**Adena Health
Contractor Orientation
and Safety Education
(Contracted Service Workers)**

Employee Access

❑ You have been given a badge that allows you to access secured areas within the organization. Your access was given to you based upon the secured areas you need to access. If you do not have the access you need, contact Security and they will work to resolve the issue. It is very important that you do not share your badge with anyone, even other employees, supervisors, physicians or organizational leaders (these rules apply equally to access codes).

PHYSICAL SECURITY

DIAL 27505

Dress Code

- Contractors are expected to use good judgment in regard to their personal appearance. Cleanliness and good hygiene are expected of all contractors.

  - Do not wear clothing with rips, tears, holes, questionable and/or offensive wording or pictures.

Contact Numbers

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

Smoking

❑ **The use and smoking of tobacco products is a fire and health hazard, therefore smoking and tobacco use is prohibited throughout the system premises, including parking lots.**

What are the benefits of a tobacco free facility?

➢ To provide a tobacco free and smoke free environment for all patients and caregivers.
➢ To protect all employees, patients and visitors from exposure to environmental tobacco smoke.
➢ To promote good health practices among our patients, visitors, and employees thereby decreasing the incidence of tobacco related illness in our community.
➢ To meet Adena Health's obligation to fully recognize the major healthcare issues associated with tobacco use.
➢ To increase environmental safety in our healthcare facilities.
➢ To provide a cleaner environment.

Please Reference Policy- Smoking and Tobacco Use, #800.003

Emergency Codes

❑ Our organization adheres to the standardized **Ohio Emergency Codes**. A list of these codes is located on the back of your badge for quick reference.

❑ If you have an emergency situation, it is your responsibility to call the code by dialing ext. 27555. State the code and location. Based upon the type of code called, there may be additional information that you need to provide.

❑ This orientation will instruct you on Code Red, Gray, Violet, Adam, Orange, and Yellow policies. All codes are listed below and it is your responsibility to know Code Black, Blue, Pink, Silver, Brown, Green and Email policies. Seek assistance from your supervisor if needed

Emergency Codes Con't

☐ Code **Red**   Fire
☐ Code **Adam**   Infant/ Child Abduction
☐ Code **Black**   Bomb/ Bomb Threat
☐ Code **Gray**   Severe Weather
☐ Code **Orange**   Hazardous Material Spill
☐ **Code Blue**   **Medical Emergency- Adult**
☐ **Code Pink**   **Medical Emergency- Pediatric**
☐ Code **Yellow**   Disaster
☐ Code **Violet**   Violent Person
☐ Code **Silver**   Armed Aggressor/Hostage Situation
☐ Code **Brown**   Missing Adult Patient
☐ Code **Green**   Evacuation of Building
☐ Code **Email**   Check your email for Incident Instructions

Ohio Emergency Codes	
Code Name	**Code Name**
Code Red	Fire
Code Adam	Infant / Child Abduction
Code Black	Bomb / Bomb Threat
Code Gray	Severe Weather
Code Orange	Hazardous Material Spill
Code Blue	Medical Emergency – Adult
Code Pink	Medical Emergency - Pediatric
Code Yellow	Disaster
Code Violet	Violent Person
Code Silver	Armed Aggressor / Hostage Situation
Code Brown	Missing Adult Patient
Code Green	Evacuation of Building
Code Email	Check your email for Incident Instructions

Code Red- Fire Safety

Review Response: **RACE**

Staff located in the department where the fire is located should respond to assist (with a fire extinguisher if possible). Following the acronym **"RACE"** can help you remember the right actions to take.

R = **Rescue**- Remove persons from the immediate area.

A = **Alarm**- Pull nearest fire alarm.

C = **Contain**- Close all open doors to contain the fire.

E = **Extinguish**- Use a fire extinguisher to extinguish the fire.

- Main Campus - activate the fire alarm pull box then call **27555** to report the exact location of the fire.
- Regional Sites- follow site specific communication protocol Addendum A in **Code Red Policy #900.001**

Review Response: **PASS**

Knowing how to operate a fire extinguisher is very important in containing a fire. Following the acronym "PASS" can help you remember how to operate the extinguisher properly.

P = **Pull**- Pull the pin from the extinguisher.

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

S = **Squeeze**- Squeeze the handle of the extinguisher.

S = **Sweep**- Sweep the extinguisher across the base of the fire.

In the event of a natural disaster or fire, it may be necessary to evacuate your workplace. Make sure you:

- Use illuminated exit lights
- Keep routes free of equipment clutter
- Know your department specific evacuation plan
- Review **Code Red Policy #900.001**

Code Yellow- Disaster Plan

❑ You are responsible for knowing what to do in the event of a disaster. The disaster plan may be activated when any condition from either external or internal sources results in a situation that cannot be dealt with under normal hospital operating procedures. Make sure your contact information is current with your supervisor as you may be called in during an emergency situation.

