

## General Safety

### **Objectives:**

- Locate and follow safety policies and procedures
- Recognize, correct and report hazardous conditions
- Use proper lifting techniques to prevent injuries

### **Your Responsibilities with Safety:**

Every PHS employee and/or non-employee, rotating student or other provider is responsible for:

1. Anticipating and dealing with hazards in your work environment.
2. Maintaining a safe environment of care for patients, visitors and healthcare workers.
3. Reporting or ensuring that someone else reports unsafe or unhealthy working conditions or acts. (*Non-employees report verbally or in writing to their supervisors.*)
4. Preventing and reporting accidents and injuries to both yourself and others.

### **Reporting Injuries and Safety Hazards:**

**For All Workforce (including Contractors, Students, Volunteers, etc.), If You are Injured at Work, You Must:**

1. **Seek medical care, if necessary:**
  - a. Medical care may be obtained at your primary care Provider, an Emergency Department, Urgent Care Center, or Occupational Medicine Clinic.
  - b. If you have a blood or body fluid exposure, wash the area and follow the procedure outlined in the “red folder” in your area and/or provided on PresNet, which is located on the Employee Health webpage. You can also call the facility operator and ask to be connected to the on-call bloodborne pathogen nurse.
2. **As soon as possible, notify your Presbyterian supervisor and, if needed, your Non-Presbyterian Employer.**

**If a Patient, Visitor, or Other Workforce Member is Injured:**

1. If possible, notify your supervisor immediately.
2. If the person needs medical assistance, encourage the person to visit the emergency department.
3. Stay with the person (patient, visitor, or workforce) until the situation has been satisfactorily resolved and treatment has been provided, if necessary.
4. Be sure to check with the supervisor to ensure a “Risk Report” was filed.

**Other Safety-Related Event Involving a Patient, Visitor, Non-Employee (not resulting in injury – such as lost / stolen belongings; no transportation, etc.):**

1. Notify your Supervisor.

### **Other Questions about Safety?**

In Albuquerque: Contact the PHS Safety Department by calling (505) 841-1739 or (505) 841-1234 and request to speak with the Safety On Call.

Regional Facilities: Contact your facility Safety Officer.

**To Find Presbyterian Safety Policies:**

- Contact the Safety Department at the number listed above
- On the PresNet Homepage, click go on the Presbyterian Electronic Library (PEL) tool, select “Browse by Collection” and then on the “Environment of Care – EOC” folder

**Preventing Lifting Injuries:**

1. **Plan ahead when preparing to lift objects:** Clear the way. Know the object’s weight and your own strength. Prepare the object so it won’t slip, move or change its balance when you lift it.
2. **Get help if you need it:** Plan the lift together with your helper. Use patient lift/transfer equipment as needed.
3. **Use proper lifting techniques:**
  - a. Keep object as close as possible to your body
  - b. Feet shoulder width apart
  - c. Back straight, head up and buttocks out
  - d. Bend your knees, tighten stomach muscles, get firm grasp on object
  - e. Lift with your leg muscles, not back muscles.
  - f. Turn using your feet rather than twisting your body.
  - g. Breathe!

## Electrical Safety

1. **Avoid moisture** – Dry hands before handling electrical equipment and do NOT place electrical cords or equipment in or near wet areas.
2. **Turn OFF before unplugging** the power cord for electrical equipment.
3. **Inspect for damage** –
  - a. Prior to use, inspect all equipment, including cords and plug prongs, for cracks, broken insulation, frayed/exposed wiring, loose or missing prongs, or other damage.
  - b. Do Not Use Damaged Equipment – Isolate damaged equipment and report to Maintenance, Biomed or IT Department
4. **Use appropriate types of cords** –
  - a. Extension cords should be used only temporarily
  - b. Multi-outlet power cords (aka “power strips”) for electronic and computer equipment must be “circuit breaker protected”; for MEDICAL EQUIPMENT, must be hospital grade and approved for medical equipment use by Biomed, IT, or Facilities departments.
  - c. Power strips may not be used for appliances such as coffee pots, refrigerators, microwaves or personal heaters.
  - d. Power strips may never be “daisy chained” (linked together)
5. **Do NOT place cords where people walk** – do not route under mats or carpets, or stretch across walkways or where they can pose a trip hazard.
6. **Correct Hazards if safe to do so** – if you spot a hazard, correct it, if safe to do so. If not safe to do so, report it to your supervisor and/or the Safety Department.

