SAFETY IN-SERVICE

2013

SUNY DOWNSTATE MEDICAL CENTER

ENVIRONMENTAL HEALTH & SAFETY OFFICE

BSB3-136   Ext.1216

SAFETY IN-SERVICE

2013
What Do We Do When We Discover A Fire?
A-LARM

• Any employee discovering fire or the presence of heat and/or smoke must immediately cause an alarm by shouting “code red” and activating the fire alarm.

• Go to the nearest pull station and pull on the lever. Dial **x2626**, identify yourself and give the operator the exact location of the fire: building, floor, room number and your name.
A-LARM

• Let everyone know that a fire exists.
• Shouting “Code Red”
• Pull a fire alarm box
• Call x2626 for the University Police
R-ESCUE/R-EMOVE

- Rescue/Remove anyone in immediate danger
- Make certain that all patients or employees are removed from immediate danger of fire or smoke, if possible
Don’t allow smoke and fire to spread

*Contain* fire by closing doors and windows

Move combustible materials away from the fire area

Close all doors and windows to fire, smoke, heat or gases

Keep office doors closed
In the event that an evacuation is necessary, the first stage is a **horizontal evacuation** to the adjacent compartment (i.e. east/west across the double corridors doors).

- A vertical evacuation maybe required an executed at the direction of the Fire Marshal.
- Employees, clients and visitors are moved downward and out of the building.
- Elevators are not to be used for evacuation.
E-XTINGUISH

- If the fire is small, you may attempt to put it out with the appropriate extinguisher.
- **Use an extinguisher only after you have initiated an alarm and rescued anyone in danger**
- Do not attempt to extinguish the fire if in doing so you endanger yourself or anyone else
The most common type of fire extinguisher on our campus is: “A,B,C” Dry chemical Fire Extinguisher. They can be used on the following types of fires:

- ordinary combustible fires
- flammable liquid fires
- electrical equipment fires
CLASS A FIRES

- Ordinary combustibles
  - Wood
  - Paper
  - Plastic
  - Garbage
CLASS B FIRES

- Flammable liquids
  - Gasoline
  - Kerosene
  - Solvents
  - Oil
CLASS C FIRES

- Energized electrical equipment
  - Appliances
  - Switches
  - Panel boxes
  - Power tools
HOW TO USE A FIRE EXTINGUISHER

- Pull
- Aim
- Squeeze
- Sweep
When to Use the Phrase “Code Red”

• When a fire situation is discovered the term “Code Red” shall be called out loud by any personnel.

• Any person hearing the phrase “Code Red” shall go to the aid of that person calling the “Code Red”.

• Any person in the area upon hearing “Code Red” called out loud shall pull the fire alarm.

• If the alarms are inoperative call/dial “x2626”. State “Code Red”.

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Procedures Used in Case of a Fire Alarm

• Do not use elevators
• Do not transport patients until code has been cleared
• Close all doors and windows
• Keep telephone lines clear (answer only)
• Wait for “all clear” signal
• Nursing personnel must know location of unit’s oxygen shut off valve
• The charge nurse is responsible for turning off the oxygen shut off valve in case of a fire emergency
In the event of fire alarm activation (pull-stations, heat detectors, corridor smoke detectors or water flow-sprinklers) strobes flash, alarm sounds and a pre-recorded voice message on the fire alarm activation compartment, as well as the adjacent compartments.

The notification will be as follows:

"Code Red, Code Red, Hospital Building, 4th Floor, Nurse Station 42." - REPEATED THREE TIMES –
An alarm condition will announce (*audible and visual indication*) at each nurses station annunciator panel. Nursing staff on the floors adjacent compartment will respond and assist the affected nursing station.

- **Nurses Station Annunciator Panel**
The affected compartment will investigate and prepare for horizontal evacuation.

The adjacent compartment will prepare corridors for evacuating patients.

“Attention... Your attention please... An emergency condition has been reported in your area. Affected areas prepare for horizontal evacuation. If asked to evacuate, walk, do not use elevator. Walk, do not use elevator.”
“Attention... Your attention please... An emergency condition has been reported in your area.

Affected areas prepare for horizontal evacuation. If asked to evacuate, walk, do not use elevator. Walk, do not use elevator.”
ALL CLEAR TO RE-OCCOUPY

“Attention... Your attention please... The building emergency condition has been cleared... you may return to your normal activities... the building emergency condition has been cleared... you may return to your normal activities.”
Attention!!!

