



**Adena Health  
Contracted Services Orientation  
and Safety Education**



# Adena Health Badges

- Health screening requirements are not at the expense of Adena.
- Contact Adena Occupational Health to set up an account if using these services to meet the requirements:
  - 1-(740)-779-7813
- Screening may consist of immunizations, 2TB tests, and if it is October-March, a flu shot.
- Must have Occupational Health sign off to get badge from HR.
- 48 hours in advance of start date is necessary to begin screening.
- Bring immunization records if necessary.
- Contractors must complete a Contracted Employee Orientation Instructions and Affirmation Statement.



# Adena Health Badges Con't

- This form will be provided by the Adena Health Manager/Director overseeing the service. It may also be obtained from Human Resources.
- When all required forms and applicable required health screenings have been completed an access/ identification badge will be issued.
- Return badges at the contracted services end or pay a \$25 fee (not applicable to 1 day adhesive badges).
- Wear access/ identification badge on the upper chest, facing forward and clearly visible.





# Dress Code

- Contractors are expected to use good judgment in regard to their personal appearance. Cleanliness and good hygiene are expected of all contractors.
  - Clean and wipe off clothes and shoes before entering Adena Health buildings.
  - Do not wear clothing with rips, tears, holes, questionable and/or offensive wording or pictures.







# Parking

- Contractors are not permitted to park on gravel islands. Parking next to the building must be limited to loading/unloading materials only. Contractors are to park in the farthest available space from the building in Employee lots.







# Contractor Guidelines continued

## Important Contact Numbers

Department Name	Phone Number
Switchboard Operator	740-779-7500
ARMC Safety Officer	740-779-8681
ARMC Facility Operations	740-779-7368 or 7509
Infection Prevention	740-779-8658
Adena Security	740-779-7505
Environmental Services	740-851-3237
APMC Security Officer	740-703-4940
APMC Facilities Manager	740-947-6355
AGMC Security Officer	740-466-6584
AGMC Facilities Manager	937-981-4909
AFMC Security Officer	740-656-2006
AFMC Facilities Manager	740-333-2899





# Contractor Guidelines continued

- No smoking in any buildings or outdoor areas owned and/or operated by Adena Health
- Eating and drinking shall be limited to designated break areas





# Contractor Guidelines continued

- Patients, staff and visitors **ALWAYS** have the right-of-way in elevators and hallways
- Clear pathways for patients, staff and visitors
- Do not slow down day-to-day Adena Health operations







# Contractor Guidelines continued

- Use provided hand-cleaning products often, especially if the work space is in or near patient care
- Reduce noise as much as possible



- Provide the highest level of customer service to our patients, staff and visitors



# General Privacy Guidelines

- DO NOT look in patient or procedure rooms
- Follow the “3 second look” rule
- Avoid foul language and extremely loud conversations
- Respect all Adena Health patients’, staff and visitors’ privacy
- If a complaint is reported by a patient, visitor or staff member for inappropriate behavior or breach of privacy,



**Adena Health reserves the right to remove any contractor that is reported for inappropriate behavior or privacy breaches.**





# Workplace Violence

Adena Health strictly prohibits violence in the workplace by any individual, in any form. Violence can be defined as any physical assault, threatening behavior or verbal abuse occurring in the work setting or related to the workplace.



- Report all incidents of workplace violence immediately.
- For Main Campus – Contact Security/Human Resources Department to report threatening behavior. **Call 27555, state CODE Violet** and location for violent/potentially violent or escalating behavior.
- For Regional Sites – Contact the Site Manager and the Main Campus Security Officer on duty or Human Services Department to report threatening behavior.
- If you are in an isolated area and are unable to reach a phone, use whatever is available to draw attention to you, i.e. pull a fire alarm box, etc.
- If you are aware of potential workplace violence (i.e. restraining order, incidence of violence outside the workplace), notify your department director and the Main Campus Security Officer on duty.
- A Workplace Violence “Tool Kit” was created that has additional information that may be needed. The tool kit has policy references, various forms, additional contact information etc. You can find this toolkit by accessing the Adenanet and clicking on the following: [Departments/ Safety/ Workplace Violence](#).

workplace  
violence



# PPE General Guidelines

PPE may be required based on the task and/or scope of work performed. See your supervisor if you are unsure of the PPE required for the task(s) you are performing.







