UNIVERSITY OF WASHINGTON
MEDICAL CENTER
2012 ANNUAL EDUCATION

Workplace Safety Module
Completion of this training fulfills the employee requirement of the UWMC organization-wide annual education. Employees hired in 2011 or before, must complete this training. Employees who attended the New Employee Orientation in 2012 do not need to take this training.

The training covers six competency modules and quizzes listed below.

- Compliance and Ethics
- Cultural Diversity
- Infection Prevention and Control
- Organization Specific Topics
- Patient Safety
- Workplace Safety
2012 Frequently Asked Questions

These Frequently Asked Questions will help you when completing this training module.

1Q: If I need technical assistance while taking the quiz, who do I contact?

1A: Please send an email to the UWMC LMS Domain Administrator, uwmclms@uw.edu for technical assistance.

2Q: How can I save my work if I am not done taking the quiz?

2A: You may EXIT this training at any time. Once you click EXIT, the system will automatically "bookmark" your location (in the quiz), and when you resume the training, you will be returned to the same place. To EXIT click on the "X" in the upper right corner of this window.

3Q: How do I exit the quiz?

3A: To exit, click on the X in the upper right corner of this window.

4Q: I did not receive credit for completed training. Why?

4A: You will not receive credit for the training until you click on the Finish button on the final slide of the quiz. Call the Help Desk if, after passing the quiz and clicking the Finish button, you still do not receive credit for the course.

5Q: I was hired during 2012. Do I need to complete this quiz?

5A: No, you fulfilled the UWMC annual education training requirements by attending the New Employee Orientation during 2012.

6Q: What if I score less than 80% on my quiz?

6A: If you score less than 80%, you will be required to take the quiz again, until you score at least 80%. The graded quiz is meant to test your knowledge. Once completed, the results page will include the quiz name and your score.
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- Medical Equipment
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- Chemical/Radiation Spill and Victim Decontamination (Code Orange, Internal and External)
- Asbestos
- Event (Incident) Reporting
- Prevention of Workplace Violence
- Wheelchair Safety
- MRI Safety
The UWMC Emergency Manual is a resource located in your work area to provide information regarding specific emergencies, including:

- Various Emergency Codes
- Fire Plan
- Emergency Numbers
- Patient Incidents
- Body Fluid Exposure
- Chemical Spill
- Radiation Accidents & Incidents
- Earthquake
- Disaster – Internal & External
- Utilities & Equipment Failure
- Security Emergencies
- Bomb Threat
- Infant Abduction
- Patient Security

Look for the rainbow-colored flipchart posted in your work area. Along with general safety information, the Emergency Manual should include department specific safety information. Find it and read it before you need it!
MEDICAL CENTER EMERGENCY

What do you do?

If you are at the main UWMC hospital
DIAL 222

If you are at any other off site location
DIAL 911

Fire Response                     Patient Security Needs
Bomb Threat                      Infant Abduction
Utilities Failure                Chemical Spill
Chemical Exposure                Radioactive Exposure
Medical Emergencies
# PUBLIC SAFETY AT THE UWMC

The Public Safety Department provides the following services:

- **Staff Photo ID Cards:** Worn above the waist at all times while at work.

- **Visitor ID Passes:** Issued after 9:30pm to all visitors. Direct visitors to Emergency Room Security Desk or 3rd Floor Info Desk area to obtain one.

- **Lost & Found:** Call 8-4909. All found items should be taken to BB-120 immediately.

- **Escort Service:** Between 3:30pm & 5:30am you may call 8-5555 to have an escort walk or drive you to your car in a UW parking lot.

- **Keys:** Call 8-5555 if locked out of your office.

