

Utilities Management Right to Know Workplace Violence Emergency Preparedness

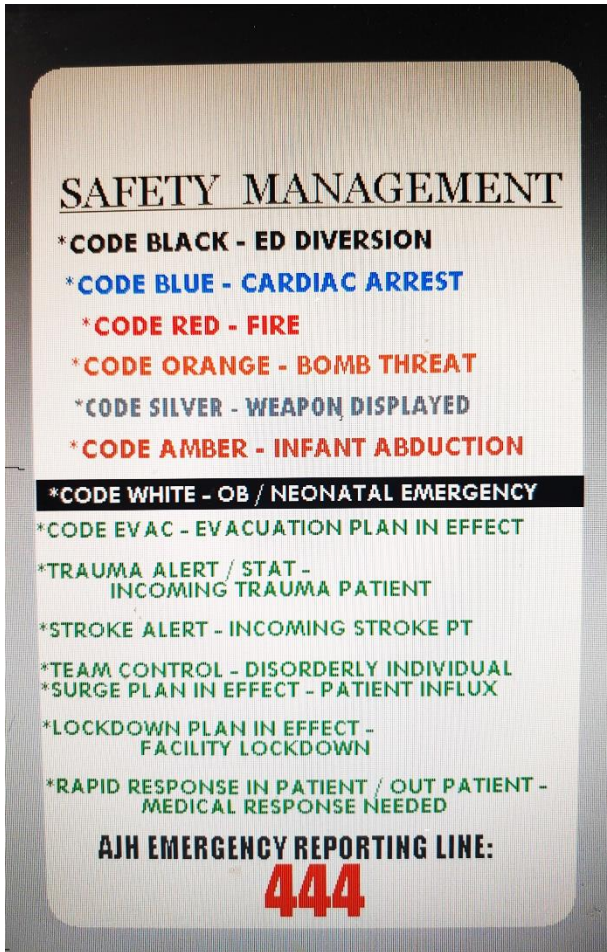
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- Fire Safety and Procedures / Code Red
- Safety Data Sheets
- Emergency Management
- Utilities Management
- Workplace Violence
- Security / Parking

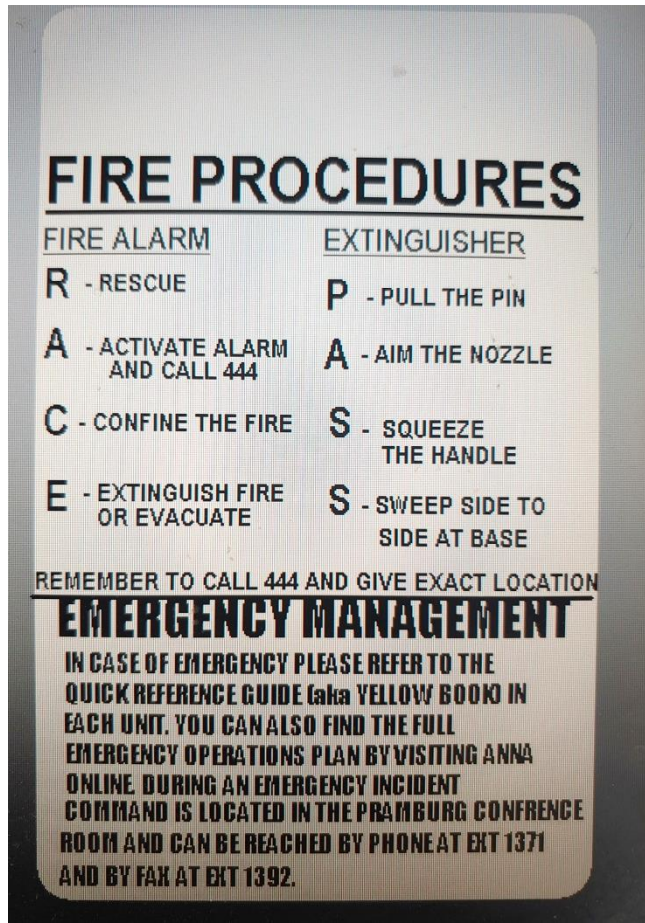
Badges and Codes

- The Safety Management Card attached to your badge has a list of the codes we use here at AJH.



