Salina Regional Health Center

Confidence for the Good Life

Safety

at

Salina Regional Health Center

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Welcome to Salina Regional Health Center, a community-owned, not-for profit hospital. Each year, Salina Regional Health Center provides care for more than 133,000 outpatients and 10,000 inpatients with a staff of 1,200 employees and 120 local physicians representing many specialties. With more than 25,500 emergency room visits, 5,500 surgical cases and 1,000 babies born each year, it is easy to see why Salina Regional Health Center is the leader in providing healthcare services to north central Kansas.

The mission of Salina Regional Health Center is: **"Entrusted with patient's lives, we are privileged to provide quality healthcare service in a healing and spiritual environment."** During your time as a student at Salina Regional Health Center, you will be exposed to a rich learning environment that will provide you with a view of the diverse world of health care. We are happy to provide you with this opportunity and ask that you join us in honoring our mission and our commitment to World Class Service.

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Clinical areas at Salina Regional Health Center include:

- Medical-Surgical
- Wound Clinic
- Simulation Lab
- Behavioral Health
- Critical Care
- Oncology
- Birth Center
- Emergency Department
- Pediatrics
- Cardiovascular Surgery
- Surgery
- Rehabilitation Services

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We are pleased to provide parking to our employees and students. The parking garage floors 4 is available for student parking. We also have a parking lot located on the Northeast corner of South and Santa Fe intersection.

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ELECTRICAL SAFETY

Can you think of anyone in the hospital who does not rely on electricity to do some part of his/her job? From computers and room lights, to patient monitors, to life-saving equipment, electricity is an important tool that helps each of us do our jobs.

Remember that electricity can also be harmful if not used properly. Electric shock occurs when electricity flows through the body. Electric shock causes burns, muscle spasms, abnormal heart beats, loss of breathing, and, in some instances, death. Keep the following in mind as you work with electricity every day:

- Be sure to use electrical equipment properly.
- Make sure the equipment you use is maintained, tested, and inspected on a regular basis.
- Use power cords and outlets properly.
- Avoid overloaded circuits.
- Protect patients from electric shock.
- Remove and report any electrical hazards you see.

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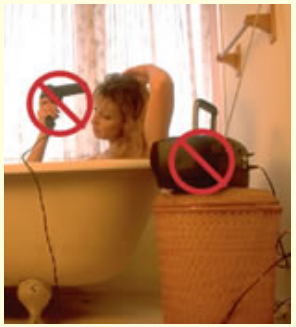
ELECTRICAL SAFETY

- Remember: water and electricity DO NOT MIX. Water is a conductor of electricity. Even a small amount of water is very dangerous, so don't use equipment if your hands are wet, if the floor is wet, or if you are standing in water!



- Report cracked, chipped, or broken outlets to maintenance.
- Do not bend the blades of a plug to make it fit more securely into an outlet.
- In the event of an electrical power failure, do not use the elevators.

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LIFTING - THE RIGHT WAY!

Lifting is strenuous. If your clinical and/or observation activities require you to do any type of lifting, be sure to take special precautions to avoid injury.

- If an object is too heavy or awkward, get help.
- Spread your feet apart to give a wide base of support.
- Stand as close as possible to the object being lifted.
- Bend at the knees, not at the waist. As you move up and down, tighten stomach muscles and tuck buttocks in so that the pelvis is rolled under and the spine remains in a natural "S' curve. (Even when not lifting an object, always try to use this posture when stooping down.)
- Hold objects close to the body to reduce the load on the back.
- Lift using the leg muscles, not those in the back.
- Stand up without bending forward from the waist.
- Never twist from the waist while bending or lifting any heavy object. If you need to move an object to one side, point your toes in that direction and pivot toward it.