• Don’t waste time. While someone is activating the alarm, other personnel should begin to remove individuals from the area of immediate danger, close windows and doors.
• Always remain as calm as possible
• Communicate and work together as a team
HAZARD COMMUNICATIONS

YOU HAVE A RIGHT-TO-KNOW!
Hazard Communication Program Elements

- Written Program
- Training
- Chemical List
- Labeling
- Maintain Safety Data Sheets
The Right-To-Know Law or Hazard Communication Standard require employers to provide training upon initial assignment and when new chemical hazard is introduced.

Give information pertaining to hazardous materials in the workplace. Upon an employee’s request, the employer shall provide a safety data sheet (SDS) specific to the chemical.
The Safety Data Sheet or SDS, is a document supplied by the chemical manufacturer that describes the characteristics of their products.
How to Gain Access to Downstate Medical Center Safety Data Sheet (SDS) On-line

• Please follow all instructions carefully. If any difficulties are encountered while trying to gain access to this information, please call the Environmental Health and Safety Office at x5212 or x1216
• 1. Go to www.downstate.edu
• 2. On the left side of the computer screen, there is a list of services offered by SUNY. Click on the “Administration”
• 3. Scroll Down to “Intranet”
• 4. Click On: “Safety Data Sheets”
• 5. A search page comes-up with the following information:
  • Common Name: _________________________________
  • Manufacture Name: _______________________________
  • Full Text: ___________________________________________________________________
• 6. Type in name of chemical or the manufacturers’ name, whichever is applicable/available. Then click on the ‘Search option’
• 7. If no results came up when using the name of the chemical or the manufacturer’s name, a full-text search with name of the chemical can also be done to find the available information.
Safety Data Sheets (SDS)

• Obtain SDS for all hazardous chemicals present or produced

• Obtain from manufacturer, distributor, retailer, or on-line resources

• Organize SDS so they may be located quickly

• SDS must be readily accessible to employees during all shifts
Chemicals can only cause health effects when they come into contact with your body.

**Routes of Entry**

- Skin contact (absorption through the skin or damage on contact to skin or eyes)
- Inhalation
- Ingestion
- Injection
Personal Protective Equipment
How are Hazards Communicated –
Label Elements

• **Signal word** - Indicate the relative level of severity of hazard and alerts the reader to a potential hazard on the label
  - **Danger** - used for more severe hazards
  - **Warning** - used for less severe

• **Hazard statement** - Describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard
  - Toxic if inhaled
  - Causes severe burns and eye damage
  - Extremely flammable liquid

• **Pictograms**
## GHS Pictograms

<table>
<thead>
<tr>
<th>Health Hazard</th>
<th>Flame</th>
<th>Exclamation Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Carcinogen</td>
<td>- Flammable</td>
<td>- Irritant (skin and eye)</td>
</tr>
<tr>
<td>- Mutagenicity</td>
<td>- Pyrophorics</td>
<td>- Skin Sensitizer</td>
</tr>
<tr>
<td>- Reproductive Toxicity</td>
<td>- Self-Heating</td>
<td>- Acute Toxicity</td>
</tr>
<tr>
<td>- Respiratory Sensitizer</td>
<td>- Emits Flammable Gas</td>
<td>- Narcotic Effects</td>
</tr>
<tr>
<td>- Target Organ Toxicity</td>
<td>- Self-Reactives</td>
<td>- Respiratory Tract Irritant</td>
</tr>
<tr>
<td>- Aspiration Toxicity</td>
<td>- Organic Peroxides</td>
<td>- Hazardous to Ozone Layer (Non-Mandatory)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gas Cylinder</th>
<th>Corrosion</th>
<th>Exploding Bomb</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Gases Under Pressure</td>
<td>- Skin Corrosion/Burns</td>
<td>- Explosives</td>
</tr>
<tr>
<td></td>
<td>- Eye Damage</td>
<td>- Self-Reactives</td>
</tr>
<tr>
<td></td>
<td>- Corrosive to Metals</td>
<td>- Organic Peroxides</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flame Over Circle</th>
<th>Environment</th>
<th>Skull and Crossbones</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Oxidizers</td>
<td>- (Non-Mandatory)</td>
<td>- Acute Toxicity (fatal or toxic)</td>
</tr>
<tr>
<td></td>
<td>- Aquatic Toxicity</td>
<td></td>
</tr>
</tbody>
</table>

- **Environment (Non-Mandatory)**
Product Identifier
CODE ______________________________
Product Name _______________________

Supplier Identification
Company Name______________________  Street Address _______________________
City __________________ State ______
Postal Code __________  Country ______
Emergency Phone Number _____________

Precautionary Statements
Keep container tightly closed. Store in cool, well ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measure against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear Protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.
First Aid
If exposed call Poison Center.
If on skin (on hair): Take off immediately any contaminated clothing.
Rinse skin with water.