- **After-Hours Entry:** Between 9:30pm and 5:30am, enter UWMC by way of 2nd floor Emergency Department or 3rd floor main entry. Photo ID is required for entry.
## SECURITY INCIDENTS

Both UW Campus Police and UWMC Public Safety are available to you for security incidents.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Report security emergencies such as an assault or robbery with a weapon by calling 911.</td>
</tr>
<tr>
<td>2.</td>
<td>Weapons are not allowed at UWMC. If you see a weapon call 911.</td>
</tr>
<tr>
<td>3.</td>
<td>If there is any activity that immediately threatens someone, call 911. UW Police and Public Safety will come to the location, investigate and take appropriate actions.</td>
</tr>
<tr>
<td>4.</td>
<td>If you feel threatened in any way that is not immediately life threatening, contact Public Safety, 8-5555, to complete a Workplace Violence report.</td>
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</tbody>
</table>

To obtain assistance with a Patient Behavioral Emergency:

1. At the hospital, **dial 222 or dial 911 for other off site locations**—Report a “Behavioral Emergency” or “Code Grey” and give your location. |
2. The Operator will announce “Code Grey: All available **TRAINED** staff: Report to (location)” |
3. If you are trained in how to participate in a “Code Grey,” report to the announced location. |
What is a Code Silver?

• A **Code Silver** is a general alert to staff of a situation which threatens the environment or people within UWMC.

• **ALL STAFF AND UNITS secure their areas** and **remain there** until directed otherwise or the “All Clear” is called. Movement is only allowed for **emergent** patient care issues.

• **Patients and visitors should be moved out of public areas and behind closed doors** until the “All Clear” is called.
UWMC DISASTER RESPONSE

An Internal Disaster is when something happens that affects the hospital, such as an earthquake, explosion, or fire.

During an Earthquake you should DROP, COVER AND HOLD!!!

Do not leave the building DURING an earthquake.

After an earthquake or during other internal disasters:
  • Stay calm!
  • Make sure patients, their families, visitors, and staff are safe.
  • Report to your supervisor and inform them of any damage.
  • Move out of areas that are unsafe.
  • Everyone needs to know all possible evacuation routes from their work area.

An External Disaster is an event that occurs away from the hospital and people who have been hurt may come to UWMC.
For all disasters:

- The operator will announce either a “Code Internal Triage” for events inside UWMC or a “Code External Triage” for events outside UWMC.
- Be sure to know what your department’s disaster response is in advance.
- Every unit contributes to assisting staff with disaster response.
- All supervisors will report to a meeting 15 minutes after the disaster and bring back information to their staff.
- UWMC uses the Hospital Incident Command System (HICS) to stay organized during disasters.
- Move out of areas that are unsafe.
FIRE RESPONSE - CODE RED

• If you discover a fire or a potential fire situation, you should

RACE:
  Rescue patients and other persons
  Activate the alarm
  Contain the fire, closing doors and windows
  Extinguish or evacuate

• Always know the location of the nearest fire extinguisher and
  how to use it - PASS:
  Pull the pin
  Aim the nozzle at the base of the flame
  Squeeze the handle
  Sweep from side to side

• Be aware of the alarm systems and evacuation routes:
  In the event of a fire, strobe lights and chimes or horns will activate.
  Initiate your department’s response plan and evacuate/relocate if required.
  Each work area has an evacuation map posted.
  Be aware of fire/smoke compartments in your work area, and do not enter
  an area that is in alarm. Always wait for an all clear to be issued.
  Remember, during a fire alarm, do NOT use elevators, DO use the stairs.
Tobacco use in and around hospitals poses health and safety risks for our patients and it adversely impacts medical treatment.

To promote the health and safety of our patients and community, UWMC is a smoke and tobacco-free campus as of May 31, 2011.
CODE AMBER ALERT
Infant Abduction

- Upon hearing the overhead page, employees from each area with a preassigned exit should immediately go and stand at exits. All other staff should be on alert for suspicious individuals.

- If you are covering an exit, inform people exiting the building that there is an emergency in the medical center and all exits are temporarily closed. Ask them to wait for clearance.

- Stop all people carrying an infant, large bags or packages.

- If a person refuses to stay in the building, allow the person to pass through the exit. DO NOT USE FORCE TO STOP THEM. Instead, get a physical description of the individual to report to the police.

- Call 911 to report the description of the suspect.

- Remain at the exit until the “All Clear" announcement is made. During a drill this will be 10-15 minutes.
BOMB THREAT

If you receive a telephone bomb threat, do NOT hang up the phone. STAY on the phone and:

• Remain as calm as possible.
• Prolong the conversation.