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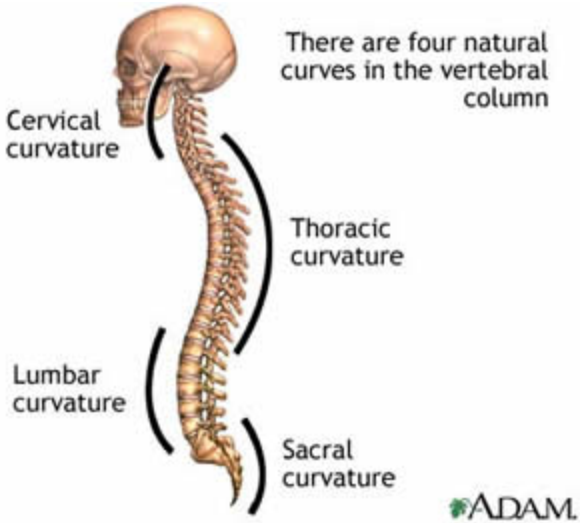
LIFTING - THE RIGHT WAY!



There are four natural curves in the spinal column: the cervical, thoracic, lumbar, and sacral curvature. The curves, along with the intervertebral disks, help to absorb and distribute stresses that occur from everyday activities such as walking or from more intense activities such as running and jumping.

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SLIPS, TRIPS, AND FALLS

Each year, 300,000 disabling injuries and 1,400 deaths are caused by slips, trips, and falls in the workplace. Slips, trips, and falls are **OSHA REPORTABLE INCIDENTS**. Prevention of slips, trips, and falls involves the following:

- Keep work surfaces and walking surfaces clean, dry, and free of clutter.
- Post safety signs around slip hazards such as wet floors and icy sidewalks.
- Report uneven floor surfaces so they can be repaired.
- Make sure lighting is adequate (replace bulbs as needed).
- Wear slip-resistant shoes.
- Use handrails on the stairs.
- If you use ladders while in clinical/observation, make sure they are the proper height and locked in place.

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HAZARDOUS MATERIALS/HAZARDOUS WASTE SAFETY

In order to be in compliance with the OSHA hazard communication standard, Salina Regional Health Center is required to have a formal hazard communication program in place.

What Do You Need to Know?

1. Proper handling of hazardous materials and/or waste.
2. The hazardous items located in your clinical/observation area.
3. The location of Material Safety Data Sheets (MSDS) for products used in your clinical/observation area.
4. The protective equipment needed in order for you to do your clinical/observation safely.
5. Information about all hazardous materials you have the potential to come into contact with while doing your assigned clinical/observation (this is a requirement of the "Right To Know" law.)

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HAZARDOUS WASTE MANAGEMENT

Important Definitions

- **Hazardous materials:** those materials that require special handling when in use or that require special precautions be taken when they are present. These include any materials that pose a threat to the health or well-being of personnel, i.e. materials that give off noxious vapors, are flammable or explosive, or that can damage skin or body parts.

- **Hazardous waste:** waste is considered hazardous if it causes or contributes to death, serious illness, or damage to the environment.

- **Infectious/biohazardous waste:** any solid or liquid waste that is capable of producing an infection.

- **Radioactive wastes:** waste that contains characteristics of radioactive emissions that could be hazardous to humans, animals, and the environment.

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INFECTIOUS/BIOHAZARDOUS WASTE

Infectious/biohazardous waste should be discarded directly into red containers or red plastic bags. These bags are clearly identifiable and distinguishable from general hospital waste bags that are tan or buff-colored. Items to be placed in the biohazard bag include:

- blood bags and tubing, central line catheters
- chux that are saturated with blood or stool
- any dialysis tubing and filters
- heavily saturated or dripping with blood gauze/dressings/gloves/gowns/masks
- hemovacs
- pleurovacs
- suctions canisters that contain more than 20 ml blood or body fluid

The following items are classified as infectious wastes: isolation wastes, cultures, needles and sharps, and surgical specimens.