Badges and Codes

- The Safety Management Card attached to your badge also has two acronyms you will need to know:
 - RACE
 - PASS



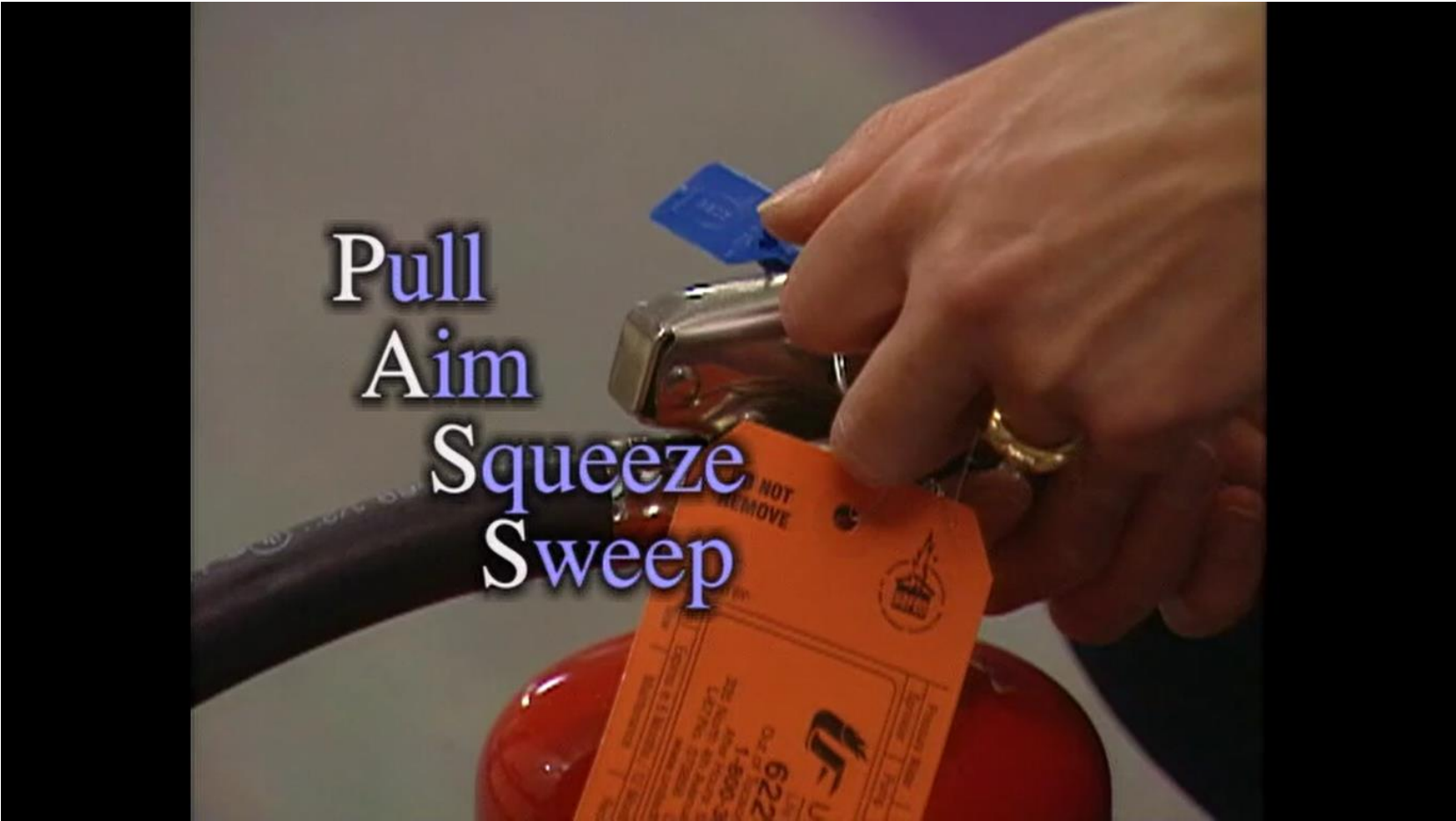
- In case of an emergency inside the hospital, pick up any phone and dial **444**.
- In case of a **FIRE** emergency, dial **444** and report a **CODE RED**, followed by the exact location.

- Rescue: anyone who is in immediate danger.
- Alarm: activate the alarm by pulling the nearest Fire Alarm Pull Station, then call 444 to notify the Switchboard Operator of the exact location and type of fire.
- Confine: the fire by closing doors and utilizing blankets or some other means to keep smoke contained.
- Extinguish: the fire if it is small by using the correct fire extinguisher.

R.A.C.E.