### **Use Red Outlets in Hospital for Critical Patient Care Equipment:**

Throughout the hospital facilities, there are **red outlets** that are connected to the emergency generator. Critical Patient Care Equipment should be plugged into the red outlets for charging or use during a power outage.

## Fire Safety

### Your Responsibility with Fire Safety:

1. **Fire safety is an important part of your job at Presbyterian in all facilities and whether you are employed or a contractor.**
2. **You should know the locations in your area or facility of the following:**
  - a. Fire alarm procedures (Ask Supervisor. Red Fire and Disaster Plan book in all PMG facilities. Hospital Fire & Disaster procedures can be found online via PresNet home page under the quick links section.)
  - b. Fire alarm pull stations
  - c. Fire extinguishers
  - d. Exits, evacuation routes, and your department's designated evacuation location outside the facility
  - e. Oxygen shut off valves (in hospitals)
  - f. Interim Life Safety Measure ILSM knowledge regarding construction which causes deficiencies to emergency egress, life safety systems such as fire alarms, sprinkler capabilities, etc.
3. **You should know the procedure to call the Hospital Operator, and/or the Fire Department if you are NOT in a hospital facility. To internally announce an emergency to initiate the response process use the following number using your cell phone (505) 724-7755.**
4. **You should know whether your department or location is responsible for "securing a common area" and what this means. Ask your supervisor.**

### Common Causes of Fires:

1. **Overloaded or Damaged Electrical Receptacle:** Do not use any electrical outlets that are damaged. Too many items plugged into a receptacle could cause overload. Notify your supervisor, the facility Maintenance or Biomed department of problems (CDS locations contact the Service Center at 505-724-7770).
2. **Microwave Ovens and Toasters:** Microwaves may only be used for heating food and liquids. Toasters may only be used for heating foods. Do not leave microwaves or toasters unattended while heating. Do not place metallic objects into microwaves when heating food such as foil or insulated metal coffee cups.
3. **Medical Gases:** All medical gases must be properly stored in a secured position to prevent tip over for accidental release as well as a physical projectile hazard.
4. **Flammable Liquids** must be stored properly away from heat sources, away from incompatible materials, and used according to the Universal Protocols patient safety checklist in in an oxygen enriched environment.
5. **Smoking:** Smoking is not permitted on PHS campuses
6. **Outside grills:** Use of outside grills is permitted at ground level; grills are available through Dietary with Safety Department approval and must be placed away from HVAC air intakes. A fire extinguisher must also be present.
7. **Decorations:** Decorations must be fire retardant and non-damaging to the building and fixtures (i.e. no thumbtacks in walls). Save the packaging as proof that decorations are fire retardant. Plug in decorative lights and/or Christmas lights may **NOT** be used in any department. Battery operated lights are permitted so long as their use is not excessive.

8. **No Live Flames allowed:** No candles or other live flames allowed.
9. **Storage:** Inappropriate storage of rags and other housekeeping items can cause fires. Boxes and other items may not be stored within 18 inches of sprinkler deflectors as such storage could obstruct sprinkler spray pattern.

**Responding to a Fire in your area:**

**Fire in Your Location/Area:** If you notice a fire in your area, or hear a fire alarm called in your area, use the “R.A.C.E.” procedure to respond (**R**escue, **A**nnounce, **C**lear hallways of portable equipment/**C**ontain smoke and fire by closing doors, **E**vacuate/**E**xtinguish):

