

EASTERN MAINE MEDICAL CENTER

ORIENTATION TO LIFE SAFETY CHECKLIST

Name _____

HOSPITAL SAFETY

- Walk, don't run
- Isolate all spills immediately & report to housekeeping
- Dial 4444 to report all emergencies, such as fire, doctor stat, child or adult abductions, and toxic spills
- Familiarize yourself with emergency exits, fire alarms, and extinguishers
- Return to assigned area in the event of an emergency unless unable to do so
- Close drawers and cabinets to prevent undue injury
- Keep aisles and passage ways clear
- Store materials in limited height to prevent falling or collapsing
- Report unsafe conditions to supervisor

Code Red announcement via page system means there is a fire in the hospital. In the event of fire: Think "RACE"

R= rescue anyone in immediate danger
A= alarm- activate fire alarm and dial 4444
C= confine the fire
E= extinguish the fire if your safety can be assured

Do not use elevators during a fire or Earthquake

- Store flammable substances in flammable storage cabinets
- Keep aisles and passage ways clear for emergency access or evacuation

Electrical Safety

- Make sure all electrical equipment is grounded and a green dot hospital grade plug is used
- Do not use any appliance or machinery while touching metal or anything wet
- Use of adapter plug is not permitted
- Use of extension cord is not permitted (except in emergency)
- Report all frayed wires or cracked plugs to engineering
- Remove defective or inoperative equipment from service and report to engineering

Body Mechanics

- Bend knees when lifting heavy objects
- Keep back straight
- Maintain wide stance
- Lift load close to body
- Pivot, don't twist.

Infection Control

- The Infection Control Departmental Directives

- Seek assistance if you believe an object/patient will be too heavy for you to safely move by yourself.

Hazard Communication Standard

- Review Material Safety Data Sheets (MSDS) books available in all departments to identify hazardous chemicals in your work area
- Know methods of detecting hazardous chemicals in your work area
- Know measures to protect yourself from hazardous chemicals in your work area
- Read all labels
- Don't use any substance that doesn't have a label on it
- Report missing labels on containers to your Supervisor

Patient Care Safety

- Check arm bands prior to administration of any patient care
- Keep patient call systems within their easy Reach
- Set brakes on all beds, wheelchairs, commodes and stretchers
- Use transfer belts when moving patients out of bed
- Maintain hand contact with patient while transferring, walking, etc.
- Use safety belts on all stretchers
- Keep side rails up on all beds and stretchers
- Keep side rails up and double tops on cribs as specified for crib climbers
- Maintain occupied beds in a low position when not attended by hospital staff
- Do not permit space heaters in patient care areas
- Do not permit patient owned appliances except those that are battery operated or used for hygiene (e.g. hair dryers, razors)

OVER

Artificial Fingernails

are located on the EMMC web page under policies and procedures

<http://charon/infectioncontrol/>

- If you are exposed to blood or bloody body fluids wash the site well with soap and water; for exposure to the eyes rinse well with water; report to your supervisor immediately.

PERSONAL Protective Equipment (PPE)

- Gloves, Gowns, Eye Shields are available in all clinical area. If you do not find the appropriate PPE notify your supervisor immediately.

Hand Hygiene

<http://charon/infectioncontrol/20-150.htm>

Hand antisepsis:

1. Can occur simultaneously with hand washing when soaps or detergents are used.
2. *Category IA Centers for Disease Control and Prevention (CDC) recommendation to utilize alcohol-containing antiseptic hand rubs when hands are not visibly soiled with dirt or organic matter.
3. Hands must be cared for by hand washing with soap and water or by hand antisepsis with alcohol-based hand rubs (if hands not visibly soiled):
 - **Before and after patient contact;**
 - **After contact with a source of microorganisms (body fluids and substances, mucous membranes, nonintact skin, inanimate objects that are likely to be contaminated; and**
 - **After removing gloves.**

- The following groups of employees will not be allowed to wear artificial fingernails.
 - Direct patient care providers (*Category IA CDC recommendation)
 - Employees who handle or reprocess equipment or instruments (i.e., central processing employees).
 - Food Service workers who directly handle food.

I have read and understand the above Life Safety Orientation checklist. If I have any questions regarding this list I will ask for clarification before signing it.

Representative Signature

Date

Representative Name (Print)