➢ Review your department's responsibilities in the event of a disaster.
➢ The determination on activating the Code Yellow Disaster Plan will be made by the Emergency Department and the AOC, in collaboration with Safety, Security and the House Coordinator.
➢ Code Yellow will be announced and an email will be sent to staff with specific event information and instructions.

Code Gray- Severe Weather

❑ Severe weather occurs. When it does, it is important to be prepared. Your responsibility is:

- **TORNADO WATCH:**
  - ➢ All employees will report to their assigned work area and prepare to move patients and customers into the center of the building.
  - ➢ Close all blinds/drapes
  - ➢ Prepare additional blankets
  - ➢ Alert patients and visitors of the activity
- **TORNADO WARNING:**
  - ➢ Move all patients excluding those in ICU to an internal corridor or bathroom. ICU patients with acuity level 2 or 3 should be moved out of rooms. Acuity level 1 ICU patients should only be moved from their rooms if instructed to do so by charge nurse or ICU Manager. If ICU patients remain in their rooms beds should be turned away from windows and several layers of blankets should be hung to serve as a barrier from external windows. The drapes should be drawn and additional blankets should be placed over patient for protection from internal glass.
  - ➢ Customers should be directed to an internal corridor, stairwell or bathroom.
  - ➢ Instruct all occupants of the facility to remain away from any/all windows.
  - ➢ Employees are instructed not to leave the building.
  - ➢ If the tornado develops into a disaster situation, employees may be asked to report to the hospital for duty per the Code Yellow Disaster Plan. Employees are expected to use their own judgment before driving to their destination during an active Tornado Warning.

Code Gray- Severe Weather Con't

- **SNOW EMERGENCY:**
  - Listen to local radio stations for closings and cancellations and act according to the **Code Gray Policy #1200.005.**
  - All health system staff should report to work as scheduled.
  - Health System personnel traveling to and from work are permitted to travel with their Adena Health identification badge.

Code Adam- Infant/Child Abduction

❑ **In the case of an infant or child abduction, you are responsible for:**
- Flooding the hallways/stairwells and responding to your assigned exit or to the nearest exit to assist **(See Code Adam Policy #1200.006).**
- Request that no on exit the building until the all clear page is announced. Notify Security if someone does not cooperate and exits the building.
- Code Adam "all clear" will be announced once the situation is under control.

❑ **In the DLSO Module for NACO, we have included the Zone Assignment Maps. These will be sent to you via email after the training is complete.**

Adena Health System
Main Hospital
1st Floor
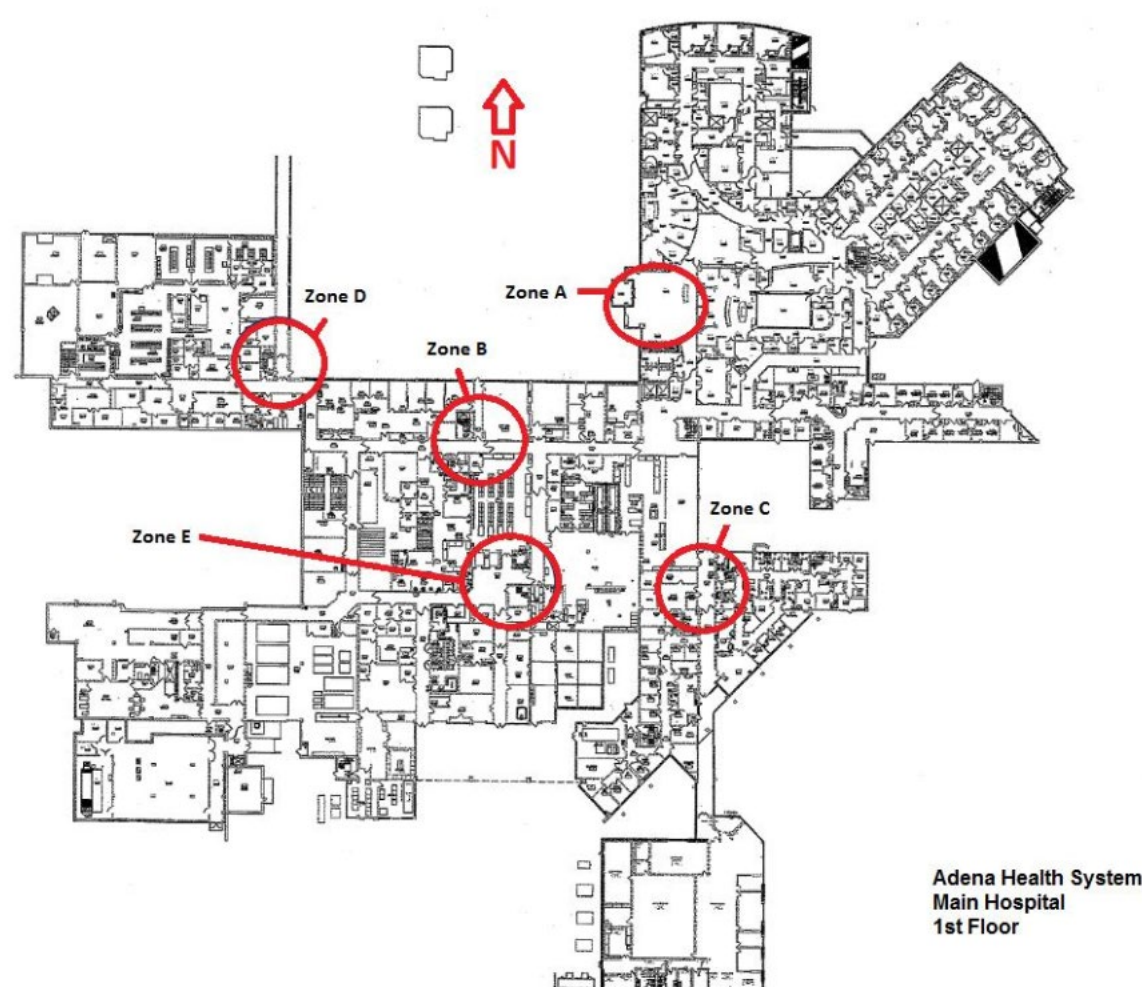
(Reference Zone Map)