# Electrical Safety Guidelines

- Ensure all electrical equipment is UL rated and in good working condition
- Do not plug equipment into red outlets
- A Ground Fault Circuit Interrupter (GFCI) must be plugged into the outlet before plugging in any other equipment and cords.





# Ladder Safety Guidelines

- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing.
- Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
- The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface. A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.







# Ladder Safety continued

- Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.
- An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support. Do not stand on the three top rungs of a straight, single or extension ladder.



# Ladder Safety continued

- Be sure that all locks on an extension ladder or any elevated work platform are properly engaged.
- Do not exceed the maximum load rating of any elevated work platform or ladder. Be aware of the load rating and of the weight it is supporting, including the weight of any tools or equipment.







# Fall Prevention Guidelines

- Fall protection is required for any work conducted at a height of 6' or greater
- Wear a harness and always stay connected
- Make sure your harness fits
- Use guardrails or lifelines
- Inspect all fall protection equipment before use
- Guard or cover all holes, openings, and skylights
- DON'T disconnect from the lifeline
- DON'T work around unprotected openings or skylights
- DON'T use defective equipment

Information on ladder safety and fall prevention obtained from [osha.gov](https://www.osha.gov)



# Safety Data Sheets

- Contractors will provide Safety Data Sheets (SDS) to the Adena Health Safety Department Coordinator for any materials that will be used on site
- The SDS for any materials in the Adena Health area where work is being performed will be made available to the Contractor upon request.
- Please submit SDS requests to the Adena Health Safety Department Coordinator

**Jennifer Abner**







# Hazardous Chemical Guidelines

- Do not use any extremely hazardous chemicals, aerosol sprays, or cleaning products that produce heavy fumes or odors, without first notifying the **Adena Health Safety Officer (740-779-8681)**
- Observe all safety and environmental precautions when using hazardous chemicals on Adena Health property
- Dispose of all chemicals off site. If you bring it – take it away when you leave (including empty cans, bottles, etc.)

# Bloodborne Pathogens Guidelines

- Bloodborne pathogens are viruses (such as HIV and Hepatitis B & C) found in blood or certain body fluids
- A person has to come in direct contact, usually through a needle stick, to become infected
- You cannot get a bloodborne pathogen infection by casual contact








# Bloodborne Pathogens Guidelines continued

If you are exposed to blood or body fluids:



1.  what you are doing
2. Dispose of any sharps involved in an approved sharps container
3. Wash the exposed area with soap and water
4. Report it to your Supervisor





# Ohio Emergency Codes

**Code Red**

**Code Adam**

**Code Black**

**Code Gray**

**Code Orange**

**Code Blue**

**Code Pink**

**Code Yellow**

**Code Violet**

**Code Silver**

**Code Brown**

**Code Green**

**Code Email**

**Fire**

**Infant/Child Abduction**

**Bomb/Bomb Threat**

**Severe Weather**

**Hazardous Material Spill**

**Medical Emergency - Adult**

**Medical Emergency - Pediatric**

**Disaster**

**Violent Person**

**Person with Weapon / Hostage Situation**

**Missing Adult Patient/Visitor**

**Evacuation of Building**

**Check your email for Instructions**



- Code Red: FIRE
- Follow the **RACE / PASS** guidelines
  - **R:** Rescue people in the fire area
  - **A:** Activate the Alarm (pull box)
  - **C:** Contain the fire (close doors)
  - **E:** Evacuate (people from the area)

