

# Osha Guidelines

## LIFTING SAFELY TO PROTECT YOUR BACK

**Back injuries are the most common type of injuries for health care workers. You can prevent them by learning proper body mechanics when lifting or moving patients or objects.**

### SAFE LIFTING TIPS:

- Never reach above your shoulders – use a step stool or ladder
- When reaching down, support your upper body with one arm.
- Always stay close to the load without leaning forward.
- Push rather than pull whenever possible.
- When bending, kneel down on one knee.
- Bend your knees and hips – not your back.
- When leaning forward, move your whole body, not just your arms.

### TIPS FOR LIFTING & MOVING PATIENTS:

- Always stand with your feet slightly apart.
- Bend your knees, not your waist.
- Lift with your legs & keep the patient close to your body to reduce strain.
- Lower patients slowly, bending at the knees.
- Work as a team with co-workers for large or heavy patients.
- Use mechanical aids whenever possible.

**→REMEMBER – WHENEVER YOU'RE LIFTING OR MOVING A PATIENT - GET HELP WHEN YOU NEED IT! ←**

### TIPS FOR A HEALTHY BACK:

- Learn proper lifting techniques.
- Plan ahead & take precautions.
- Never twist.
- Lift or carry only what you can handle safely.
- When standing for long periods, balance your spine by placing one foot on a low stool, bend your knees slightly, and keep your pelvis tilted forward.
- When sitting, use a chair that allows both feet to be flat on the floor. Use lumbar support cushions for your lower back.
- Always maintain good posture – slouching puts strain on your vertebrae.

# PREVENTING THE SPREAD OF INFECTION

**Careful precautions are the keys to infection control. Without proper precautions, germs can easily spread among patients, visitors and staff.**

## UNDERSTAND HOW INFECTIONS SPREAD

**To spread, an infectious disease requires each of the following:**

- A disease-causing organism – Most infectious diseases start with germs (viruses or bacteria).
- A place for the organism to live – Germs thrive in moist environments. The human body offers many good hiding places. Germs may also live on objects such as door handles or bedrails, or in substances such as human wastes.
- Vulnerable hosts - Germs don't always cause disease in every person they contact. They require victims who are too weak to fight them off – newborns, older people and the ill or injured.
- A route of transmission – For a disease to spread, germs must have a way to travel to susceptible hosts. Different germs travel in different ways, including:
  - By contact between people (shaking hands, hugging, etc.).
  - By contact between people and objects, such as medical instruments.
  - In droplets from cough or sneezes, this can travel several feet in the air.
  - On tiny dust particles that travel long distances in the air.

***YOU CAN STOP GERMS BY STOPPING THEIR ROUTE OF TRANSMISSION.***

## MSDS – INFORMATION

The company sending the chemical supplies the Material Safety Data Sheet (MSDS). They come in different lengths and formats, but they all contain the same basic information:

Key points to look for:

- The chemical name
- The hazardous ingredient
- Descriptive information (color, odor, appearance)
- Explosive and fire information
- Health hazards
- Symptoms of overexposure
- Medical conditions aggravated by this chemical
- Port of entry into your body (skin, lungs)
- Cancer causing / yes or no

- First Aid and emergency procedures
- Identify other substances that may react with this chemical
- Clean up of leaks and spills to include use of personal protective equipment (PPE) and how to dispose of the waste

## UNIVERSAL PRECAUTIONS

The purpose of universal precautions – Universal precautions aim to prevent transmission of germs that travel in blood and other body fluids and substances. HIV, the virus that causes AIDS, is one such germ. The virus that causes Hepatitis B is another.

***Why Universal precautions are used – It is not obvious that a person is infected with HIV or other germs. So, Universal precautions apply to all patients every time you have contact with blood or other body fluids or substances.***

### How Universal precautions work:

- Hand-washing – Everyone who has contact with patients must wash their hands
- Before and after patient contact
- After contact with blood or other body fluids/substances (or with equipment that touches them)
- Immediately after removing gloves, masks and other protective gear
- Use of gloves – health care providers must wear gloves whenever there is contact with blood or other body fluids or substances.
- Use of masks, goggles and other protective gear – These help protect the healthcare provider’s face and skin from contact. They’re used during any procedures where contact with blood or other body fluids or substances may occur.
- Handling wastes – Anyone handling wastes, linens or care items must avoid contact with blood or other body fluids or substances. Staff must dispose of needles and other sharp item in special containers.

## UNIVERSAL PRECAUTIONS APPLY TO EVERY PATIENT, ALL THE TIME

***The use of Universal precautions does not necessarily mean a patient has an infectious disease.***

## TECHNIQUES:

- Remove jewelry
- Use warm water - Angle hands downward
- Apply soap and lather well
- Scrub well for at least 10-15 seconds – it's friction that removes germs
- Get under nails, around cuticles and between fingers
- Rinse hands angled down
- Dry hands with a clean paper towel or an air dryer
- Use a new paper towel to turn off the faucet

### WHEN TO WASH HANDS:

- Immediately after any contact with the patient, blood or body fluids
- After using the bathroom
- After eating meals or snacks

## GENERAL PRECAUTIONS:

- Use recommended protective-wear before entering an isolation room
- In facilities, become aware of emergency exits and fire extinguishers
- In homes, report any unsafe use of electrical cords or any unsafe outlets
- Do not attempt to break up domestic disputes, call the hospice or 911

## Tuberculosis Infection Control

### *Diagnostic Tools:*

- Medical history
- Physical assessment
- TB skin test
- Chest x-ray
- Sputum culture

### *General Information:*

- False negatives can occur due to prior immunization with BCG or inclusion of BCG in the treatment for bladder cancer. It may also occur as a result of compromise of the immune system as in people with:
  - HIV infection
  - Febrile Illness
  - Hodgkin's disease
  - Measles
  - Any medication that has immunosuppressive actions
- Testing is required for healthcare workers on an annual basis
- Tests must be read within 72 hours
- A positive test will require medical follow up with a physician

If you have any questions concerning TB you can contact your local health department.