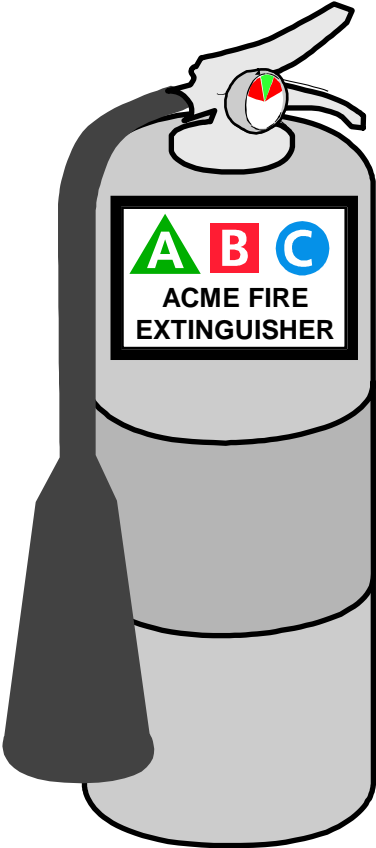
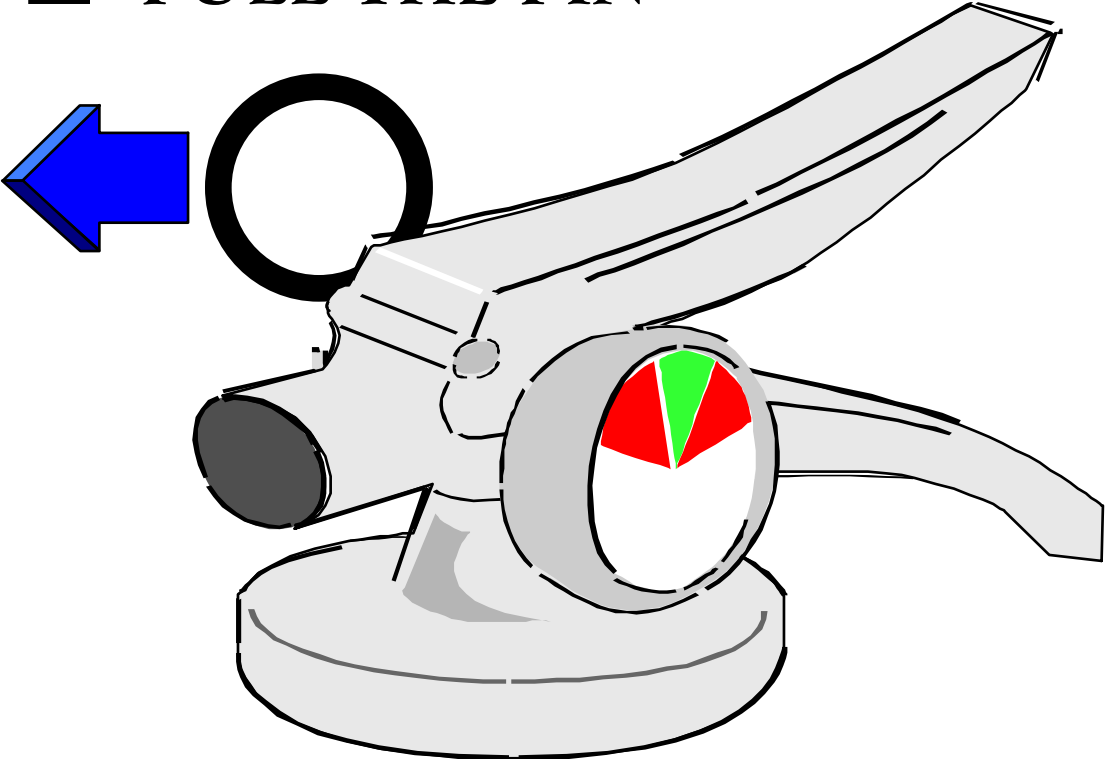
Per Hospital policy, when fire or smoke is present, you must immediately follow the **RACE** and **PASS** Acronym:





P.A.S.S: Using the Fire Extinguisher

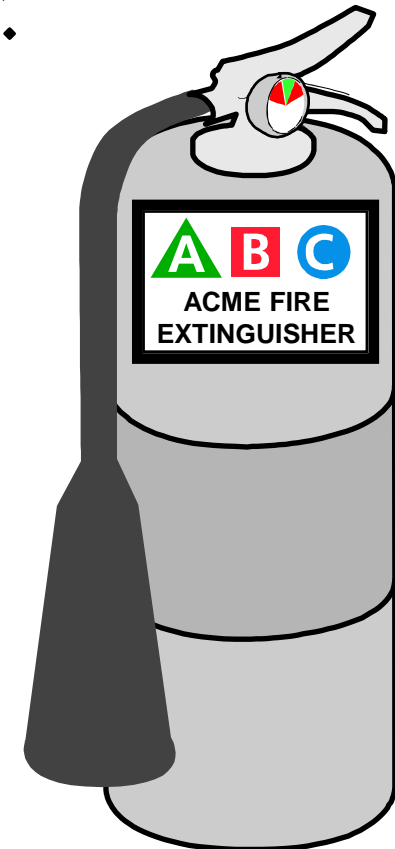
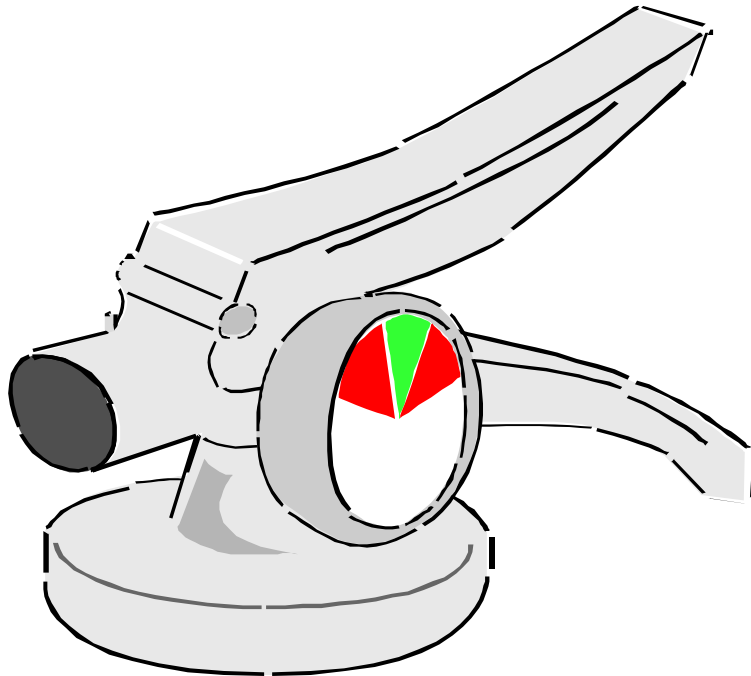
PULL THE PIN



- ☑ AIM THE EXTINGUISHER AT THE BASE OF THE FLAMES.



- ☑ SQUEEZE THE TRIGGER WHILE HOLDING THE EXTINGUISHER UPRIGHT.
- ☑ SWEEP FROM SIDE TO SIDE



Types of Fire Extinguishers



Most commonly used for most types of fires



Non metallic for use in areas
with Magnetic Resonance
Imaging (MRI)

Please watch the Fire Safety video in its entirety following this presentation

- Keep your path to safety clear!
- Exit routes **MUST** be kept free and unobstructed:
 - No materials/ equipment may be placed within exit route



- Emergency Exits – it is important to know where your closest exit is located.
- Pull Stations- are located 6 feet from any exit that leads to outside of the building.
- Fire Extinguishers- it is important to know where your closest extinguisher is located and how to operate it.
- **CODE RED** Fire Safety Plan- is located in the Emergency Operations Plan on AnnaOnline and in the Emergency and Facilities departments.
- **Become familiar with the above before you need it!**

- It is extremely important that you immediately activate the alarm by pulling the Fire Pull Station. There are many life saving actions that take place when the alarm system is activated.



To activate, lift the protector cover from bottom, an alarm will sound, but this is only a local alarm and **DOES NOT** activate the fire system.

- If a Protector cover is lifted accidentally, confirm that there is no smoke or fire and replace the Protector Cover, this will stop the alarm.
- Pull Stations with Lift Covers can be found on Adult and Pediatric Psychiatric Units.
- A key is not needed to activate the alarm, and is only used by the Fire Department to re-set.

Pull out and down on the red Fire Alarm to activate the Fire Alarm System.

- Fire prevention in healthcare is the responsibility of every employee, physician and volunteer.
- Fires that occur in a health care setting require rapid and efficient response.
- Fires spread rapidly. What you do in the first couple of minutes of discovering a fire is much more important than what you do later on.

