

The background is a light blue gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance. The text is centered in the middle of the frame.

INTRODUCTORY TRAINING

HEALTH AND SAFETY

UNIVERSAL PRECAUTIONS

- DEFINITION: TO TREAT ALL BLOOD AND BODY FLUIDS AS IF THEY ARE INFECTIOUS
- USE FREQUENT HAND WASHING!
 - WASH HANDS AFTER USING THE BATHROOM
 - WASH HANDS BEFORE SERVING, PREPARING, OR EATING FOOD
 - WASH HANDS AFTER ENGAGING IN A HOLD WITH YOUTH
 - WEAR GLOVES WHEN HANDLING UNWASHED LINENS OR CLOTHING
 - WEAR GLOVES WHEN DEALING WITH ANY BLOOD/BODY FLUIDS
 - WASH HANDS IMMEDIATELY AFTER REMOVING GLOVES
- DISPOSE OF SHARPS IN THE SHARPS CONTAINER



HANDLING SPILLS



- SMALL SPILLS WITH RISK OF SPLASHING:

- WEAR GLOVES AND EYE/FACE PROTECTION (GOGGLES, MASK)
- SOAK UP AND CONTAIN SPILL WITH ABSORBENT MATERIAL AND PAPER TOWELS
- USE A 10% BLEACH SOLUTION AND SPRAY ON SPILL TO DISINFECT, LEAVING ON 10-30 MINUTES
- COLLECT MATERIAL AND PLACE IN A TRASH BAG
- SPRAY BLEACH SOLUTION ONTO THE AREA WHERE THE SPILL WAS AND WIPE UP WITH PAPER TOWELS

HANDLING SPILLS (CONT'D)



- DRIED BODY FLUIDS OR SPILL WITH LOW SPLASH POTENTIAL:
 - WEAR GLOVES
 - USE ABSORBENT MATERIALS TO SOAK UP ANY SPILL AS NEEDED
 - USE A 10% BLEACH SOLUTION AND SPRAY ON SPILL TO DISINFECT, LEAVING ON 10-30 MINUTES
 - COLLECT MATERIAL AND PLACE IN A TRASH BAG
 - SPRAY BLEACH SOLUTION ONTO THE AREA WHERE THE SPILL WAS AND WIPE UP WITH PAPER TOWELS

BASIC HYGIENE AND ACCIDENTAL EXPOSURE

- STAFF SHOULD WASH THEIR HANDS WITH SOAP AND WARM WATER IMMEDIATELY AFTER REMOVAL OF GLOVES AND OTHER PROTECTIVE EQUIPMENT.
- DISINFECT ANY REUSABLE EQUIPMENT
- UPON ACCIDENTAL SKIN CONTAMINATIONS WASH THE AREA WITH COPIOUS AMOUNTS OF SOAP AND WATER
- IF THE EYES OR MUCOUS MEMBRANES ARE ACCIDENTALLY CONTAMINATED, FLUSH WITH COPIOUS AMOUNTS OF WATER (EYE FLUSH STATION)
- REPORT ALL ACCIDENTAL EXPOSURES TO YOUR SUPERVISOR

HEALTH AND SAFETY PRACTICES

- THE ORGANIZATION MAINTAINS SAFETY MEASURES IN THE FOLLOWING WAYS:
 - EVACUATION ROUTES ARE POSTED THROUGH THE OFFICES
 - FIRE EXTINGUISHERS ARE ACCESSIBLE IN THE EVENT OF AN EMERGENCY
 - FIRST AID KITS ARE ACCESSIBLE
 - EMERGENCY PROCEDURES ARE PRACTICED ANNUALLY, FOR EACH SHIFT FOR THE FOLLOWING:
 - FIRE
 - BOMB THREATS
 - NATURAL DISASTERS
 - UTILITY FAILURES
 - MEDICAL EMERGENCIES
 - VIOLENT OR OTHER THREATENING SITUATIONS
 - INFECTION CONTROL AND COMMUNICABLE DISEASE TRAINING IS CONDUCTED DURING ONBOARDING
 - CRITICAL INCIDENT IDENTIFICATION AND REPORT TRAINING IS CONDUCTED ANNUALLY
 - STAFF ARE URGED TO IDENTIFY UNSAFE ENVIRONMENTAL ISSUES THAT POSE A RISK TO STAFF, YOUTH AND VISITORS.

WHAT IS AN UNSAFE ENVIRONMENTAL FACTOR?

- FEATURES OF AN ENVIRONMENT THAT COULD CAUSE HARM, INCLUDING IMPROPERLY MAINTAINED DEVICES, TRIPPING HAZARDS, ETC.
- FAILURE TO MAINTAIN WARNING SYSTEMS (SUCH AS FIRE ALARMS).
- LACK OF CONSISTENT INSPECTIONS OF ENVIRONMENTAL CONDITIONS FOR HAZARDS
- POOR REPORTING AND NOTATION OF INJURIES OR SAFETY ISSUES

PHYSICAL RISKS

- PHYSICAL RISKS INCLUDE THE FOLLOWING:
 - WORKPLACE STRESS, BOTH PHYSICAL AND PSYCHOLOGICAL
 - RISK OF HARM FROM ALTERCATIONS
 - BODILY INJURIES FROM WORKING
 - TRIPPING HAZARDS
 - ABUSE AND/OR NEGLECT
 - CRIMINAL ACTIONS OF OTHERS
 - ENVIRONMENTAL FACTORS THAT COULD CONTRIBUTE TO ANY OF THE ABOVE

PHYSICAL RISKS (CONT'D.)