After Normal Business Hours:
In addition to flooding the hallways, one employee will respond to designated Surveillance Assignments as listed below

Designated Staff	Door Surveillance Assignments	
2N Nursing Unit 3NE Nursing Unit		Lookout From Above
Women's and Children's	Zone A	(North Entrance and visualize exit doors leading to fountain area)
In-Patient Pharmacy 2NE Nursing Unit	Zone B	(First Floor Administration Hall)
3A Nursing Unit Nutrition Services	Zone C	(East Hallway HR)
Laboratory Department Radiology Department	Zone D	(MOB Corridor)
Laundry 3B Nursing Unit Environmental Services	Zone E	(1st Floor Service Elevator Area)
Registration Wound Care	Zone F	(West Entrance Atrium)
ED Registration ED	Zone G	(ED Entrance)

Adena Health System
Main Hospital
2nd Floor
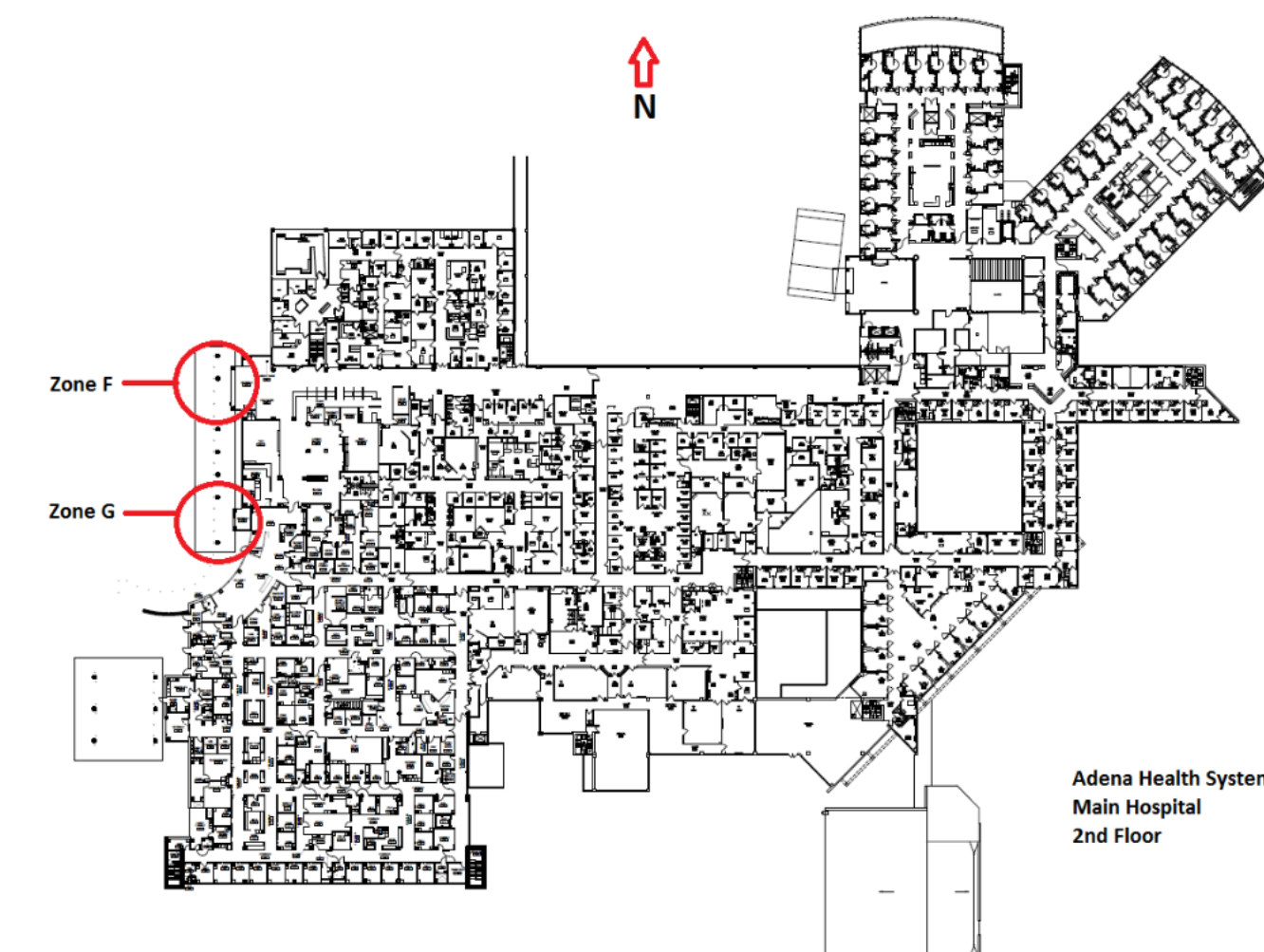
Code Silver- Armed Aggressor/ Hostage Situation

- **Code Silver:** Armed Aggressor/Active Shooter/Hostage Situation

- **Active Shooter:** An individual actively engaged in killing or attempting to kill people in a confined and populated area

- **External Events:** An armed aggressor that is actively harming individuals in the community near any Adena Health System facility

- **Internal Events:** A Code Silver inside any Adena Health System facility

- **Weapon:** Any firearm or edged weapon, including, but not limited to: Knife, machete, scalpel, glass shard or syringe; Any blunt object used to bludgeon such as a chair, bat, fire extinguisher or IV pole; Any item being used by an individual in an act of armed aggression is considered a weapon