## Fire Safety

**Knowledge** of basic fire safety helps you to prioritize the first actions you would take when there is a fire as well as choosing the correct way to extinguish different types of fires you may come into contact with.

**RACE** is the acronym that will help you to prioritize your actions during the first phase of a fire response.

**R** = Rescue anyone in immediate danger

**A** = Activate the alarm system

**C** = Contain the fire by closing doors and windows

**E** = Extinguish the fire in the appropriate way

### *Mental Checklist*

If you doubt your control of the situation and whether or not you should attempt to extinguish the fire, **DO NOT** attempt. Below is a fast “fight or flight” checklist. When you check these mentally make sure all apply or **DO NOT** extinguish the fire.

- ✓ The building or area is being evacuated.
- ✓ 911 has been called.
- ✓ The fire is small and is not spreading or is spreading very slowly.
- ✓ The exit is clear and behind you.
- ✓ You can stay low where there is less smoke.
- ✓ You have the correct type of extinguisher for the fire.
- ✓ You know how to operate the extinguisher.

**Regulations** have been established that provide guidelines to all employers regarding fire extinguishers, their use and availability.

- 1) Employers cannot use extinguishers containing carbon tetrachloride or chloro bromomethane.
- 2) Extinguishers must be fully charged and ready for operation at all times.
- 3) Maintenance checks of all extinguishers will be completed annually or after every use.
- 4) Class A extinguishers must be within 75 feet of any class a fire risk.
- 5) Class B extinguishers must be within 50 feet of any class b fire risk.



## Types of Extinguishers

**Class A:** This type of extinguisher contains water and is to be used for fires involving *wood, paper and paper trash.*

**Class B:** This type of extinguisher is to be used on *flammable liquids* and solvents and contains dry chemical.

**Class C:** This type of extinguisher is to be used on *electrical equipment* and does not contain water.

**Class D:** This type of extinguisher is to be used on *combustible metals*. These burn at high temperatures and react violently with water or other chemicals.

Take Note:

Some fires may be a combination of the above materials. Always check the label on the extinguisher that you will be using. On the extinguisher there will be a label that will specify the type of extinguisher it is. For example an extinguisher will have “ABC” on the label which would mean that the extinguisher is appropriate for a fire in any of those classes or a combination of those classes.

**PASS** is the acronym that can help you in recalling the proper order of steps in using a fire extinguisher.

**P** = Pull the pin.

**A** = Aim the nozzle at the base of the fire.

**S** = Squeeze the handle.

**S** = Sweep the nozzle side to side.

**Remember to never** squeeze the handle to activate the extinguisher and bring the stream down on the fire. This will split the base and cause a more rapid spread of the fire.

**Do not** walk on any area where you have extinguished flames. These areas could re-ignite without warning.

Some **common causes** of fires in Health Care Facilities are:

- Careless smoking
- Poor housekeeping/improper storage
- Defective electrical equipment
- Improper use of equipment
- Arson

How You Can Prevent Fires:

- Keep walkways and exits clear at all times.
- At the beginning of each shift, check the location of the fire doors and if the fire doors are working.
- Make sure that all trash is properly disposed of.
- Check to see that all flammables are kept away from any heat.
- Always check all of the cords and connections, including items belonging to the patient.
- Properly use all oxygen equipment and always secure cylinders and valve caps.
- **DO NOT** allow smoking.
- You can help prevent arson by securing supplies, properly locking rooms, and alerting security of strangers in areas inappropriate.
- Before the beginning of your shift, check the Safety Plan which is located in the facility’s fire and safety manual.

When accepting assignments with Expedient Medical Staffing, LLC it is **the responsibility of the employee** to locate the evacuation route for each area assigned; location of fire alarms and extinguishers, as well as learning what type of alarm or code announcement would be made should there be a fire within the client’s facility. Note that each unit will have an evacuation route map on display.

# Safe Driving Practices for Employees

You are Expedient Medical Staffing's most valuable asset! The way that you drive says everything about you and our company. Make a positive statement by following these work-related safe driving practices.

## Stay Safe

- Use a seat belt at all times – driver and passenger(s).
- Be well-rested before driving.
- Avoid taking medications that make you drowsy.
- Set a realistic goal for the number of miles that you can drive safely each day.
- If you are impaired by alcohol or any drug, do not drive.

## Stay Focused

- Driving requires your full attention. Avoid distractions, such as adjusting the radio or other controls, eating or drinking, and talking on the phone.
- Continually search the roadway to be alert to situations requiring quick action.
- Stop about every two hours for a break. Get out of the vehicle to stretch, take a walk, and get refreshed.

## Avoid Aggressive Driving

- Keep your cool in traffic!
- Be patient and courteous to other drivers.
- Do not take other drivers' actions personally.
- Reduce your stress by planning your route ahead of time (bring the maps and directions), allowing plenty of travel time, and avoiding crowded roadways and busy driving times.

For more information on safe driving for work, refer to “Guidelines for Employers to Reduce Motor Vehicle Crashes” at <http://www.osha.gov/SLTC/motorvehiclesafety/index.html>