

UPA SAFETY PROGRAM

NURSING AND PERSONAL CARE FACILITIES

**NURSING AND PERSONAL CARE FACILITIES,
SAFETY RULES, POLICIES, AND PROCEDURES**

The safety rules contained on these pages have been prepared to protect you in your daily work. Team members are to follow these rules, review them often and use good common sense in carrying out assigned duties.

ALL TEAM MEMBERS

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NOTE: Annual Learning Exchange provided to all UPA team members with tracking of completion maintained by Human Resources. Topics include Fire & Safety Prevention, Hazard Communication, Infection Control.

ALL TEAM MEMBERS

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable", "Corrosive", "Caustic" or "Poisonous".
3. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
4. Only dispense a liquid labeled "Flammable" from its bulk container located in areas posted "Flammable Liquid Storage".
5. Before pouring, dispensing or transferring any liquid from a bulk container labeled "Flammable", observe the following safety procedure:
 - Only use red color-coded, metal containers for transferring the liquid.
 - Electrically ground and bond the containers as follows:
 - (1) Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.
 - (2) Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
 - (3) You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.
6. Before using the chemical exhaust hood, manually flip the fan motor switch to the "on" position.
7. Do not use chemicals from unlabeled containers and unmarked cylinders.
8. Do not drag containers labeled "Flammable".
9. Use a rubber cradle when transporting unpacked glass bottles of chemicals.
10. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic".
11. Always use chemical goggles and a face shield when handling chemicals labeled "Corrosive" or "Caustic".

Personal Protective Equipment

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Wear earplugs or earmuffs in areas posted "Hearing Protection Required".
3. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears or other visible signs of damage.

Lifting Procedures

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
17. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

Housekeeping

1. Do not place material such as boxes or trash in walkways and passageways.
2. Mop up water around drinking fountains, drink dispensing machines and ice machines.
3. Do not store or leave items on stairways.
4. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
5. Straighten or remove rugs and mats that do not lie flat on the floor.
6. Remove protruding nails or bend them down into the lumber by using a claw hammer.
7. Return tools to their storage places after use.
8. Store liquid containers labeled "Flammable" only in cabinets, rooms or buildings labeled "Flammable Storage".
9. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
10. Use a ladder or step stool to retrieve or store items that are located above your head.
11. Clean up any broken glass using a dustpan and broom. Do not pick up broken glass with your bare hands.

Office Safety

1. Close drawers and doors immediately after use.
2. Use the handle when closing doors, drawers and files.
3. Open one file cabinet drawer at a time.
4. Put heavy files in the bottom drawers of file cabinets.
5. Do not kick objects out of your pathway; pick them up or push them out of the way.

6. Do not stand on furniture to reach high places.
7. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow team member.
8. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
9. Keep floors clear of items such as paper clips, pencils, tacks or staples.
10. Do not tilt the chair you are sitting in on its back two legs.
11. Carry pencils, scissors and other sharp objects with the points down.
12. Position hands and fingers on the handle of the paper cutter before pressing down on the blade.
13. Keep the paper cutter handle in the closed/locked position when it is not in use.
14. Do not use paper cutting devices if the finger guard is missing.
15. Do not use extension or power cords that have the ground prong removed or broken off.
16. Do not place your fingers in or near the feed of a paper shredder.
17. Do not connect multiple electrical devices into a single outlet.
18. Keep doors in hallways fully open or fully closed.
19. Turn off and unplug office machines before adjusting, lubricating or cleaning them.
20. Do not use fans that have excessive vibration, frayed cords or missing guards.
21. Do not place floor type fans in walkways, aisles or doorways.
22. Use handrails when ascending or descending stairs or ramps.
23. Obey all posted safety and danger signs.
24. Do not use frayed, cut or cracked electrical cords.
25. Clean up spills or leaks with proper protective gear and equipment..

Ladders and Step Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or other visible damage.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.
5. Do not place a ladder in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
10. Do not stand on the top two rungs of any ladder.
11. Do not stand on a ladder that wobbles, or that leans to the left or right.
12. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
13. Secure the ladder in place by having another team member hold it.
14. Do not move a rolling ladder while someone is on it.
15. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
16. Do not carry items in your hands while climbing up or down a ladder.

17. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
18. Do not use a ladder as a horizontal platform.

Hand Truck Operations

1. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
2. Push the tongue of the hand truck all the way under the load to be moved.
3. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
4. When loading hand trucks, keep your feet clear of the wheels.
5. Push the load so that the axle and not the handles will carry the weight. The operator should only balance and push.
6. Place the load so that it will not slip, shift or fall. Use straps, if provided, to secure the load.
7. If your view is obstructed, use a spotter to assist in guiding the load.
8. For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.
9. Do not walk backward with the hand truck, unless going up stairs or ramps.
10. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
11. Move hand trucks at a walking pace.
12. Store hand trucks with the tongue under a pallet, shelf, or table.
13. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.