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HAZARDOUS CHEMICALS

Manufacturers of hazardous chemicals and employers are required to provide information and training on these chemicals. Two sources of information about hazardous chemicals are:

- Labels
- Safety Data Sheets (SDS)

PRODUCT LABELS contain warnings and warning symbols, risk statements, first aid information and reference to the SDS. **Transferring a product from its original container to another container requires labeling that lists hazardous ingredients, warnings and protective equipment.**

SDS provide information on hazardous materials to: 1) help you understand the nature of the hazard; 2) inform you about how to protect yourself and others; and 3) tell you what to do in an emergency.

Stickers are placed on hospital phones. If you have a spill, exposure, or poisoning, call the 3E 800 number. Be sure to have the following information: Product name, Product number, Manufacturer name, UPC code (if available), and the SRHC fax number where the SDS can be faxed.

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HAZARDOUS CHEMICALS

As you go about your daily job tasks, ask yourself:

1. Do I know which hazardous chemicals are used in my work area?
2. Do I know the correct way to use these hazardous chemicals?
3. Do I know where to find the 800 number in the event of a hazardous spill, chemical spill, exposure, or poisoning?

Did you answer "yes" to all these questions? If so, congratulations. If not, please make sure that your supervisor answers any questions you have about safety and hazardous chemicals.

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SECURITY

Patients, families, physicians, employees, students, volunteers and visitors are entitled to a secure work and service environment.

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The following measures will decrease your risks and maintain a secure environment include:

- Do not bring valuables to the hospital.
- Lock your car.
- Wear your name tag for identification
- Keep your personal belongings in the designated secure area provided in assigned clinical area.
- Use night security for escorts as needed.
- When possible leave the building with other people.
- Park in designated parking monitored by security during evening and night shifts.
- Notify your clinical instructor of unauthorized people
- Do not prop open doors that are intended to be locked
- Report any security deficiencies by completing the Safety Security Form found on the intranet sending it to the Safety Officer (Sherye Elliott – 7121)

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REPORTING INCIDENTS

Remember, many hazards exist in a hospital setting. Accidents and injuries can occur if you do not carefully follow all safety policies and procedures. A breach of safety is an incident. All incidents should be reported immediately.

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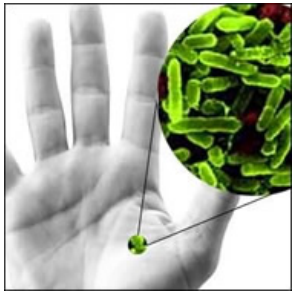
INFECTION CONTROL: YOU CAN HELP

Bacteria live everywhere. People carry millions of bacteria on their hands and the rest of their bodies. You can pick up germs by touching door handles, water faucets, elevator buttons, etc. that were previously touched by an infected person. Frequent and proper hand washing is the best way to prevent the spread of infection at home and at work. Be sure to wash your hands with soap (either plain or antimicrobial) and water when they are visibly dirty, before eating, after sneezing or blowing your nose, after using the restroom, etc.



In addition to hand washing, the spread of infection can be controlled by correctly disposing of clinical and non-clinical waste and by keeping work areas clean. Keep all areas visibly clean to prevent bacteria from growing. Regardless of the clinical/observation you do at SRHC, you play an important role in infection control.

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AIRBORNE PATHOGENS

Some diseases are spread from person to person by tiny airborne particles. When an infected person sneezes, coughs or talk, tiny disease particles are sent in to the air. These particles can stay in the air for long periods of time and travel long distances on air currents.

It is possible that you might spread one of these diseases or catch one by inhaling a tiny disease particle floating in the air. If your body is unable to fight off the disease, you will develop symptoms and get sick.

At Salina Regional Health Center, patients with diseases that are spread by airborne route are put on Airborne Precautions. This means they are placed in a private room with special air systems that prevent the spread of the disease. Staff assigned to care for these patients must wear personal respirators whenever they enter an airborne isolation room.