1. **Rescue:** Rescue or relocate persons in immediate danger
2. **Announce:** Notify co-workers by calling out “Fire” or “Fire Alarm”. Notify your supervisor ASAP. Activate the nearest fire alarm pull station.
  - a. **Hospital facilities in Albuquerque, dial “55”** using a facility VOIP land line to notify the hospital operator and provide the facility name, exact location and type of fire. (505) 724-7755 can be used if using a cell phone.
  - b. **All other facilities dial 9 – 911**, and provide address, exact location within facility and type of fire. If you are in an Albuquerque non-hospital facility, notify the Presbyterian operators *after* you have notified the fire department by dialing 55 using a facility VOIP land line or (505) 724-7755 if using a cell phone.
3. **Clear/Contain:** Clear hallways of portable equipment. Close all doors and ensure they are latched.
4. **Evacuate/Extinguish:**
  - a. Never evacuate unless your supervisor or charge nurse orders an evacuation
  - b. If an evacuation is ordered, evacuate ALL persons in this order (check public restrooms):
    - 1) Persons in immediate danger
    - 2) Ambulatory persons
    - 3) Non-Ambulatory persons
  - c. Know shelter in place areas beyond a set of fire doors/walls to evacuate to for safety. These doors are held open by magnet holders on the wall and release upon activation of the fire alarm. If the fire alarm system is not functioning as designed, these doors must be manually closed by staff during a fire
  - d. PMG / Heart Group / Healthplex / Home Health / Cooper Center: Implement your facility Evacuation Procedures.
  - e. Extinguish the fire if you are trained to use an extinguisher. Utilize PASS method.

**Non-Affected Location:** If a fire alarm is called in your facility, but not in your immediate area, contact your supervisor for more information on what you should do to help:

1. Avoid transporting patients if possible until the “All Clear” announcement has been made.
2. Do not move throughout the facility unless directed to do so.
3. Communicate to patients / visitors that there is an emergency and request that they remain where they are until further instructed.
4. Listen for announcements but *do not call the Hospital Operator*.

**When you hear a fire alarm in your facility**, no matter the cause, you must respond as though there is an actual fire;

- **DO NOT** disregard the alarm or assume it is a drill.
- **DO NOT** ask if you should respond or if you should evacuate the facility
- **DO NOT** contact the operator and ask what to do, or if the fire is real
- **DO NOT** request that alarm or overhead announcements be stopped

### **Extinguishing Fires:**

#### **3 primary types of fires:**

1. **A:** Paper, wood, trash, rags, blankets (“Ordinary Combustibles”)
2. **B:** Gasoline, grease, alcohol (“Flammable Liquids”)
3. **C:** Energized electrical equipment (Note: if the electricity is off, it is a Type A or B fire.)

#### **Fire Extinguishers in Presbyterian facilities:**

1. **A-B-C Extinguishers** are available in all facilities: Contain a dry chemical *for use on all 3 types of fires*
2. **K Extinguishers** are in kitchens: Contain a wet chemical *for use on cooking oil fires.*
3. **Water Mist extinguishers** are used in *Hospital Operating Rooms*
4. **MRI Safe extinguishers** are used in *Magnetic Resonance Imaging areas*

#### **If you discover a fire and are considering putting it out yourself, remember:**

1. A fire extinguisher should only be used on SMALL FIRES.
2. If the fire is larger than an office trash can, DO NOT attempt it. Leave the area, close the doors, and call an alarm.

#### **PASS – the acronym for remembering how to use Fire Extinguishers:**

**P = PULL** the pin located between the two handles

**A = AIM** the nozzle at the base of the fire

**S = SQUEEZE** the two handles starting the flow of the extinguishing chemical

**S = SWEEP** the nozzle from side-to-side, moving from the front of the fire towards the back, pushing the fire away from you.

## Hazardous Materials

### OSHA Standards:

The Occupational Safety and Health Administration (OSHA) has standards which provide workforce with the right to know:

1. What hazardous materials are present in your workplace
2. What precautions you should take to ensure your safety when using any hazardous materials in your workplace

Every one of us works in an area with Hazardous Materials, whether it is in a clinical setting with chemicals or in an office setting with toners and cleaners.

### Classifications of “Hazardous Material or Chemical”:

Any chemical or material which is classified as one of the following:

1. Health hazards: agents which damage lungs, skin, eyes or mucous membranes (including carcinogens, toxic/highly toxic agents, reproductive toxins, irritants, corrosives, or sensitizers)
2. Physical hazards: flammable, reactive and explosive products (including materials that are normally stable but that can become unstable at high temperatures, high pressures or when exposed to other materials or conditions)
3. Other Health Hazards: including:
  - a. **Simple asphyxiant:** a substance or mixture that displaces oxygen in the ambient atmosphere, and potentially causing oxygen deprivation, unconsciousness or death. Example: nitrogen.
  - b. **Combustible dust:** a solid material composed of distinct particles or pieces which present a fire hazard when suspended in air. Example: flour.
  - c. **Pyrophoric gas:** a chemical in a gaseous state that could ignite spontaneously in air at a temperature of 130 degrees Fahrenheit (54.4 degrees Centigrade) or below.
  - d. **Any hazard not otherwise classified,** for which adverse physical or health effects have been identified through evaluation of scientific evidence during the hazardous chemical/material classification process.

