machine*"
- Complete the Variance Report form; forward to your direct Supervisor.

#### TORNADO SAFETY:

**Tornado Watch** is the hospital code for **Tornado Watch** and reflects that *conditions are favorable for severe weather development*. All healthcare workers are alerted to weather conditions through this announcement over the PA system.

**Tornado Warning** is the hospital code for **Tornado Warning**, and serves as an alert that *a tornado has been sighted*. The north hallway on the first floor (lowest level of the building) is a designated protected area.

#### HAZARD COMMUNICATION STANDARD:

- Know about the hazardous chemicals in your work area; Review Safety Data Sheets for products used in your area.
- Know measures to protect yourself from hazardous chemicals in your work area.
- Read all chemical labels; do not use any substance that doesn't have a label on it.
- Report missing labels on containers to your supervisor.

**BODY MECHANICS:**

When lifting heavy objects; follow these guidelines:

- Tuck your pelvis; bend your knees.
- Keep your back straight; maintain a wide stance.
- Lift load close to your body; pivot, don't lift and twist.
- Seek assistance, or use a mechanical lift, if you cannot move an object/patient safely alone.

**INFECTION PREVENTION:**

Clean hands are the single most important factor in preventing the spread of dangerous germs and antibiotic resistance in health care settings. Waterless hand antiseptics may be used in place of standard hand washing, unless the hands are visibly soiled. The hands should remain moist with the antiseptic for 15-25 seconds.

Wash hands with soap and running water when your hands are visibly soiled. You may then use the waterless hand antiseptic. Hand sanitizer is not recommended if handling food products.

**Hands must be cleansed:**

- On arrival to work and before leaving
- Before and after being in a patient care area
- Before leaving the restroom
- After eating and taking breaks
- Before serving food
- After cleaning/touching contaminated articles (i.e., money)
- After removing gloves

**Utilize the Standard Precautions protocols for your area.**

- Locate protective equipment (i.e., gloves, gowns, masks, goggles) in your area.
- Wear gloves/appropriate barrier attire when there is the potential for coming in contact with blood/body fluids.
- Follow appropriate isolation precautions, as necessary, to prevent the spread of infection.
- Contact the Employee Health Nurse immediately if there is an exposure to blood or bodily fluids.

**Additional Information:**

- Healthcare workers must provide documentation of seasonal influenza vaccination. Without documentation, the individual is required to wear a mask while working in the hospital.
- Any healthcare worker with draining skin lesions, including fever blisters, should not have contact with patients and should not handle patient-care equipment.
- Healthcare workers are to exclude themselves from the hospital facilities for symptoms of respiratory or gastrointestinal infection or other infectious diseases until the condition resolves.
- Notify your direct supervisor when you are unable to work because you are sick.

**PATIENT CARE SAFETY:**

- Check patient wrist bands prior to administration of patient care.
- Keep patient call systems within easy reach of the patient.
- Set brakes on all beds, wheelchairs, commodes and gurneys.
- Use transfer/gait belts when moving patients out of bed to the wheelchair, to walk, or to use bathroom.
- Maintain hand contact with patient while transferring or walking.
- Use safety belts and keep side rails up on all gurneys or patient transport carts.
- Keep the side rails located at the head of the bed up on all occupied beds.
- Maintain occupied beds in a low position when not attended by hospital staff.
- Do not permit patient owned appliances except those that are battery operated or used for hygiene.

**CONTRACT STAFF /VOLUNTEER/ STUDENT GENERAL SAFETY ORIENTATION**

Name \_\_\_\_\_ Department Manager \_\_\_\_\_

Position \_\_\_\_\_ Phone \_\_\_\_\_

Period of employment/student experience (Start and End Dates): \_\_\_\_\_

I acknowledge that I have read and understand the *General Safety Orientation Guidelines* for St. Anthony facilities. I have asked my Department Manager/Designee to clarify any questions regarding this information.

**AND**

I recognize the importance of maintaining the confidentiality of patients and residents at St. Anthony Regional Hospital and Nursing Home, and of assuring their right to privacy.

I, therefore, pledge that I will not divulge any information about a patient or resident with persons in or out of the hospital or nursing home facilities unless the other party has a *professional need to know*.

\_\_\_\_\_  
Name of Healthcare Worker (please print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Signature of Healthcare Worker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Manager/Supervisor

\_\_\_\_\_  
Date

*\*Provide the healthcare worker with a copy of the general safety orientation guidelines and retain the original signature sheet for 3 years*