- THE PURPOSE OF IDENTIFYING PHYSICAL RISKS IS TO:
 - ANALYZE WHERE RISKS EXISTS OR COULD OCCUR
 - PREVENT INJURIES RELATED TO HAZARDS, WORK STRESS AND OTHER WORKPLACE ISSUES
 - REPORT RISKS TO THOSE WHO CAN ASSIST IN DEVELOPING AVOIDANCE OR MITIGATION PRACTICES
 - DOCUMENTATION OF RISKS TO ENSURE THEY ARE ANALYZED AND AVOIDED IN THE FUTURE
 - ENSURE A SAFE WORKING ENVIRONMENT
 - ENCOURAGE SAFE WORKING METHODS

TAKING PREVENTATIVE MEASURES

- UNSAFE WORK PRACTICES THREATEN THE PHYSICAL AND MENTAL HEALTH OF STAFF AND YOUTH, BUT ARE AVOIDABLE WITH GOOD MANAGEMENT, TRAINING AND AWARENESS
- YOU HAVE A DUTY TO:
 - STAY AWARE OF ANY SAFETY ISSUES
 - REPORT SAFETY ISSUES TO YOUR SUPERVISOR
 - IMPLEMENT SAFETY PRACTICES

INFECTIOUS DISEASES

- INFECTIOUS DISEASES HAVE BEEN IDENTIFIED AS A PARTICULAR RISK FOR YOUTH, YOUNG ADULTS, AND MEDICALLY FRAGILE PEOPLE
- EDUCATION ON PREVENTION PRACTICES ARE NECESSARY TO INHIBIT THE SPREAD OF DISEASES
- THE PROGRAM IS EQUIPPED WITH SANITIZER, GLOVES, TISSUES, AND OTHER RESOURCES TO FULFILL PREVENTATIVE MEASURES

PREVENTION PRACTICE

- HYGIENE
 - SANITIZE SURFACES REGULARLY
 - WASH HANDS
 - USE RUBBER GLOVES
 - PRACTICE UNIVERSAL PRECAUTIONS
- PREVENTION RESOURCES
 - PROTECTIVE GEAR
 - CLEANING SUPPLIES
- VACCINES
 - STAFF AND YOUTH CAN GET SEASONAL FLU VACCINES FROM HEALTH CARE PROVIDERS

PREVENTION PRACTICE (CONTIN.)

- EARLY DETECTION OF ILLNESS
 - STAFF WITH A TEMPERATURE OF 100 DEGREES OR HIGHER SHOULD GO AND STAY HOME UP TO 24 HOURS AFTER FEVER IS GONE
 - ILLNESSES SHOULD BE REPORTED TO THE MANAGING SUPERVISOR
- EDUCATION
 - STAFF WILL EDUCATE PATIENTS ON PREVENTION PRACTICE
 - HAND WASHING AND HYGIENE REMINDERS ARE POSTED AROUND THE FACILITY
 - STAFF WILL EDUCATE PATIENTS ON FLU FACTS
- YOUTH ILLNESS
 - YOUTH WITH FLU-LIKE SYMPTOMS SHOULD BE CONNECTED TO A HEALTHCARE PROVIDER
 - IF A YOUTH HAS FLU-LIKE SYMPTOMS, KNOWN VISITORS OF THE YOUTH SHOULD BE INFORMED AND RECOMMENDED TO NOT VISIT
 - IF VISITORS DO COME TO THE CLINIC, STAFF SHOULD ENCOURAGE THEM TO TAKE PRECAUTIONS WHILE VISITING

THE FLU

- **AWARENESS OF FLU SYMPTOMS**

- SYMPTOMS OF FLU MAY INCLUDE FEVER (100 DEGREES OR HIGHER), COUGH, SORE THROAT, BODY ACHES, HEADACHE, CHILLS, FATIGUE, AND POSSIBLE VOMITING AND DIARRHEA
- SEVERITY CAN VARY AND SECONDARY BACTERIAL INFECTIONS MAY OCCUR INCLUDING PNEUMONIA, AND EAR AND SINUS INFECTION



FIRST AID CABINET CONTENTS

- GLOVES
- MASKS
- HAND SANITIZER
- COLD COMPRESSES
- HEATING PADS
- LICE TREATMENT
- SMALL BANDAGES (FABRIC AND PLASTIC)
- ANTIBIOTIC OINTMENT
- SPLINTS
- TWEEZERS



- BANDAGES (TRIANGULAR AND ELASTIC)
- GAUZE PADS/ROLLS
- ALCOHOL PADS
- ANTISEPTIC TOWELETTES
- STING RELIEF PADS
- IODINE PADS
- BURN CREAM
- EYE WASH
- EYE PADS
- TAPE

EMERGENCY SUPPLY LOCATIONS

- THE FOLLOWING ARE LOCATED IN THE ADMIN STAFF AREA:
 - FIRST AID KIT
 - AED KIT
 - SPILL KIT
- FIRE EXTINGUISHERS ARE LOCATED IN:
 - THE QMHP OFFICE
 - LAUNDRY ROOM
 - KITCHEN
 - EMERGENCY EXIT HALLWAYS OF EACH OF THE THREE DORMS