

Initial Safety Considerations for New Hires  
Eastern Idaho Regional Medical Center

Welcome to EIRMC as a new student. Prior to your first day of work there are a few essential safety items you need to read and review. Please carefully examine this packet of information and sign below that you understand this material.

When you have reviewed the following information, please sign the attestation of completion.

1. Fire Safety
2. Emergency Codes
3. Disaster
4. HIPAA
5. Workplace Violence
6. Electrical Safety
7. MRI Safety
8. Oxygen Safety
9. Infection Control
10. Hazards in the Workplace
11. Safe Food Handling
12. Infant Security
13. Restraints
14. Early Heart Attack Care
15. Hazardous Communication
16. National Patient Safety Goals
17. Fall Prevention
18. Concerns about Safety, Quality or Ethics

By signing this document, I acknowledge that I have read this Agreement and I agree to comply with all the terms and conditions stated above.

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Name/Signature

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Name/Printed

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Date of Signature

## **Fire Safety**

The Emergency Fire Plan applies to all areas of the Medical Center Campus. All EIRMC Employees and Volunteers are required to know and implement the FOUR BASIC STEPS to take in the event of a fire.

Step 1: REMOVE: Remove patient(s) who are in immediate danger. Take the patient from the room and move to a safe location, and close the door as you leave the room.

Step 2: ALARM: Pull the nearest alarm box and dial \*92222. Give the exact location and extent of the fire.

Step 3: CONFINE: Close all doors and window in the area of the fire to limit the air supply to the fire.

Step 4: EXTINGUISH or EVACUATE: Try to extinguish only very small, easily controlled fires, or fires that prohibit the removal of patient. If a fire cannot be extinguished quickly, it may be necessary to evacuate the area to protect patients and others.

Assist patients to: Remain Calm, Move Quickly, Follow Instructions

To use a fire extinguisher:

P: Pull the Pin

A: Aim the nozzle at the base of the fire

S: Squeeze the handle

S: Sweep with side-to-side motions with the nozzle

## **Emergency Codes**

Code BLUE indicates cardiac or respiratory arrest requiring immediate medical assistance.

Code MET is used for a patient medical emergency or medical crisis requiring urgent medical assistance.

Code STROKE is used if you notice a patient, visitor or coworker showing any of the symptoms of a stroke.

Code PINK is called whenever there is a missing infant, child or adult.

Code ORANGE is used for all Hazardous Events involving chemical, radiological and biological substances.

Code SILVER is used to help protect yourself and others during an active shooter situation.

## **Disaster**

CODE 66 is the code for a Disaster. It may be activated for any event/incident that affects normal hospital operations.

CODE 66 Standby: Notification is received of a potential incident which MAY affect normal hospital operations.

CODE 66 Activation: Notification is received of an incident which WILL affect normal hospital operations.

Employees are not to enter through the Emergency Department entrance. Employees must have and wear identification badges.

## **HIPAA**

Health Insurance Portability and Accountability Act (HIPAA) is a federal law designed to protect health insurance coverage, to improve access to health care, and to reduce fraud and abuse.

The act describes what information is protected and who should have access to protected information.

## **Workplace Violence**

Violence in the workplace is defined as an act of aggression directed toward our staff and can range from offensive behaviors to those that can be life threatening.

EIRMC has a ZERO TOLERANCE policy for any verbal and physical acts of violence directed at our staff. Call “5000” or press the panic button located throughout the hospital if you feel threatened.

## **Electrical Safety**

1. Before you attempt to operate an electrical device, know why it is being used, what it does and how it functions.
2. Know the unique problems and hazards for each electrical device you use.
3. Practice basic electrical precautions.
4. Check the plug, ground prong and wiring.

5. Know your limitations, ask for help

Report the disrepair of any electrical equipment to Engineering or Bio-Medical Services.

Grounding is the single most important principle in electrical safety.

### **MRI Safety**

An MRI system is not an inherent biological hazard. However, hazards can arise when certain items enter the MRI system.

Don't forget to remove change, pens, jewelry, watches, and keys from both staff and patients before entering the MRI field.

Thoroughly screen patients prior to MRI. Use equipment approved for MRI.

### **Oxygen Safety**

Safety tips when working with oxygen cylinders

1. Use a cart to transport or move oxygen cylinders
2. Never position an oxygen tank between a mattress and bedrail
3. Close the tank valve slowly to avoid pressure shock
4. Keep cylinders and tubing at least ten feet away from any source of heat
5. In an emergency – only Respiratory Therapy, engineering or the Nursing Supervisor are permitted to turn off the medical gas
6. 12 full oxygen cylinder tanks are permitted, per storage area
7. Properly store oxygen cylinders in the vertical position and in designated areas only
8. Oxygen tanks should never be left unsecured

### **Infection Control**

**Hand Hygiene** the single most effective means of preventing the spread of infection. Hand hygiene includes:

1. Diligent use of soap and water or hand sanitizer to reduce the transmission of pathogenic organisms to patients and personnel in healthcare settings, before and after direct and indirect patient care, and when removing gloves.