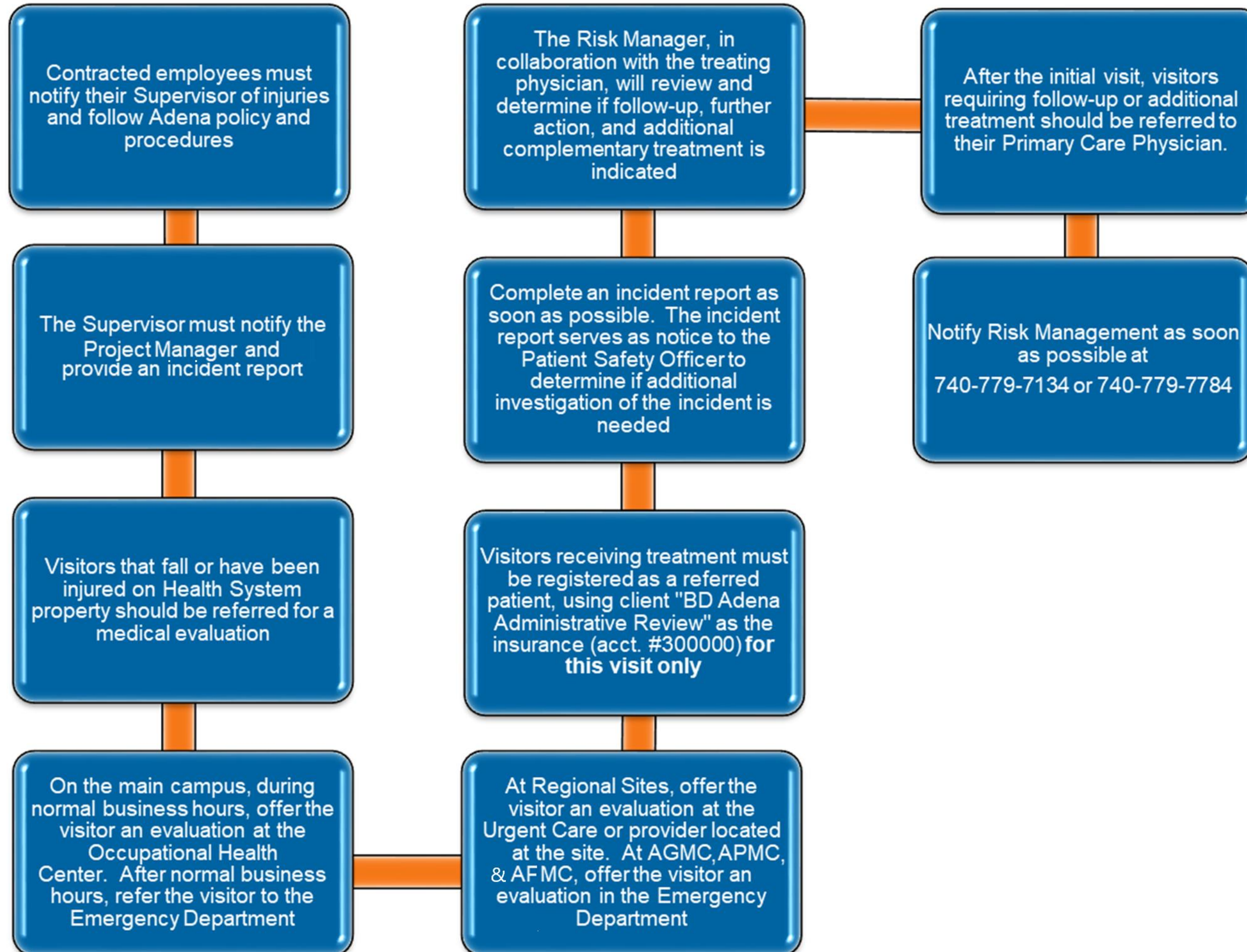


**PASS**

**P**PULL  
**A**AIM  
**S**SQUEEZE  
**S**WEEP

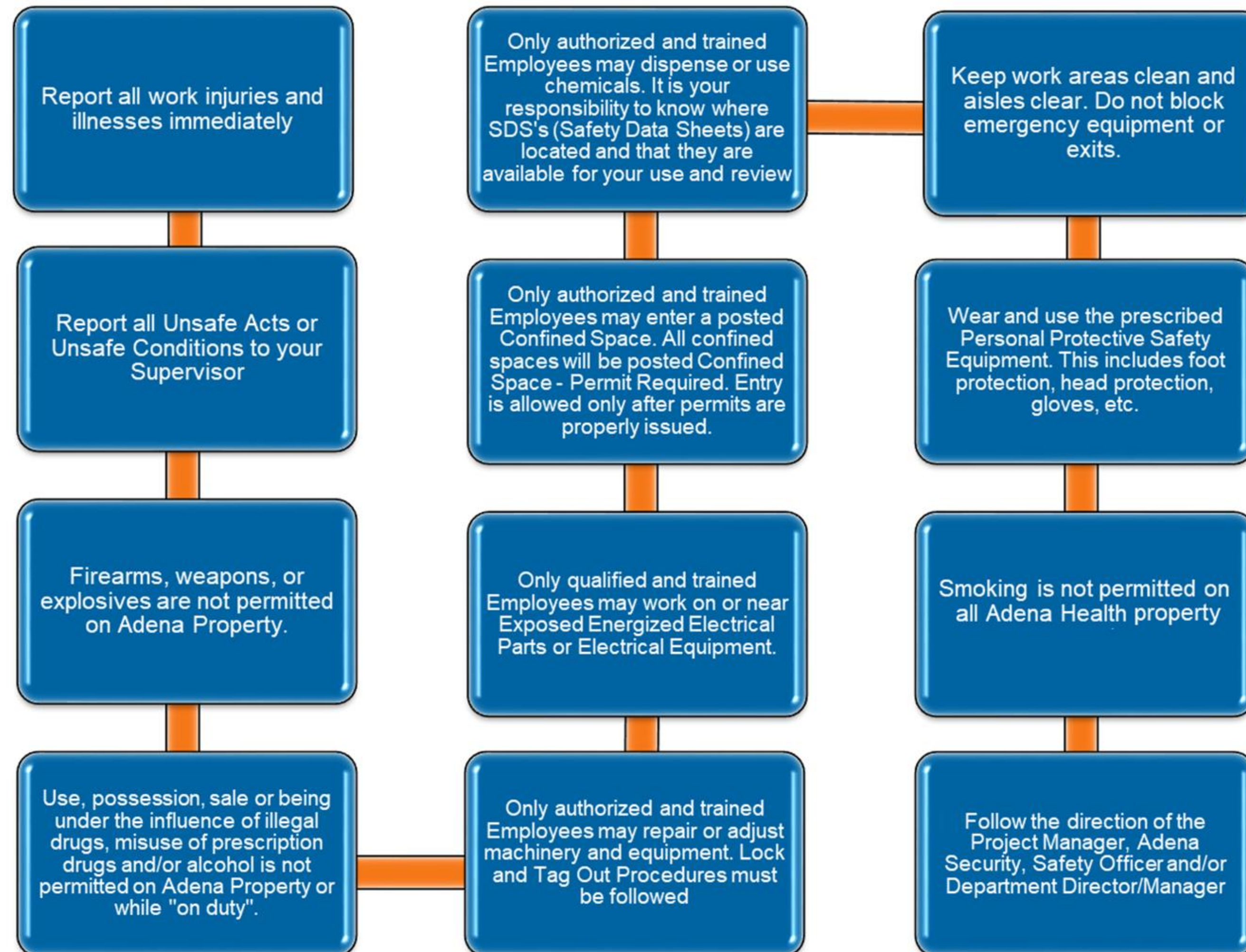


# Injury Guidelines





# Injury Guidelines





**Thank You  
for Promoting  
a Safety  
Culture**



If you have any questions, please contact any member of the Environmental Health & Safety Team

**Director, Environmental Health & Safety  
(System Safety Officer)**

**Rogena Hiles x28681 or [rhiles@adena.org](mailto:rhiles@adena.org)**

**Safety Department Coordinator**

**Jennifer Abner x28166 or [jabner@adena.org](mailto:jabner@adena.org)**

**Regional Safety Coordinator**

**Erik Davis X27403 or [edavis@adena.org](mailto:edavis@adena.org)**

**Emergency Management Coordinator**

**Thomas Royster x27394 or [troyster@adena.org](mailto:troyster@adena.org)**