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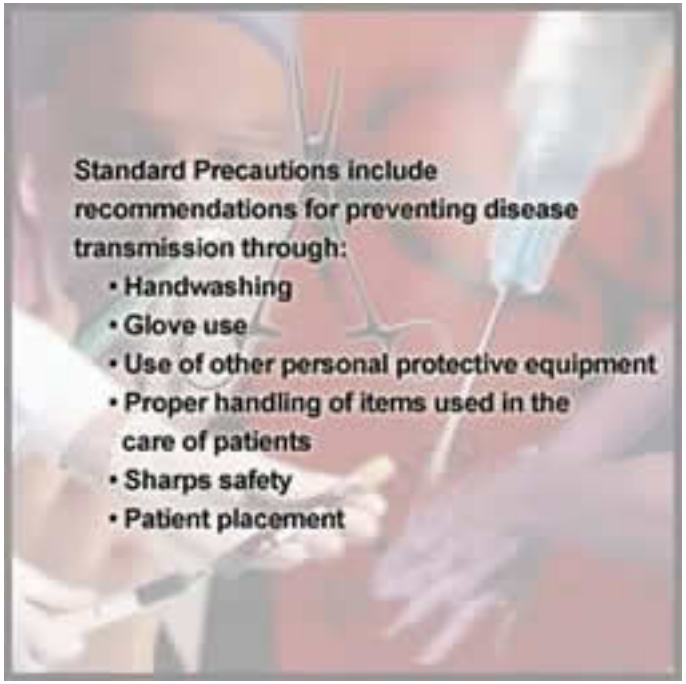
BLOODBORNE PATHOGENS

- Bloodborne diseases are spread from person to person as a result of unprotected exposure to infected blood, bodily fluids and tissues. Pay special attention to HIV/AIDS, Hepatitis B and Hepatitis C.
- To protect you, OSHA established Bloodborne Pathogens Standards (BPS) for hospitals to follow. Salina Regional Health Center outlines its *BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN in policy 7205-202.* This policy mandates the use of Standard Precautions to protect you from exposure to patient blood, body fluids, secretions and excretions, non-intact skin, mucous membranes.
- Standard precautions must be used in the care of all patients with bloodborne diseases.



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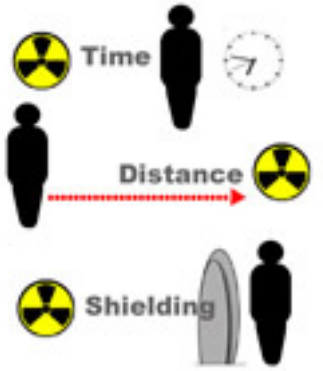
RADIATION SAFETY

Exposure to radiation can increase your risk of cancer. If you work in radiology or near patients who are receiving radiation therapy, you may be monitored through the use of film badges. If you work near radiation or radioactive patients, keep in mind the three key factors that will reduce your exposure to radiation: time, distance, and shielding.

- Minimize the time spent in the rooms of patients who are being treated with radionuclide therapy.
- Stay at least six (6) feet away from patients who are being treated with radioactive implants or when x-rays are being taken.
- Wear appropriate shielding (such as a lead apron and thyroid collar) if you assist with x-ray procedures.

By using time, distance, and shielding effectively, you will achieve the goal of **ALARA**: your will keep your radiation exposure **As Low As Reasonably Achievable**.



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RADIATION SAFETY

You can protect yourself from radiation hazards by taking special precautions when working around radiation, radioactive sources, or near patients receiving radionuclide therapy.

1. If a patient's room is labeled with a radiation caution sign, do not enter the room unless you have been properly trained to do so.
2. Wear disposable gloves if you have to handle radioactive waste.
3. Wash your hands to remove traces of radioactivity after removing gloves.
4. If a patient is receiving radiation therapy, do not remove anything from the room as it might be contaminated with radiation.
5. Do not eat, drink, smoke, or apply cosmetics around radioactive substances. Radiation can enter your body through your eyes, nose, or mouth.
6. Dispose of contaminated material (gloves, uniforms, etc.) in specially marked containers.
7. Unborn babies are especially sensitive to radiation. Notify your supervisor if you are pregnant (or if you think you might be pregnant).