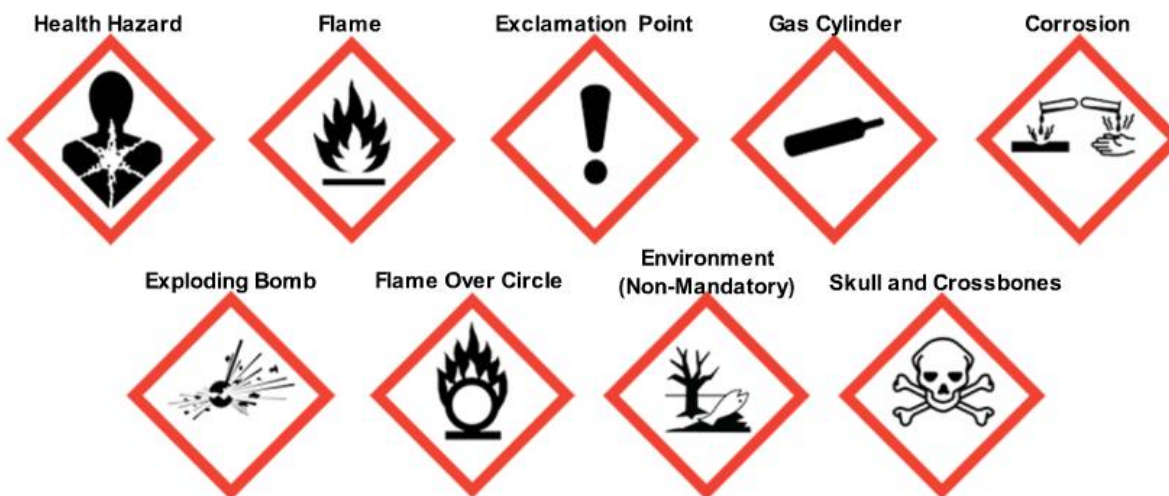
### 3 Ways to Identify Hazardous Materials:

OSHA has mandated the use of standardized *pictograms*, *Safety Data Sheets*, and *labels* for hazardous materials so you can easily identify them.

1. **Pictograms:** Shown on labels to alert users of the chemical hazards to which they may be exposed. A Pictogram consists of a symbol on a white background framed with a red border; each one represents a distinct hazard.
2. **Safety Data Sheets:** Formerly known as Material Safety Data Sheets (MSDS), these sheets have a uniform format, including the section numbers, the headings and associated information.
3. **Labels:** All manufacturer labels are required to include: Product Identifier, Supplier Identification, Hazard and precautionary statements, Pictograms, Signal word hazard identifier(s).

**Standard “Pictograms” for Warning Labels:**

The following are standard symbols used to alert you to specific hazards of a given chemical or material:



1. **Health Hazard:** Carcinogen, mutagenicity, reproductive toxicity, target organ toxicity, aspiration toxicity
2. **Flame:** Flammables, pyrophorics, self-heating, emits flammable gas or organic peroxides
3. **Exclamation Point:** Irritant (skin/eye/respiratory tract), sensitizer (skin), acute toxicity, narcotic effects, or hazard to ozone layer.
4. **Gas Cylinder:** Gases under pressure
5. **Corrosion:** Skin corrosion or burns, eye damage, organic peroxides
6. **Exploding Bomb:** Explosives, self-reactives, organic peroxides
7. **Flame Over Circle:** Oxidizers
8. **Environment:** Aquatic toxicity
9. **Skull and Crossbones:** Acute toxicity (fatal or toxic)

**Standard “Safety Data Sheets” (SDS’s):**

Safety Data Sheets are required to be in a standard format and include information, such as name of material, hazards, composition, first aid measures, handling, storage, and disposal, and personal protection measures. View a [sample Safety Data Sheet](#).