Review of Knowledge

- Be familiar with the location and types of fire extinguishers.
- Know where your fire pull stations are located.
- Keep corridors and egresses clear.
- Review the Emergency Operations Plan manual.
- Know where your department /Unit safe zones are.
- If instructed to evacuate, bring the patient's chart with you.
- In the event of a fire alarm or if you see flashing lights, close all fire doors in your area, this includes patient rooms.
- Do not use elevators.
- Do not open windows unless instructed to do so.
- Turn on all lights.

- Safety Data Sheets (formerly called Material Safety Data Sheets) communicate hazard information about chemical products.
- The Federal Hazard Communication Standard, revised in 2012, now requires chemical manufacturers, distributors, and importers to provide new Safety Data Sheets in a uniform format that includes the section numbers, headings, and associated information:

Section 1 – Identification identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier.

Section 2 – Hazard(s) identification includes the hazards of the chemical and the appropriate warning information associated with those hazards.

Section 3 – Composition/information on ingredients identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. This section includes information on substances, mixtures, and all chemicals where a trade secret is claimed.

Section 4 – First-aid measures describes the initial care that should be given by untrained responders to an individual who has been exposed to the chemical.

Section 5 – Fire-fighting measures lists recommendations for fighting a fire caused by the chemical, including suitable extinguishing techniques, equipment, and chemical hazards from fire.

Section 6 – Accidental release measures provides recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard.

Section 7 – Handling and storage provides guidance on the safe handling practices and conditions for safe storage of chemicals, including incompatibilities.

Section 8 – Exposure controls/personal protection indicates the exposure limits, engineering controls, and personal protective equipment (PPE) measures that can be used to minimize worker exposure.

Section 9 – Physical and chemical properties identifies physical and chemical properties associated with the substance or mixture.

Section 10 – Stability and reactivity describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into 3 parts: reactivity, chemical stability, and other.

Section 11 – Toxicological information identifies toxicological and health effects information or indicates that such data are not available. This includes routes of exposure, related symptoms, acute and chronic effects, and numerical measures of toxicity.

Section 12 – Ecological information provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment.

Section 13 – Disposal considerations provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS.

Section 14 – Transport information includes guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea.

Section 15 – Regulatory information identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS.

Section 16 – Other information indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. You may wish to contact the supplier for an explanation of the changes. Other useful information also may be included here.

Safety Data Sheets (SDS)

Safety Data Sheets can be found on AnnaOnline:

On the right side of the screen, scroll to the bottom.

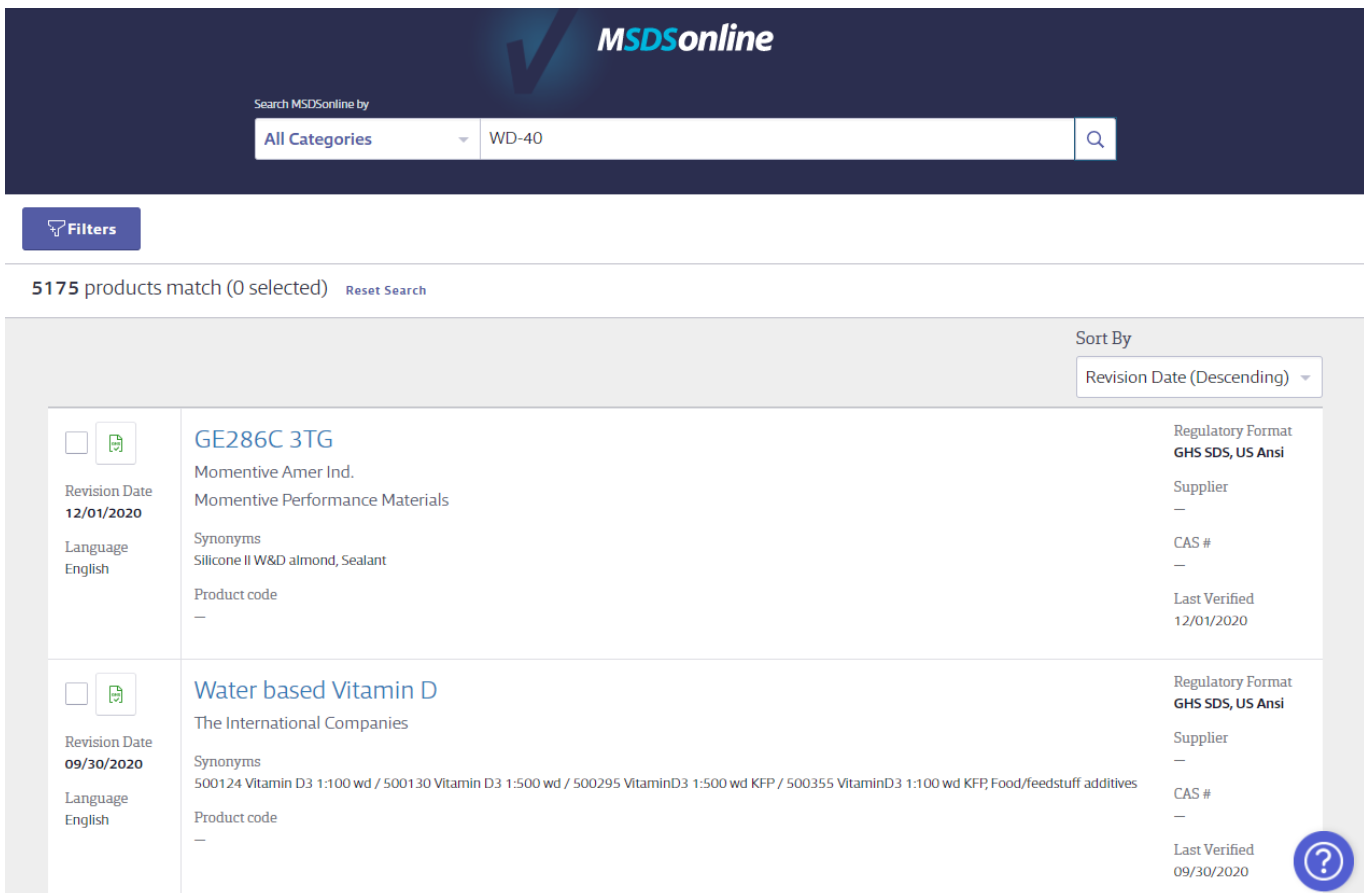
Under “Other Links,” you will find the link to direct you to our SDS Sheets.