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MRI SAFETY

Magnetic Resonance Imaging (MRI) is a very popular tool used to see inside the body. In clinical practice, an MRI is used to see the differences between abnormal tissues (such as a brain tumor) and normal tissues.

An MRI uses a magnet to produce images. Because metal objects are attracted to the core of the MRI magnet, patients and student/observers should remove all metal objects before entering the MRI field. If you have a pacemaker or any other type of metal implanted in your body, you should not go near the MRI area. Heart irregularities and death have been reported in people with pacemakers!

At Salina Regional Health Center, the following steps have been taken to ensure your safety:

1. Access to the MRI area is limited due to the hazards caused by the use of a strong magnet.
2. Signs are posted outside the magnetic field area to warn of the possibility of metal items becoming airborne and to warn staff and patients about the danger of going near an MRI if they have metal implants.
3. People entering the MRI area are asked to remove metallic objects from clothing and/or pockets.

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COMMUNICATION

Like most hospitals, Salina Regional Health Center relies on a system of codes to notify staff of an emergency or disaster. These codes call doctors, nurses, lab workers and respiratory technicians to areas where they are needed. They also alert teams to respond to specific emergencies. It is important for you to know about each of these codes and what your responsibilities are when one is called.

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CODE HAZ-MAT

What is a Code Haz-Mat?

Code Haz-Mat indicates that there has been contamination by a hazardous material. A hazardous material is **ANY** substance that causes a threat to the health and safety of employees, the general public, waterways, or the environment when released.

How Do I Call a Code Haz-Mat?

- Dial **7777**.
- Announce the location of the hazardous spill or contaminated patient.
- Code Haz-Mat will be paged overhead.
- The affected area will be closed until it is decontaminated.

What Are Your Responsibilities During a Code Haz-Mat?

- If you hear "Code Haz-Mat" paged overhead, stay out of the area of contamination unless you have a specific role in the containment of that contamination.
- All specially trained hazmat staff should respond to the area of contamination.
- Decontamination occurs based on the hazardous material and the type of exposure.
- All other staff and students should stay in their work areas.

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FIRE

Would you know what to do if you found a fire in a stairwell? At SRHC, we use the acronym **RACE** to identify the steps to take when a fire occurs. Below is the acronym and what you are to do.

R	Rescue any people in danger. If someone else is close by, tell them to activate the fire alarm and get help.
A	Alarm: go to the nearest fire alarm pull station and activate the alarm if an alarm is not already sounding. Then call 7777 (on Santa Fe campus) and state the exact location of the fire. If you are at one of the clinics, dial 911.
C	Contain the fire by closing windows and latching doors. Turn off oxygen. Make sure you know where to find a fire extinguisher and how to use it. If the fire is small, contained, and controllable, try to put it out with a fire extinguisher.
E	Evacuate first horizontally and then vertically if necessary. Make sure you know the evacuation procedures for your department. First, move those patients who are in immediate danger or are nearest to the fire. Follow up by moving ambulatory patients and then non-ambulatory patients. Keep visitors with patients.

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HOSPITAL EVACUATION

There are three stages of hospital evacuation. Horizontal evacuation is the easiest and preferred method and should be attempted first. Remember, always move the person nearest to the fire first, followed by ambulatory, then non-ambulatory patients and their families.

- **Horizontal Evacuation** - Horizontal evacuation moves all patients in the affected area through the fire doors into an adjacent safe area. Corridor fire doors are labeled with a 2" x 4" red sign that says "Fire Door." Fire Door signs are located near the center of the door.
- **Vertical Evacuation** - Vertical evacuation moves patients to a safe area on a lower floor. This occurs in the event of a major fire. Do not use elevators unless you are instructed to do so by the Patient Services Supervisor or the fire department.
- **Total Evacuation** - Total evacuation moves patients out of the building. Only the President/CEO or designee or the fire department has the authority to order a total evacuation.