You may access Safety Data Sheets for hazardous materials at Presbyterian under the “**SDS Vault**” link on the PresNet Homepage in the Quick Links section or SDS Vault Tool application. In addition, finding department chemical inventories may be found in the SDS Vault utilizing the location tree located in the location search bar. In the event of a PresNet or Cority application outage the product container label can be utilized to gather important information about a chemical in an emergency. A Google search for the product SDS is also an available option utilizing a smart phone in an emergency. For CDS facilities the Safety on Call can be contacted by calling the PBX Operator (non-emergent 841-1234 emergent 55 or 724-7755) for assistance.



**Container Labels:**

All manufacturer labels are required to have a product identifier, supplier identification, hazard and precautionary statements, pictograms and a signal word hazard identifier. Supplemental information may also be provided on the label as needed.

If a label becomes illegible or *if a hazardous material is placed into a secondary container, the label on the secondary container MUST be labeled with the same key information as the original label*, including:

- Product Identifier
- Hazard and Precautionary Statements
- Signal word hazard identifier
- Pictograms

**Chemical Identity Trade Secrets:**

To protect trade secrets, chemical manufacturers may withhold the specific chemical identity, including the chemical name and/or other specific identification of a hazardous chemical from the SDS, provided that:

- Information concerning the *properties and effects* of the hazardous chemicals is disclosed on the SDS,
- The SDS indicates that the specific chemical identity and/or percentage of composition is being withheld as a trade secret.

If a treating physician or nurse determines that a medical emergency exists and the specific chemical identity is necessary for emergency or first-aid treatment, the chemical manufacturer is required to immediately disclose the specific chemical identity of a trade secret chemical to the treating physician or nurse.

**Disposal of Bulk Non-Hazardous, Non-Biohazardous Liquid Waste:**

Per state regulations, bulk liquid waste that is non-hazardous and non-biohazardous may NOT be disposed of in the normal trash stream. Instead, such liquid waste (such as sterile water) must be disposed of in a hopper. If a hopper is not available, a sink or toilet may be used for disposal.

**Your Safe Work Practices:**

To ensure your safety while using hazardous chemicals / materials, you should:

1. Know where to locate and follow all policies / procedures related to the use of the hazardous chemicals / materials
2. Know where to locate and be familiar with the Safety Data Sheets (SDS's) for hazardous materials/chemicals prior to using them, including the use of Personal Protective Equipment (PPE), when appropriate.
3. Know where to locate and be familiar with the [Hazardous Materials Decontamination Procedure](#) and the [Hazardous Materials Spill procedure](#).

## Emergency Management

### What is Emergency Management at Presbyterian?

Emergency Management comprises all the ways Presbyterian manages its resources and responsibilities to deal with a disaster or major emergency incident, either external or internal.

A disaster is any incident that disrupts patient care and/or normal operations.

### Internal and External Disasters:

1. Internal disasters are emergency incidents that cause injury to persons within a Presbyterian facility or damage to a Presbyterian facility.
  - a. An internal disaster may result in relocation of patients, visitors, and/or personnel within a facility, or an evacuation of one facility to another. Evacuations may be horizontal or vertical depending on the incident.
  - b. Examples of internal disasters include: system-wide IT network outage, power outage, fire, hazardous material spill, missing person, active shooter or bomb threat.
  
2. External disasters are emergency incidents that require a Presbyterian hospital facility to receive and treat a large influx of external disaster victims:
  - a. Do not cause injury to persons within a PHS facility or damage to a Presbyterian facility,
  - b. External disaster examples include: Natural disasters like floods, wildfires, earthquakes or storms. They also would include a fire at another facility, a hazardous materials spill on the highway, or an airplane crash.
  
3. Any disaster has the potential to impact all Presbyterian business units, including health plan operations, hospitals, clinics, home health, and system (HR, IT, Finance) services.

### Being Prepared to Respond:

1. **Any Presbyterian workforce member may call in an emergency incident**, and the person on the other end of the call will give you further guidance.
2. Your call will activate the facility emergency response.
3. Familiarize yourself with Emergency / Disaster phrases and use them when reporting incidents.