Hazard Pictograms

Signal Word
Danger

Hazard Statement
Highly flammable liquid and vapor. May cause liver and kidney damage.

Supplemental Information
Directions for use

Fill weight: _______ Lot Number:______
Gross weight: _______ Fill Date: _______
Expiration Date: ________
Hazardous Materials & Wastes Management…

• Hazard waste consist of the following categories:
  • Regulated medical waste or infectious waste
  • Chemical waste
  • Radioactive waste
The General Categories of regulated medical waste are:

- Clinical sharps that include but are not limited to:
  - Medical needles
  - Scalpel blades
  - Glass slides
  - Blood vials
Regulated Medical Waste

- Human blood and blood products, including plasma and blood-soaked materials
- Human pathological materials:
  - Body tissues
  - Organs
  - Fluids
Regulated Medical Waste…

Culture and stocks of:
- Infectious agents
- Vaccines
- And the items contaminated by these materials
Regulated Medical Waste…

• Animal pathological materials:
  • Animal tissues
  • Organs
  • Body fluids
  • Carcasses
  • And beddings
• Any item that has the bio-hazard symbol on it
Handling Regulated Medical Waste

- Regulated medical wastes are placed in red bags, specially designed and marked containers and removed from site for decontamination or destruction.
- Regulated medical waste is **never** mixed with regular garbage.
• Chemical wastes are any liquid, solid or gaseous substances which are flammable, have toxic properties, can cause air and water pollution if released into the atmosphere, or produce adverse physiological reaction
Handling of Chemical Waste

- Disposal of chemical wastes is handled by the Office of Environmental Health & Safety @ Ext. 2395.
- The waste must be in appropriate containers with labels of the waste’s identity or composition.
Radioactive Waste Disposal

• Radioactive materials are solid, liquid, or gaseous substances that emit ionizing radiation
• When they lose their radioactive properties, they can be disposed of as chemical waste
Handling of Radioactive Waste

- Procurement of radioactive materials and disposal of radioactive waste are coordinated by the Office of Radiation Physics @ ext. 1423
EQUIPMENT SAFETY
Electrical Safety

- Check to ensure equipment maintenance sticker is current prior to use.
- Extension cord use is prohibited.
- Power strips with a circuit breaker are permitted.
- Inspect all equipment and cords for damaged wiring, plugs, cords, EKG leads, etc.
Electrical Safety…

• Use caution when operating electrically powered equipment around sources of water (sinks & wet floors)
• If equipment does not operate properly, turn it off, unplug it, affix a defective tag, notify supervisor and send equipment for repair
Electrical Safety…

- Any equipment or Biomedical device (purchased, rented and loaned) must be inspected by the Scientific Measurement, Instrumentation and Calibration Department (SMIC) prior to use.

- Send all malfunctioning medical equipment to SMIC Department or call ext. 2385.
Emergency Generator Outlet System

- Provides emergency power if an electrical failure occurs
- The red outlets are used for life support equipment such as ventilators, cardiac monitors etc.
- Always disconnect plugs from the wall by grasping the safety plug and not the power cord.
RADIATION SAFETY
Radiation Safety

- The guidelines for radiation safety include:
- The less time in contact with the source, the less exposure
- “Maximum Exposure” allowed is ½ hour per provider shift
- A film badge or dosimeter should be worn by all employees in close proximity to patients
Radiation Safety…

- In general, pregnant health care providers receiving diagnostic or therapeutic treatments should not care for patients with implants or assist with x-ray examinations.
- Consult the Radiation Office at ext. 1423 for specific instructions.
- Children under 18 are not allowed to visit patients with implants or work with radiation devices unless enrolled in a specific course.
Radiation Safety…

• **Personal Safety Measures:**
  • Wear a film badge when performing all duties which involve x-ray machines and radioactive sealed or unsealed sources.
  • Wear only the film badge assigned to you. Do not exchange badges with co-workers.
  • Report lost or misplaced film badges to the Radiation Office so that a replacement can be issued.
Radiation Safety…

- Do not interchange film badges or wear both badges, if working at more than one institution
- Do not wear film badge while receiving medical or dental x-rays
- Do not expose film badges to extreme heat
- Do not wear film badge under lead or shielding aprons
Radiation Safety…

- Wear appropriate shielding when assisting patients
- Leave the room or stand 6 feet from the source while portable x-rays are taken, unless wearing protective gear