Once a room has been evacuated and the door is shut, place a pillow outside the door as a sign the room has been evacuated.

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HOW TO USE A FIRE EXTINGUISHER

P-	Pull the pin
A-	Aim the extinguisher nozzle or hose at the base of the fire
S-	Squeeze or press the handle trigger
S-	Sweep from side to side at the base of the fire

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SEVERE WEATHER WARNING

While tornadoes usually happen from March to May each year, they can occur any time the right weather conditions develop. When a tornado is sighted visually or detected by radar, you will hear the weather warning in plain language announced overhead. If you hear “tornado warning," make sure you are aware of:

- the patients, staff, visitors, and family members in your area.
- the location of patients undergoing tests or procedures.
- the location of staff out of the area.
- how to notify patients, staff, visitors, and family members of a Code White.
- the policy for evacuation of your area.

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CODE GRAY

A Code Gray is called when an event occurs that causes a sudden surge of patients into Salina Regional Health Center at a greater rate than the hospital can normally absorb. Examples of events that might result in a Code Gray include transportation accidents (airplane, bus, train), mass food poisoning, contamination from a water source, hazardous materials accident, etc. Salina Regional Health Center has a detailed plan to handle these types of disasters.

If you are at Salina Regional Health Center:

- Go to the laboratory waiting area and your instructor or contact person will give you further direction.
- Stairways are to be used instead of the elevators for staff and student/observers.

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CHILD ABDUCTION

In the event of an infant or child abduction, you will hear “Child Abduction" announced overhead. If you hear " Child Abduction“, it is important for you to be alert for anyone with an infant/small child. People who attempt to leave the hospital with children during a " Child Abduction" will be asked to remain in the hospital until the identity of the child/children can be confirmed and/or an all clear is announced.
If you discover an infant/child abduction, you should:

- Dial **7777**.
- State "Child Abduction" and tell the operator if it is a missing infant or child, the location, description, and any additional information you have.

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BOMB THREAT

In the event of a bomb threat, it is important for you to remain calm and to follow the established procedures for your department.

If you find something that looks suspicious (box, bag, package, etc.), make sure you:

- **DO NOT MOVE, TOUCH, OR JAR THE OBJECT.**
- **NOTIFY THE PATIENT SERVICES SUPERVISOR AND YOUR SUPERVISOR.**

If you receive a call from someone who makes a bomb threat, keep the caller on the phone and note the exact wording of the threat.

Ask the caller the following questions:

• A lot of people could be injured. What can you tell me? • When is the bomb going to explode? • Where is the bomb right now? • What kind of bomb is it? • What will cause it to explode? • Did you place the bomb? Why? • Who are you? What is your address?	

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SECURITY AND WORKPLACE VIOLENCE

About one million acts of workplace violence occur each year in the United States. Violence is defined as any hostile behavior committed by coworkers, visitors, patients, customers, vendors, or strangers. You can protect yourself against workplace violence by being alert for signs of harsh behavior and reporting any warning signs you see that make you think someone might become violent. Report unsafe conditions immediately. Learn how to respond to hostile behavior.

Aggressive Behavior	Response
 Tension	Remain calm. Listen. Acknowledge the person's frustration. Try to resolve the problem.
 Disruptiveness	Set clear limits. Remain calm and choose your words carefully, to avoid aggravating the situation. Call security privately if the disruptive behavior continues.
 Loss of Control	Remove yourself from danger and get help. Do NOT try to restrain the person yourself.

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Violence

- The Emergency Department and Behavioral Health Unit have been identified as specific areas at risk for violence.
- In the event of violence in the hospital the person should summon help by **Dialing 7777**, state **"Dr. Armstrong"** identify the **problem** and the **location.**
- Wait for the Dr. Armstrong team to arrive.
- All other personnel are to proceed with work as usual.