Type of Internal Disaster	“Related Announcement” / More reporting detail:
<b>Active Shooter</b>	“Active Shooter” / ALWAYS dial 911 first.
<b>Fire</b>	“Fire” / Provide location of fire
<b>Medical Emergency</b>	“CODE BLUE” with location of emergency, or “CODE PINK” and location for NICU, MBC, FBC, MSC or ED units
<b>Bomb Threat</b>	No overhead announcement – key personnel are notified directly
<b>Severe Weather</b>	“Severe Weather” / Announcements will supply additional directions

Type of Internal Disaster	“Related Announcement” / More reporting detail:
<b>Kidnapping/ Missing Person</b>	“Kidnapping / Missing Person” / Provide description of person
<b>Violent Person</b>	“Security Alert” / Provide location / description of person
<b>Utility Disruption/ Outage</b>	“Utility Outage” / Report the type of outage (water, sewer, electricity, gas, medical gas, telecommunications or information technology)
<b>Infant Security Alarm</b>	“Dr. Gerber” / Provide location and information about infant
<b>Chemical, Biological or Radiological Hazard</b>	“Hazardous Material Spill” / Provide location of spill or hazard

- CDS Hospitals should dial 55 to reach the operator; all other locations call 911 first and then contact the operator at your location by dialing 55 using a facility VOIP land line or (505) 724-7755 if using a cell phone.
- Be familiar with Evacuation and External Disaster announcements:

Type of Evacuation or External Disaster	Related Announcement
<b>Evacuation</b>	
<b>STAGE 1</b>	“Prepare to Evacuate”
<b>STAGE 2</b>	“Proceed with Evacuation”
<b>External Disaster</b>	
<b>STAGE 1</b>	“Prepare for incoming victims of external disaster”
<b>STAGE 2</b>	“Proceed – Confirmation of victims arrival”

**Workplace Violence:**

Workplace violence is an act or threat occurring at the workplace that can include any of the following: verbal, nonverbal, written, or physical aggression; threatening, intimidating, harassing, or humiliating words or actions; bullying; sabotage; sexual harassment; physical assaults; or other behaviors of concern involving staff, licensed practitioners, patients, or visitors.

Presbyterian does not tolerate any acts or threats of violence in the workplace. We will make every effort to prevent violent incidents from occurring and respond to incidents if they do occur.

Everyone has a role. Presbyterian encourages the reporting of any concerns of potential violence and to make decisions that err on the side of safety. Immediately alert your supervisor, Security, and/or Human Resources of any credible threat or incident of workplace violence. A credible threat is any threat that would cause a reasonable person concern for the safety of self or others.

Additional information available in the Workplace Violence policy (HR.PHS-E.322).

**Run, Hide, Fight:**

In an active shooter situation, you should 1. Run, 2. Hide, 3. Fight!



**Disaster Response System Overview:**

National Incident Management System (NIMS) directs that healthcare organizations along with fire, police and other agencies use a common command system for responding to disasters. This system is called the Incident Command System (ICS).

Presbyterian has adopted the “Hospital Incident Command System (HICS)” for this purpose.

1. ICS requires an Incident Commander (IC) who is responsible for oversight of the disaster and has the authority to make any disaster related decisions.
2. Depending on the duration of the disaster, the initial Incident Commander may remain in that role or he/she may transfer command to another qualified individual. Transfer of command may occur several times during a prolonged disaster.
3. The Incident Commander may assign key functions (called “Sections”) to other individuals. For example the IC may designate Section Chiefs for Operations, Planning, Logistics and/or Finance/Administration.
4. A Hospital Command Center (HCC) may be set up by the Incident Commander (IC) as the central place from which the IC organizes additional resources and to which personnel report.
5. HCC locations have been pre-designated at some locations:
  - a. Presbyterian Hospital – Heritage Room
  - b. Presbyterian Kaseman – Aspen Conference Room
  - c. Rust Medical Center – Wellspring Conference Room
  - d. Dr. Dan C. Trigg Memorial Hospital – Conference Room
  - e. Lincoln County Medical Center – Hospital Conference Room
  - f. Plains Regional Medical Center – Cannon Room
  - g. Presbyterian Espanola Hospital – Administrative Conference Room
  - h. Santa Fe Medical Center – Zozobra Conference Room
  - i. Socorro Hospital – Board Room
  - j. Cooper Center – Reflection Conference Room
  - k. Other locations (PMG, PHH, Cooper Center) will be determined by the Incident Commander

**NOTE:** These locations can change if the disaster impacts the pre-designated location. If needed, a cloud based format will be utilized to stand up either a Local or Area Command if multiple facilities are involved. The *Area Commander* will be the liaison between all hospital command centers.

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