ADENA HEALTH
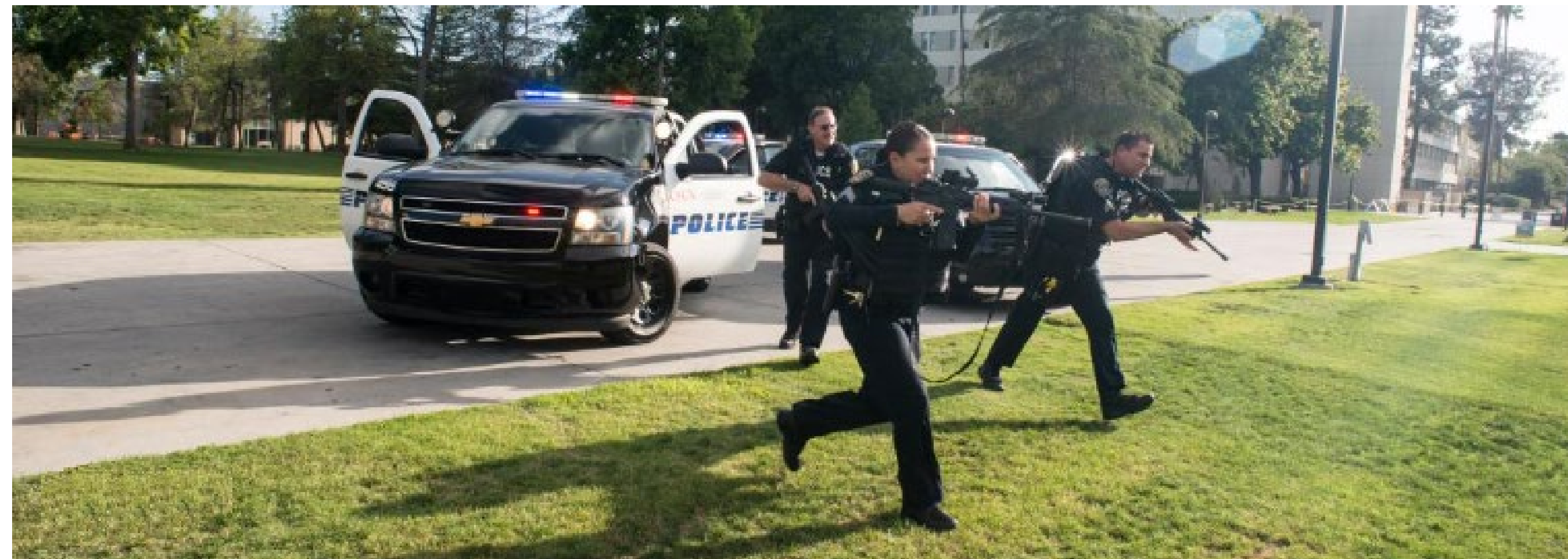
Response Protocol

HOW TO RESPOND
WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. Run
- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. Hide
- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

CALL 911 WHEN IT IS SAFE TO DO SO

3. Fight
- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

Code Violet- Workplace Violence

ADENA HEALTH

❑ Adena 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.

WORKPLACE VIOLENCE

workplace violence

Code Brown- Missing Adult Patient

☐ **Contact Code Phone 27555 when patient is discovered missing for 15 minutes**

☐ **All staff should respond to look for missing patient**

☐ **Patients typically either go home or outside to smoke when missing from patient room**

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.

Personal Protective Equipment

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.

Confined Space

What Are Confined Spaces?

- Many workplaces contain areas that are considered "confined spaces" because while they are not necessarily designed for people, they are large enough for workers to enter and perform certain jobs. A confined space also has limited or restricted means for entry or exit and is not designed for continuous occupancy. Confined spaces include, but are not limited to, tanks, vessels, silos, storage bins, hoppers, vaults, pits, manholes, tunnels, equipment housings, ductwork, pipelines, etc.

- OSHA uses the term "permit-required confined space" (permit space) to describe a confined space that has one or more of the following characteristics: contains or has the potential to contain a hazardous atmosphere; contains material that has the potential to engulf an entrant; has walls that converge inward or floors that slope downward and taper into a smaller area which could trap or asphyxiate an entrant; or contains any other recognized safety or health hazard, such as unguarded machinery, exposed live wires, or heat stress.

Asbestos

What is Asbestos?

- Asbestos is a mineral fiber that occurs in rock and soil.

Where Can I Find Asbestos?

- Because of its fiber strength and heat resistance asbestos has been used in a variety of building construction materials for insulation and as a fire retardant. Asbestos has also been used in a wide range of manufactured goods, mostly in building materials (roofing shingles, ceiling and floor tiles, paper products, and asbestos cement products), friction products (automobile clutch, brake, and transmission parts), heat-resistant fabrics, packaging, gaskets, and coatings.

Where asbestos may be found?

- Attic and wall insulation produced containing vermiculite, Vinyl floor tiles and the backing on vinyl sheet flooring and adhesives, Roofing and siding shingles, Textured paint and patching compounds used on walls and ceilings, Walls and floors around wood-burning stoves protected with asbestos paper, millboard, or cement sheets, Hot water and steam pipes coated with asbestos material or covered with an asbestos blanket or tape, Oil and coal furnaces and door gaskets with asbestos insulation, Heat-resistant fabrics, Automobile clutches and brakes

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

Safety Data Sheets (SDS) Online Platform

ADENA HEALTH

❑ To help maintain compliance the Laboratory's at all our facilities and Hazardous Drug Inventory are broken out into locations.

❑ When needing a SDS, you access the site and type in the search bar the name of the chemical that is needed and it will populate.

❑ If you are looking for a SDS in the system and you cannot locate it, please contact the following employee to help you with this issue…

Jennifer Abner, CHSP, CHEP, CDM, CFPP
Safety Department Coordinator
Office: 1-740-779-8166 or ext. 28166 Cell: 740-977-8296
Email: jabner@adena.org