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DR. ARMSTRONG

Workplace violence can occur at any time in any department. At Salina Regional Health Center, the areas at highest risk for violence are the Emergency Department and the Behavioral Health unit, **BUT REMEMBER - violence can erupt anywhere.**

"Dr. Armstrong" is the tool to use to summon additional assistance when a situation escalates (or has the potential to escalate) into violent acts. Dr. Armstrong should be used to deal with threats from visitors, patients, and staff. When dealing with people, be alert for the following warning signs of potentially violent behavior:

- Talk about weapons or possession of a weapon.
- Use of an angry or threatening tone.
- Shouting, screaming, or cursing.
- Challenging the rules.
- Unreasonable demands.
- Nervous, restless pacing.
- Irrational thinking.
- Appearance of being drunk or drugged.

If you feel threatened or at risk:
- Call **7777** to summon help.
- State "Dr. Armstrong," identify the problem, and state the location.
- Do your best to stay calm.
- Wait for the Dr. Armstrong team to arrive.

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ARMED INTRUDER

Armed Intruder.

What should I do if there is an armed intruder in my area? Quickly determine the most reasonable way to protect your own life. Patients and visitors are likely to follow the lead of the employees and managers during an active shooter situation.

Run
Have an escape route and plan in mind
Leave your belongings behind
Keep your hands visible
Hide
Hide in an area out of the active shooter's view
Block entry to your hiding place and lock doors
Silence pager or cell phone
Fight
As a last resort and only when your life is in imminent danger
Attempt to incapacitate the active shooter
Act with physical aggression and throw items at active shooter

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CODE BLUE

If you find a person without a pulse or not breathing, it is important to think and act quickly. If you are on the Santa Fe campus:

- Dial **7777** and state your location. If a phone is not available, call out for help or send someone for help.
- Code Blue will be announced overhead.
- Continue about your duties while the team cares for the patient.

If you are at the Santa Fe Medical Plaza, Tammy Walker Cancer Center, Morrison House, in the parking garage, or the Salina Medical Arts Building:

- If you have been trained to do so, start cardiopulmonary resuscitation (CPR).
- Dial 911 and state your location. If a phone is not available, call out for help or send someone for help.
- Continue administering CPR until the ambulance arrives.

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Rapid Response Team

- The Rapid Response Team provides critical care expertise to primary nurses outside of the critical care unit. The goal of the Rapid Response Team (RRT) is to prevent Code Blues outside of the Intensive Care Unit.

- The RRT consists of a nurse from the Intensive Care Unit and a Respiratory Therapist. Both of these individuals have critical care experience and Advanced Cardiac Life Support (ACLS) training to assist the primary nurse in recognizing the problem and providing appropriate care to the patient. The attending physician maintains control of all treatment decisions

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NEONATAL CODE BLUE

When a neonate/infant in the Birth Center needs resuscitation, a “Neonatal Code Blue" is called. Members of the Neonatal Code Blue Response Team have received special training to deal with very small patients. These physicians, nurses, and respiratory therapists have taken classes in Neonatal Resuscitation (NRP) and Pediatric Advanced Life Support (PALS).

If you find an infant not breathing or without a pulse:

- If you have been trained to do so, start cardiopulmonary resuscitation (CPR).
- Dial **7777** and state your location.
- Neonatal Code Blue will be announced overhead.

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SAFETY: WE EACH MAKE A DIFFERENCE

It takes teamwork to make Salina Regional Health Center a safe, incident free work environment. Make sure you do your part to recognize, avoid, and control potential safety hazards. Remember:

- Pay attention to your surroundings.
- Protect your back by using proper lifting techniques.
- Use caution when you work with hazardous materials and chemicals.
- Know how to operate the equipment you need to use to complete your clinical assignment.
- Learn Salina Regional Heath Center emergency procedures and codes.
- Always report unsafe conditions.

We hope your learning experience is very rewarding, and we encourage you to consider Salina Regional Health Center as an option for employment.