Carts

1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
2. Use a spotter to help guide carts around corners and through narrow aisles.
3. Do not stand on a cart or float, or use it as a work platform.

Storeroom/Stockroom

1. Use long handled snips when cutting strapping bands away from a shipping container.
2. Wear safety glasses when cutting strapping bands, uncrating materials and driving nails.
3. Stand to the side of the strapping band when cutting it.
4. Do not run on stairs or take more than one step of a staircase at a time.
5. Do not jump from elevated places such as truck beds, platforms or ladders.
6. Do not smoke while handling chemicals labeled "Flammable".
7. Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters and sparking tools.
8. Do not handle or load any containers of chemicals if their containers are cracked or leaking.
9. Obey all safety and danger signs posted in the workplace.
10. Store case cutters, exacto knives or other tools with cutting edges in sheaths when they are not in use.
11. Visually inspect for sharp objects or other hazards before reaching into containers such as garbage cans, boxes, bags or sinks.
12. Remove or bend nails and staples from crates before unpacking.
13. Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.

14. When manually stocking shelves, position the materials to be shelved slightly in front of you, so you do not have to twist when lifting and stacking materials.
15. Do not let any items overhang from shelves into walkways.
16. Remove one object at a time from shelves.
17. Place items on shelves so that they lie flat and do not lean against each other.
18. Move slowly when approaching blind corners.

PROFESSIONAL STAFF

Bed to Gurney Transfer

1. Adjust bed to the level of gurney.
2. Lock bed and lock gurney in place by bed.
3. Place a plastic sheet beneath draw-sheet to facilitate sliding the resident.
4. Keep your knee on gurney when moving resident to edge.
5. Transfer resident in two stages, first onto edge, then to middle of gurney.

Transfer From Bed to Wheelchair

1. Adjust the bed height to that of the wheelchair and lock bed in place.
2. Move the wheelchair into position and lock wheelchair into place.
3. Reduce the lifting, by supporting patient's knee between your legs.
4. Talk to resident and together move resident to a standing position. Keep your knees slightly bent and back balanced.
5. Pivot and lower the resident into wheelchair by bending your knees.
6. Allow the resident to hold on to you at your waist or shoulders, not the neck.

A Falling Patient

1. Do not try to prevent the fall once in progress. Bend your knees and help guide the resident safely to the floor.
2. Do not try to lift the resident; get help to remove resident from floor.

CLINICAL STAFF

Infection Control

1. Do not bend, recap, remove, shear or purposely break any contaminated needle.
2. Discard disposable needles or medical sharps into the containers labeled "Biohazard Sharps".
3. Do not reach into containers when discarding the sharp items.
4. Wash or flush areas with water if your skin surface, eye or mouth is splashed or spattered with blood or other bodily fluids.
5. Wear non-permeable gloves when contact with blood, non-intact skin, mucous membranes or other infectious material is possible.
6. Do not use gloves that are torn, cut or punctured.

7. When required to wear protective gloves do not use hand to face movements when handling materials that are visibly contaminated with human blood.
8. Wash hands and other exposed skin surfaces on the arms and forearms with soap and water or the waterless cleaner immediately upon removal of protective gloves.
9. Wear latex or vinyl gloves and full face and body protection whenever large amounts of blood or body fluids are present or anticipated.
10. Place protective equipment contaminated with human blood in the red containers labeled "Biohazard"; these containers prevent leakage during collection, handling, storage and transport.
11. When performing emergency medical care, wear latex or vinyl gloves. When finished using the gloves, discard them immediately into the "Biohazard" marked bag/container for disposal.
12. Wear full face protection whenever administering care to patients who are vomiting, coughing, choking, sneezing or being intubated.
13. Clean up any broken glass using a dustpan and broom. Do not pick up broken glass with your bare hands.
14. Use bag-valve masks or pocket "mask to mouth" devices when performing CPR.

Compressed Gas Cylinders

Storage and Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive".
6. Place cylinders on a cradle, slingboard, pallet or cylinder basket to hoist them.
7. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
8. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
9. Do not transport cylinders without first removing regulators and replacing the valve protection caps.
10. Stand to the side of the regulator when opening the valve.

Use of Cylinders

1. Do not use dented or visually damaged cylinders.
2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
3. Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.
4. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.
5. Do not use compressed gas to clean the work area, equipment or yourself.
6. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate possible leakage around the cylinder valve stem.