2. Keeping nails clean and trimmed to ¼ inch long.
3. NO artificial nails or extenders, these are NOT acceptable in patient care areas.

ALL healthcare personnel must use hand hygiene and appropriate personal protective equipment (PPE) when having contact with ALL patients. The type of PPE appropriate for a given task depends on the degree of exposure you anticipate. Choose your PPE wisely and implement Standard Precautions with all patients and expanded precautions as identified.

Personal Protective equipment is Mandatory: The best offense is a good defense, so protect yourself.

1. Do not eat, drink, smoke, apply cosmetics or handle contact lenses in work areas where there is potential for exposure to bloodborne pathogens.
2. Do not store food or drink in refrigerators, freezers, on countertops, or in other storage areas where blood or other potentially infectious materials are present.
3. Place all specimens in designated leak-proof containers and then in a second leak-proof container.
4. Place regulated waste in closeable, puncture-resistant, leak-proof, red-colored bags.
5. Use available safety devices including needless systems, safety needles and safety syringes.

## **Hazards in the Workplace**

EVERYONE who works in or visits our facility can be exposed to hazardous materials, so all personnel must be on guard.

What materials are considered hazardous?

1. Infectious substances
2. Flammable liquids and gases
3. Radioactive materials
4. Toxic chemicals

**CAUTION:** Before you move, handle or open a chemical container, **READ THE LABEL** and follow the instructions. If you are still unsure about how to proceed, ask your supervisor **BEFORE** you act.

## **Safe Food Handling**

Food borne illness is a disease that is carried or transmitted to people by food. To keep our patients safe, learn and follow safe food handling practices.

Employees can minimize food borne illness risk by following proper work practices for:

1. Employee Health and Hygiene
2. Preventing Cross Contamination
3. Time-Temperature Control
4. Pass meal trays and nourishments quickly
5. Timely pick up of meal trays
6. Timely storage of floor stock

## **Infant Security**

1. Staff that work in the Women's Center are identified by pink name tags and pink scrubs with the EIRMC logo.
2. Infants are to be transported in cribs and are only to leave the Women's Center for testing in other areas of the hospital or discharge.
3. Hospital staff should maintain situational awareness of visitors in the perinatal units acting suspiciously or asking questions about patients and/or hospital security issues.
4. A situation involving a missing infant is called a Code Pink and should be reviewed in Policy Manager.

## **Restraints**

There are only two uses of restraints at EIRMC:

1. Restraints for Non-Violent or Non-Self Destructive Behavior
2. Restraints for Violent or Self Destructive Behavior

Restraints can NEVER be used for staff convenience, retaliation, coercion, punishment or discipline of the patient.

Patients have the right to dignity and respect and we should work with them to allow termination at the earliest possible time.

Restraint alternatives include: monitoring, environment measures, comfort measures, interpersonal skills and diversional activities.

## **Early Heart Attack Care**

Fifty percent of people who experience a heart attack have early symptoms. These symptoms can occur weeks prior to the actual event.

Identifying early symptoms of a heart attack is the key to prevention.

Recognition of early symptoms is the best way to stop the heart attack process, before damage to the heart muscle occurs.

## **Hazardous Communication**

Safety Data Sheets (SDS) are road maps for communication about hazardous materials and help you to remain safe when handling hazardous substances.

Information on the SDS provides a variety of information about the chemical's name, properties and precautionary measures to take when using chemicals.

## **National Patient Safety Goals**

The purpose of the National Patient Safety Goals is to improve patient safety. The goals focus on problems in health care safety and how to solve them.

1. Identify patients correctly using two identifiers
2. Improve staff communication
3. Use medicines safely
4. Use alarms safely
5. Prevent infection
6. Identify patient safety risks – find out which patients are most likely to try to commit suicide
7. Prevent mistakes in surgery

## **Fall Prevention**

It is the responsibility of all staff to be aware of unsafe situations that may cause slips, trips or falls and take appropriate action. These situations may include but are not limited to wet floors, clutter in the hallway, electrical cords or tubing stretched across the walk way, using the inappropriate equipment for the task, etc.

Based on a patient assessment, all inpatients will either be at risk for falling or not at risk. Patients assessed as a fall risk will be identified with a yellow arm band. Interventions to prevent falls that are specific to that patient will be included in the plan of care. Information on preventing falls will be available for patients/family.

## **Concerns about Safety, Quality or Ethics**

Any individual with concerns that are not being satisfactorily addressed or resolved regarding patient safety or quality of care may report concerns to the department director, administrative team or directly to the Joint Commission.

A patient, family member or health care provider has the right to address ethical issues when an ethical problem or question involving patient care at Eastern Idaho Regional Medical Center is not being satisfactorily addressed or resolved for all concerned. Patient and family members can directly request an ethics intervention by notifying the healthcare provider (Example: social worker, nurse, or physician) that they want an ethics consultation.