On the next slides, you will find a brief overview of the platform

Safety Data Sheets (SDS) Online Platform Con't
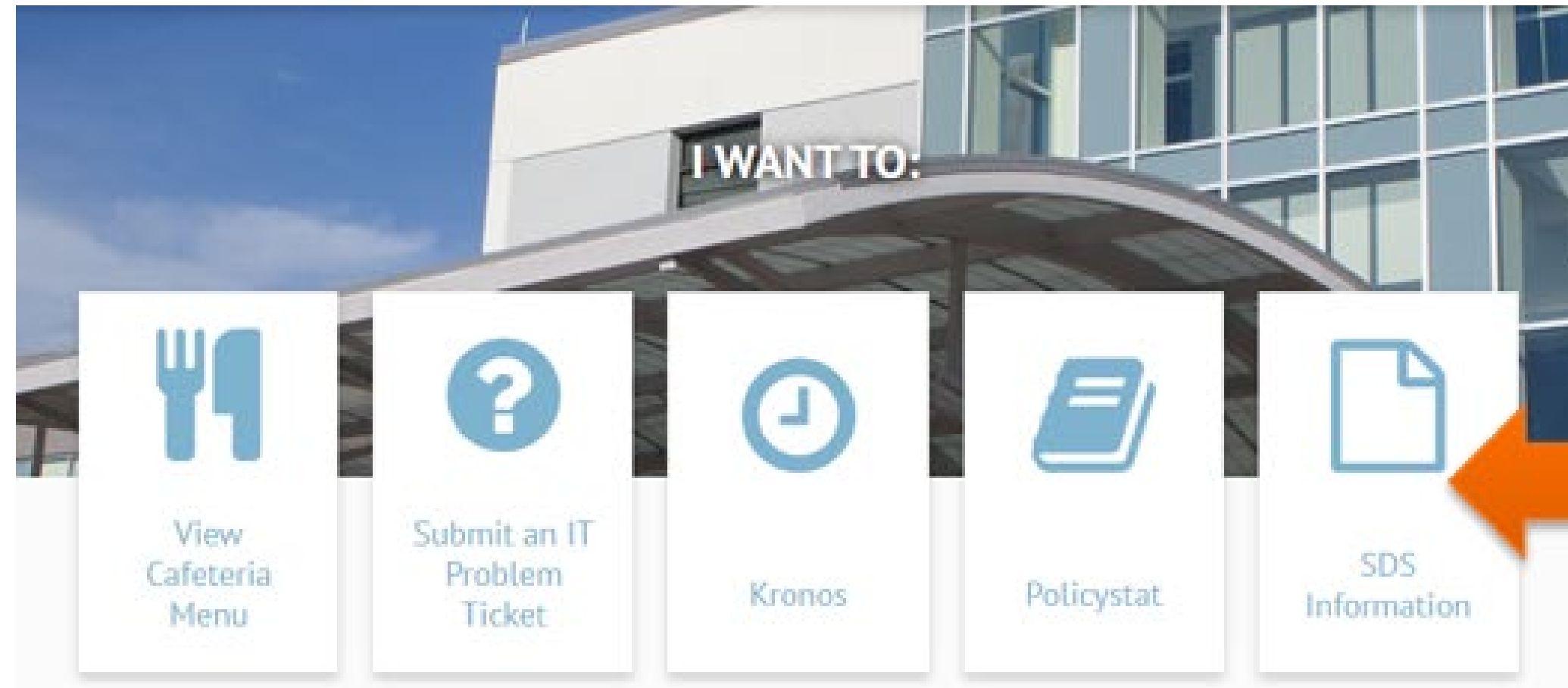
To access the SDS program, you access the Adenanet and click on the **"SDS Information"** section.

Once the website loads, you will have access to Adena Health System's E-Binder

Safety Data Sheets (SDS) Online Platform Con't

➢ Type in the search bar the needed SDS
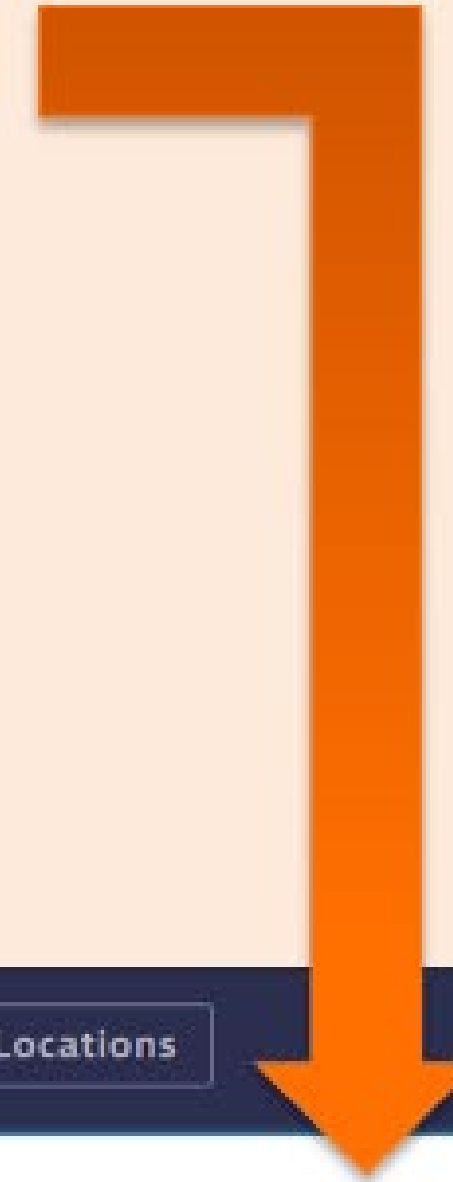
⊡eBinder for **All Locations**