• Signal someone to dial 222 if you are at the main UWMC hospital or dial 911 if you are at any other off site location and report a bomb threat as you continue the call. Notify your supervisor.

• Use the Bomb Information Check List located in the UWMC Emergency Manual.

• **Listen and try to determine the following:**
  - Approximate age of caller
  - Male or female
  - Any background noise
  - Accent of caller

• **Obtain as much information as possible from the caller such as:**
  - When is the bomb going to explode?
  - Who are you?
  - What will cause it to explode?
  - What kind of bomb is it?
  - Where is the bomb?
  - What does it look like?
  - Where are you calling from?

During a bomb threat, **you** may be asked to search your area for any suspicious items. **You** are most familiar with your work space and will know what does and does not belong there.
MEDICAL EMERGENCIES

For Medical Emergencies in the hospital CALL 222. A Code Blue will be called overhead and a designated Code Blue team responds.

For Medical Emergencies in other UWMC sites or outside the hospital, CALL 911. Provide medical care within your training. Wait for an ambulance to respond.

If you come across someone injured:

- Give CPR or first aid if you are trained in it.
- Do NOT move the person.
- Complete an incident report on the PSN system.
- Do not obligate UWMC to pay for any treatment. Refer the person to Risk Management.
UTILITIES DISRUPTION

For system failure,
If you are at the main UWMC hospital dial 222 or Operations & Maintenance at 598-4911.

If you are NOT AT THE HOSPITAL notify your supervisor

Types of utility systems at UWMC:

- Electrical
- Elevators
- Natural Gas
- Sewer
- Telephones
- Water
- Ventilation
- Nurse Call System
- Medical Gases
- Medical Vacuum

Indicators of system failure:

- System not working
- Lights out
- Elevators stopped
- Sewer backed up
Within ten seconds, specific areas and essential systems within the UWMC will automatically transfer to the emergency power system.

To report details of a power outage:

- Call 222 if you are in UWMC hospital or Notify your supervisor, if you are at other locations.
- Implement your department’s emergency disaster plan.
- Turn off unnecessary electrical equipment and make sure critical equipment is plugged into red outlets.
- Should another emergency accompany the power loss such as fire or earthquake, follow procedures for both emergencies.
- Remain calm and in your work area.
- Locate flashlights.
- Continue routine work duties, where possible.
MEDICAL EQUIPMENT

Always verify that medical equipment is safe before using!

• Visually inspect it for damage.
• Check that it’s operating properly.
• Check the “Do Not Use After” date on the sticker.

IF a device is dropped or otherwise damaged
  • Take it out of service immediately!
  • Tag it!
  • Report it!

Report all medical equipment problems by completing and attaching a defective equipment tag and contacting the Maintenance Authority on the sticker.

Report all equipment-related injuries, “near misses”, or potential problems that could lead to injuries through Patient Safety Net, (PSN).
RADIATION SAFETY

Radiation and Radioactive materials are used at UWMC in:

- Radiation Therapy
- Diagnostic exams in Nuclear Medicine
- Trace amounts in lab medicine studies
- Diagnostic x-ray rooms throughout various areas.
- Any area marked “Caution Radiation Area”

Never enter Radiation Areas unless you are a trained radiation worker and wearing a radiation dosimeter.

When the “x-ray in-use” sign is lit above an entrance, the x-ray machine is turned on and you should not enter.

A radiation accident/incident is a major spill of radioactive material or any unintended event involving radiation or radioactive material.

CHEMICAL/RADIATION SPILL IN UWMC
Code Orange, Internal

- You may clean up a chemical spill if it is small and you know enough about the chemical to determine that you can clean it up without hazardous exposure.
- If a hazardous material spill cannot be contained using departmental procedures or for large, potentially harmful spills:
  - Contain the spill by closing all doors
  - Assist others in evacuating the area
  - Call 222 (if you are in the hospital) or 911 (if you are at any other off site location) to report a chemical spill / Code Orange, Internal
  - Immediately remove clothing contaminated with hazardous materials
  - Immediately rinse hazardous materials off skin and out of eyes

- A Code Orange, Internal indicates **hazardous material has been** spilled in UWMC.