- AJH Communication**
- [Newsbreak - November](#)
- [ICYMI - November](#)
- [Giving Well - December](#)
- Secure Messaging**
- [Secure Messaging Mobile User Guide](#)
- [Nurse User Guide](#)
- Emergency Operations**
- [EOP Plan](#)
- Press Ganey**
- [Quarterly Reports](#)
- ATG Retirement Services**
- [Make Appointment](#)
- Stepping Forward - Construction Corner**
- [Update #1 - January 22, 2020](#)
- Giving Well**
- [Newsletter](#)
- Other Links**
- [BILH - Lumere](#)
- [OncoEMR Login](#)
- [Safety Data Sheet Online](#)
- [MedSled Evac Training Text Paging](#)
- [HowTo](#)
- [Hugs CBT](#)
- [ICD-10 Tool](#)
- [Employee Handbook](#)
- [SBC Fire Safety Video](#)
- [MVP Program](#)
- [Clergy Schedule](#)
- [Hospira ADDaptor](#)
- [View EKGs in Meditech](#)



Safety Data Sheets (SDS)

- Enter the product name into the search box.
- This will show you all products related to the SDS Sheet.



The screenshot shows the MSDSonline search interface. At the top, there is a search bar with the text "Search MSDSonline by" and a dropdown menu set to "All Categories". The search term "WD-40" is entered in the search box. Below the search bar, there is a "Filters" button. The search results show "5175 products match (0 selected)" and a "Reset Search" link. The results are sorted by "Revision Date (Descending)". Two product entries are visible:

Product Name	Manufacturer	Revision Date	Language	Regulatory Format	Supplier	CAS #	Last Verified
GE286C 3TG	Momentive Amer Ind. Momentive Performance Materials	12/01/2020	English	GHS SDS, US Ansi	-	-	12/01/2020
Water based Vitamin D	The International Companies	09/30/2020	English	GHS SDS, US Ansi	-	-	09/30/2020

In the event of a power outage or loss of internet capabilities, a hard copy of all SDS Sheets is located in the facilities department.

- Anna Jaques Hospital has an Emergency Management team who helps keep us prepared for any emergency which may arise.
- Part of this responsibility is to maintain and update plans for specific types of emergencies.
- These plans are called the Emergency Operations Plan (EOP) and can be found on AnnaOnline.
- There are plans for inside the hospital, Seacoast Affiliated Group Practices, the Amesbury Health Center and all other off-site locations.