Search eBinder by

| All Categories | ▾ | Search your eBinder | 🔍 |

▽Filters

🔗Share ↦ Export

2281 products (0) selected
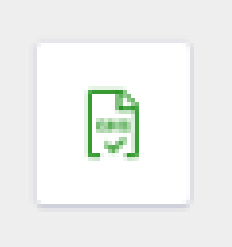
Select All
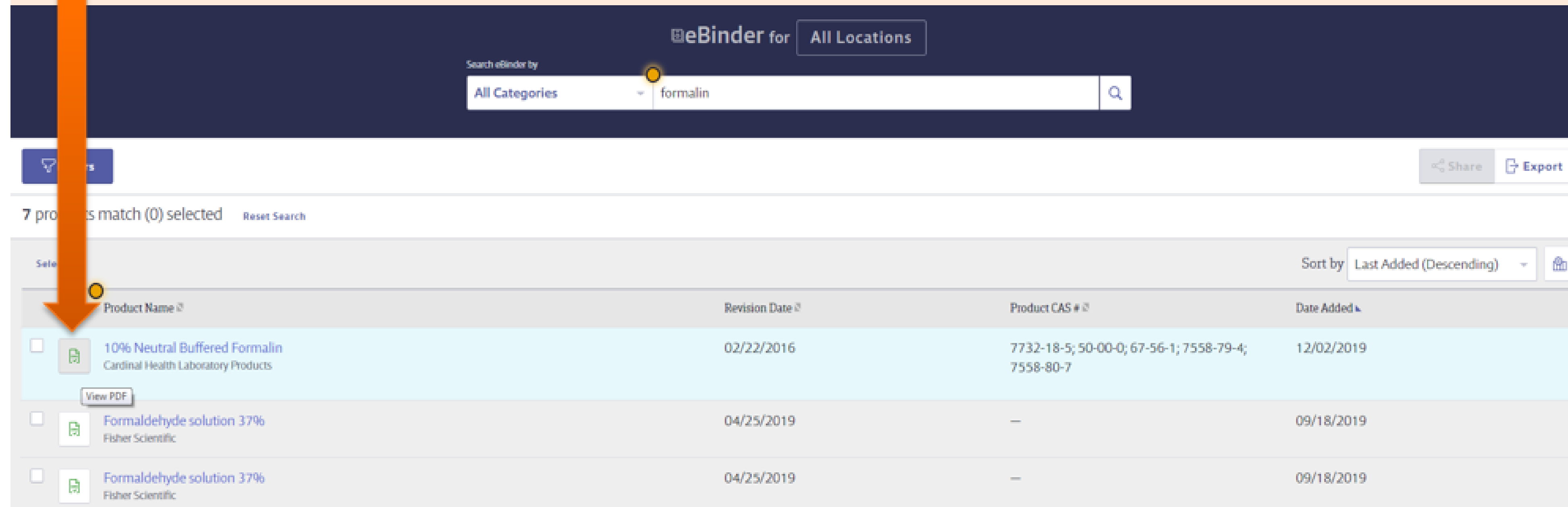
Sort by Last Added (Descending) ▾

Product Name ⇅	Revision Date ⇅	Product CAS # ⇅	Date Added ⬅
ANAER (CDC) LKV BLOOD AGAR REMEL	02/12/2015	64-17-5 BLOOD	08/16/2020
Ortho Confidence System JOHNSON AND JOHNSON ORTHO DIAGNOSTIC SYSTEMS	11/05/1991	—	08/10/2020
STATUS MONO LifeSign LLC	10/01/2011	—	08/09/2020

Safety Data Sheets (SDS) Online Platform Con't

> Locate the desired SDS needed and click the little [ ] or [ ] symbol to pull the SDS. If there is more than one SDS located in the system for a chemical, pick the "GHS" labeled SDS. What does this mean? The SDS is apart of the Globally Harmonized System (GHS) that was mandated by OSHA.