- Overhead page: “Code Orange, Internal, do not approach (location).”
- While inside, stay away from any areas roped off with orange or yellow hazard tape.
What if you think someone entering UWMC has hazardous materials or dangerous chemicals on them?

Tell someone nearby to call 222 (if you are in the hospital) or 911 (if you are at any other off site location), announce a Code Orange and your location.

Walk outside with the person.

DO NOT TOUCH the person! Stay 3-6 feet away and upwind of them.

Explain why you asked them to go outside.
HAZARDOUS MATERIALS

Material Safety Data Sheets (MSDS)

MSDS are the primary written means of providing information about hazardous chemicals. If you’re unfamiliar with a chemical, always check the MSDS.

Information found on MSDS:
- Product name
- Name and address of manufacturer
- List of hazardous ingredients
- Characteristics of the chemical
- Fire and explosion potential
- Health hazards of the chemical
- Signs and symptoms of exposure
- How to handle spills, leaks, and disposal

MSDS are available through:
- UW Environmental Health & Safety (EH&S)
  www.ehs.washington.edu (website tool “My Chem”)
- Your department manager, from the chemical inventory list printed from “My Chem”.
- The Safety Officer – Rob Hinton
HAZARDOUS MATERIALS

Safety Precautions:

• Always wear protective gear when dealing with chemicals.
• Don’t mix chemicals without checking for compatibility.
• Be sure to always label secondary containers.
• In the event of an exposure to chemicals involving your eyes, skin, or respiratory system, report to either Employee Health Center or the Emergency Department after hours.

Chemical Spills:

• You may clean up a chemical spill if it is small and you know enough about the chemical to determine that you can clean it up without hazardous exposure.
• For large, potentially harmful spills: Contain the spill by closing all doors, assist others in evacuating the area, and call 222 (if you are in the hospital) or 911 (if you are at any other off site location), to report a chemical spill.
ASBESTOS IN YOUR WORKPLACE: What you need to know

• Asbestos may be found in almost any type of building materials. It was often used in flooring materials, pipe insulation, wallboard joint compounds, and construction glues and mastics.

• Inhalation of asbestos fibers is hazardous to your health, causing diseases such as asbestosis, lung cancer, and mesothelioma.

• Asbestos is safe when left in place as long as it is not disturbed or damaged where dust and debris can be created.

• Only Engineering staff are allowed to penetrate walls and floors, remove ceiling tiles, and conduct construction activities in the hospital.

• If Asbestos Containing Material (ACM) are disturbed or damaged, asbestos fibers may be released into the air. If you see debris from pipes, insulation, or floors avoid disturbing dust and leave the area, immediately reported to your supervisor and UWMC Operations & Maintenance (598-4911. Avoid damaging flooring, walls, and pipes with beds, carts, and equipment.
• If your office is located in an older section of the medical center and has vinyl floor tiles (typically 9”x 9” in size), the castor or glides on your chair may be damaging the tile, potentially releasing asbestos fibers into the air.

• For more information on how to obtain a floor mat to properly protect your floor, go to: www.ehs.washington.edu/ohsasbestos.

All UWMC employees are required to review these slides on an annual basis or complete the online General Asbestos Awareness Training available at Environmental Health & Safety website: www.ehs.washington.edu/pubcookie/train/asbestosg/index.shtm
Event Reporting at UWMC

Did you know UWMC Employees should report ALL incidents in Patient Safety Net (PSN)?

WHAT TO REPORT?
Use Patient Safety Net (PSN), the web-based event reporting system, for reporting ANY event at UWMC that could cause or has caused a PATIENT, VISITOR, or STAFF injury or illness. You may also use PSN to report unsafe conditions.

WHY REPORT?
By reporting incidents you help document and identify conditions present at the time of an event. You also help identify hazardous conditions that have, or could have, resulted in injury or damage. You are also alerting your department manager so they can initiate preventative measures. You are contributing to improving patient safety!