Emergency Management

- Human Resources
- Nursing Admin
- Employee Campaign
- Provider Contact List
- Provider Call Calendar
- Open Biomed Ticket
- Information Technology
- Provider Resources
- Medical Library Resources
- Operating Room
- Clinical Pharmacology
- Reference
- 411 / Information
- UCOM Send-A-Page
- Verizon Send-A-Text
- Employee Pager List
- Case Management
- Quality Patient Safety
- Stroke

Emergency in Massachusetts and around the country, HSPH has resumed many communications for staff, physicians and our community. Please continue to reference the "COVID-19" side-bar to the right which houses all information shared from Emergency Management, as well as resources for staff and providers.

Please use the [BILH EthicsPoint Portal](#) to report any violation of our stated Code of Conduct, or other concern you may have. Reports are confidential and anonymous. Reports can be submitted via either the telephone or the Internet.

[Massachusetts Prescription Awareness Tool \(MassPAT\)](#)

ICD10 Resources:

- [ICD-10 Conversion Tool](#)
- [ICD-10-CM Professional for Hospitals](#)

- [vaccine](#)
- [Employee COVID-19 Testing](#)
- [Clinical Staff Resources](#)
- [Interim Policies and Procedures](#)
- [HR COVID-19 Policies](#)
- [Precautions for Staff](#)
- [Wellness and Support](#)
- [Back to Business Plan](#)
- [Staff Symptom Monitoring](#)
- Beth Israel Lahey Health News**
- [News and Updates](#)
- Diversity, Equity & Inclusion (DEI)**
- [DEI News and Updates](#)
- AJH Communication**
- [Newsbreak - December](#)
- [ICYMI - November](#)
- [Giving Well - December](#)
- Secure Messaging**
- [Secure Messaging Mobile User Guide](#)
- [Nurse User Guide](#)
- Emergency Operations**
- [EOP Plan](#)
- Press Ganey**
- [Quarterly Reports](#)



- Located in “Annex 17” of the Emergency Operations Plan on AnnaOnline, is utility failures.
- In the case of a loss of utility (power, water, sewer etc.), we ask you notify the Maintenance/Engineering Department as soon as possible to ensure the safety for all.
- Please ensure you familiarize yourself with the hospitals emergency plans. **We all have a role in an emergency!**

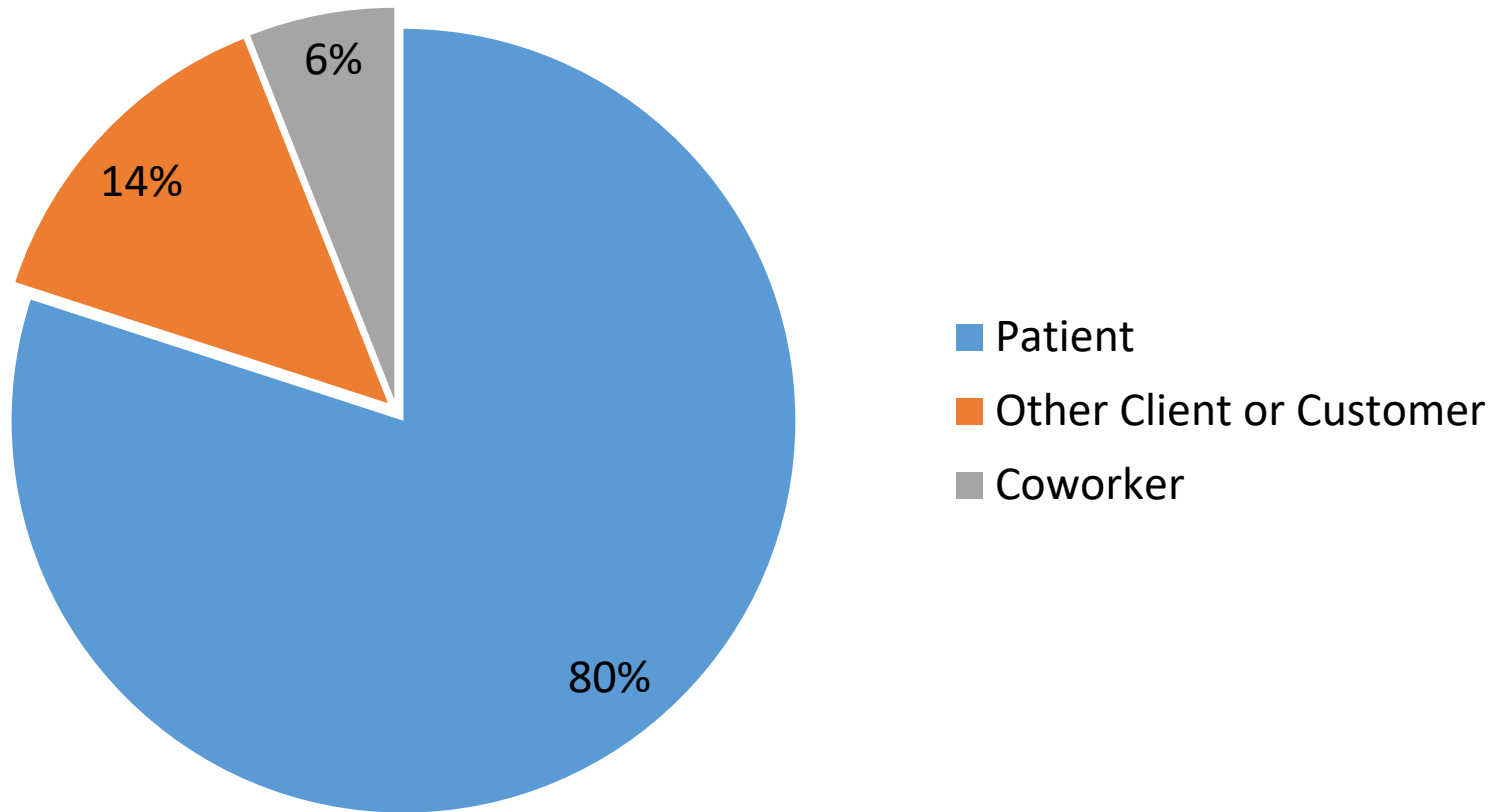
- What is Workplace Violence?
- Early Warning Signs
- Safe body space parameters/positioning
- Intervention
- Reporting Process
- Policy