Safety Data Sheets (SDS) Online Platform Con't

➢ When the window viewer opens, you can perform various task including…

- Rotate Clockwise
- Download to Computer
- Print a Copy
- Fit to Page
- Zoom In
- Zoom Out
- Open in New Window

Highly Suggest:
Use the "Open in New Window" feature for better viewing

S D S

SAFETY DATA SHEETS

Please scan QR Code
below to access

- ❑ We introduced the new QR Scan Code signs for the new SDS platform.

- ❑ *MSDSOnline* has a app for your smart phone available. If anything would happen to our IT Infrastructure, we have a viable backup, if needed.

- ❑ If by chance you do not see one of these posted in your department/area, please let us know and we will make sure you receive one.

- ❑ If you would like the instructions for the "App", please let us know and we can send them to you.
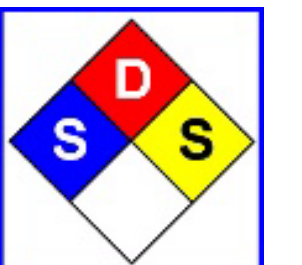
Hazardous Chemical Guidelines

- 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

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
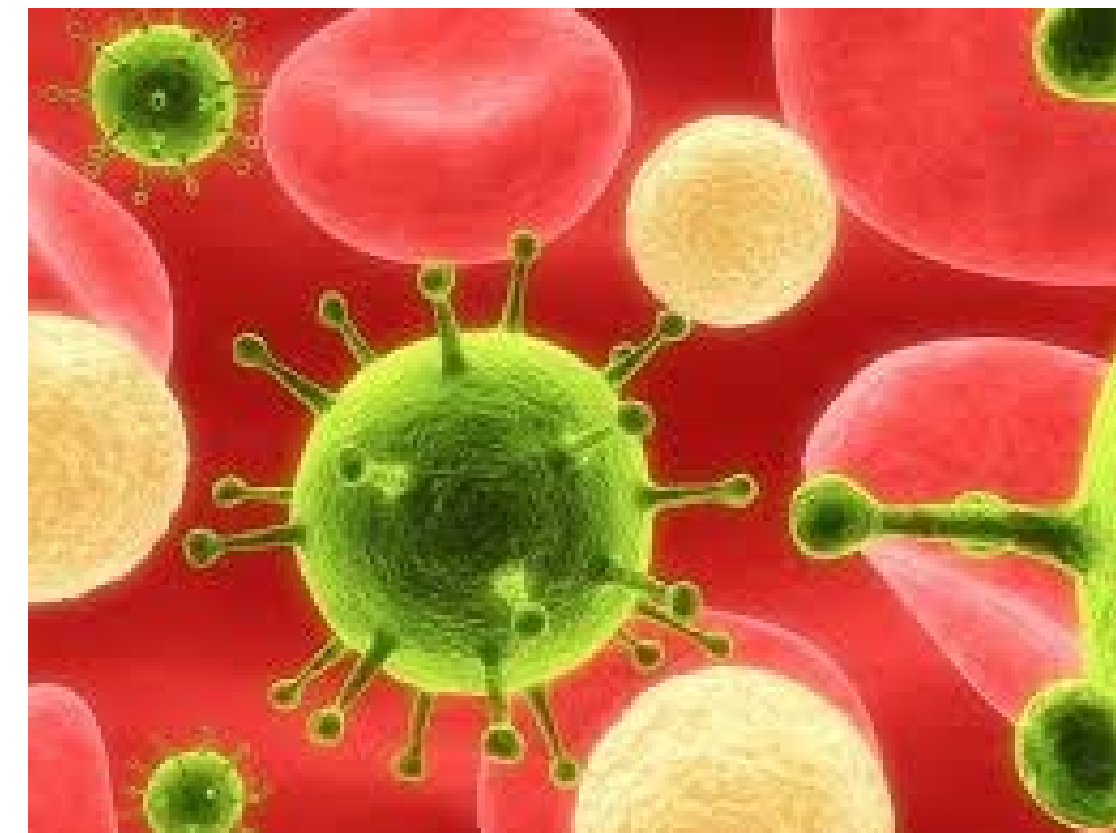
Bloodborne Pathogens Guidelines continued

If you are exposed to blood or body fluids:

1. **STOP** 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

Thank You for Promoting a Safety Culture

ADENA
HEALTH

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

Director, Environmental Safety & Physical Security
   Josh Flannery x27392 or jflannery2@adena.org

System Safety Officer
   Rogena Hiles x28681 or rhiles@adena.org

Safety Department Coordinator
   Jennifer Abner x28166 or jabner@adena.org

Regional Safety Coordinator
   Erik Davis X27403 or edavis@adena.org

Emergency Management Coordinator
   Andrew Fultz x27394 or afultz2@adena.org

Physical Security Manager
   Roger Carroll x24448 or rcarroll2@adena.org