HOW TO REPORT?
• Double click the Incident Report -(PSN) icon located on any computer in the hospital.
• Enter your AMC/Iris login and password
• Answer the simple and brief questions, and click submit.
Everyone at UWMC has a right to a safe work and patient care environment. Workplace violence and aggressive behavior are prohibited at UWMC.

**Understand the Risks:**

- Stress, personal or medical problems can contribute to aggressive behavior.
- Tell your supervisor if you feel unsafe.
- Your supervisor, Human Resources, and UWMC Public Safety will help plan your safety.
- Sources of workplace violence can be either visitors, patients, their families, clients, co-workers or personal relations.
- Verbal abuse, intimidation, harassment, stalking, disruption, threats or acts of violence, illegal contact or possession of a weapon are all considered acts of workplace violence and inappropriate behavior.

**We all have a responsibility to help maintain safety and prevent workplace violence.**
WHEELCHAIR SAFETY

Changes have been made to insure patient and visitor safety while using wheelchairs

- If a patient brings a wheelchair from home, the wheelchair must have working parts, including leg rests (an exception can be made for people with no legs below the knees) and working brakes.

- If a patient has a wheelchair with no leg rests, UWMC employees and volunteers should offer the use of a UWMC wheelchair.

- UWMC employees and volunteers should NOT push a patient in a wheelchair that does not have leg rests. The patient may get injured. If the patient gets upset and insists upon using his/her faulty wheelchair from home, get help from a clinician and do not push the chair.

- Avoid pushing patients in construction areas where the floor surface may be uneven or bumpy.

- Apply wheelchair brakes when helping a patient in and out of a wheelchair.
MRI SAFETY

The Magnet is ALWAYS ON!

It CAN NOT be turned OFF unless it is an EMERGENCY.

If turned off, the magnet will be inoperable for three days.

The MRI machine is a powerful super conductive magnet that uses liquid Helium to produce a magnetic field. Once turned on, it cannot be turned off unless it’s an emergent situation! Typical emergent situations include, a large piece of ferrous metal unable to be removed, or someone pinned to the magnet. **Any metallic object must be screened by the MRI technologist prior to bringing in the Magnet room.**
Possibly Dangerous Projectile Items include:

- Gurneys, Scissors, Oxygen Bottles,
- Pens, Pagers, Laryngoscopes, IV poles,
- Pocket Knives, Floor Buffers, Mop Buckets, Wrenches, Pliers, Batteries,
- Paper Clips, Bobby Pins, Keys, Fire Extinguishers, Patient Charts,
- Stethoscopes, Patient Monitoring Equipment...

NEVER ENTER the Magnet Room unless instructed to do so by MR personnel. Immediate and Serious harm may result otherwise.

Flying metal objects can impact the magnet at speeds of 40 mph.

THIS IS A STEEL WRENCH ATTRACTED BY THE MAGNET

Projectiles Cause Serious Harm!

All patients and personnel entering the Magnet room must be screened by an MRI technologist. NO EXCEPTIONS!! Pacemakers, aneurysm clips, and implanted metal could be FATAL!!!!!!

The MRI scanner is located in the Radiology Department Room SS 232.
If there are any questions or concerns, please feel free to contact an MRI Technologist at 598-4862
RESOURCES FOR WORKPLACE SAFETY

Websites:

Emergency Management (Disaster Preparedness):
https://uwmc.uwmedicine.org/BU/EM_Mgmt/Pages/default.aspx

Public Safety and Parking:
https://uwmc.uwmedicine.org/BU/Safety/Pages/default.aspx
QUIZ INSTRUCTIONS

• Thank you for reading these materials.
• Your next step is to complete the quiz and check your answers.
• Please provide the completed quiz to your manager/supervisor, as evidence of completion.
• Your paper quiz will be manually entered in the LMS and show up in the completion reports after the quiz results have been submitted by your manager/supervisor to uwmclms@uw.edu.
• To satisfy the 2012 UWMC Annual Education requirements you must score 80% or better on all of the following quizzes:
  • Compliance & Ethics and Ethics
  • Cultural Diversity
  • Infection Prevention and Control
  • Organization Specific Topics
  • Patient Safety
  • Workplace Safety