- Workplace Violence is any threat or action (verbal, written or physical aggression) or any form of harassment that occurs in the workplace.
- Workplace Violence is intended to control or cause, or is capable of causing death, serious bodily injury or psychological harm to oneself or others, or damage to property.

- More assaults occur in healthcare than in any other industry.
- The Bureau of Labor Statistics reports that more than 70% of reported significant injuries due to assault at work, occurred in a healthcare or social service setting (US Department of Labor 2015).
- The Bureau of Labor Statistics reports that violence related injuries are four times more likely to cause health care workers to miss work than any other type of injury.

- Workplace Violence is severely underreported.
- The Joint Commission issued a Sentinel Event Alert focusing on physical and verbal violence against healthcare workers. According to this:
 - Only 30% of nurses report incidents of violence.
 - Many healthcare workers consider violence to be “part of the job.”
 - May believe the patient is not responsible for their actions due to conditions affecting their mental state.

Healthcare Worker Injuries by Source



- As soon as signs of escalation are present you should call for assistance
- Non urgent assistance can be requested by dialing 0 and requesting security
- Try to stay calm and focused on the individual
- It is important to speak to the individual in a calm voice
- Do not raise your voice or become defensive
- Start sentences with “I” and not “you”. Examples of this would be “I understand” or “I hear you explaining” and not “you need to” or “you can’t”.
- Listen to the individual. Many times, the individual just needs someone to hear them voice their frustration.
- Repeat back what you are hearing to demonstrate you hear and understand what they are saying to you.
- Give clear instructions and set boundaries. Avoid negotiating with the individual.

- Associates should understand that violence is not part of their job and they have the right to a safe work environment.
- All incidents should be reported and taken seriously.
- Associates should contact security to report non urgent incidents and their emergency notification number to report urgent incidents.



- Anna Jaques Hospital wants to provide a safe environment and protect associates from threats to their safety.
- As a result, it is necessary that the hospital be informed about individuals who have been ordered by the courts, or other legally constituted entities that an individual(s) have been restricted from personnel or campus.
- Employees who apply for or obtain a protective or restraining order should notify their supervisor and security. They should also provide a copy of the order to security.

- The Security Team are employees of AJH.
- We are staffed 24/7.
- Additionally at night, Security also operates the Switchboard.
- In addition to Security personnel, AJH is equipped with cameras, access control, intrusion alarms.

Here are just a few things the Security Department can help you with:

- Access Control Cards
- Parking Permits
- Photo IDs
- Lost and found
- Escorts to vehicles
- Patient and belonging searches
- Emergency response in a threatening or dangerous situation