

# Safety Training

AWAIR - Lock out-Tag out - Blood Borne Pathogens



**A**  
**W**orkplace  
**A**ccident &  
**I**njury  
**R**eduction

Opportunity  
Matters  
EMPOWERING LIVES



# GOAL

The goal is to establish and maintain an Organizational culture that is committed to the safety of our employees and persons served.



# Objective

- We will conduct regular safety trainings to inform employees about specific workplace safety & health issues and build overall awareness.
- **We will actively enforce all safety guidelines**
- We will investigate all accidents & injuries in a timely manner. We will then take any corrective action needed.

# Workplace Safety

- **Employees expected to maintain safe Organizational environment:**
  - Follow Organizational and site/program or department safety guidelines
  - Don't wait to report safety violations, potentially hazardous, or unsafe conditions to supervisor. These should be reported right away.
- **Employees expected to monitor own abilities vs. job demands**
  - When possible, employees encouraged to use mechanical lift or assistance of another employee when handling excessive weights
  - Avoid precarious or awkward body positions as they can result in reasonable cause injury
  - Back belts are provided & suggested for handling excessive weights

# Workplace Safety

- **Organizational Safety Committee**
  - **Members from operations, sites, maintenance and HR**
  - **Assist in the development, implementation and monitoring of safety concerns and training for organization.**
- **Supervisors & Managers**
  - **Shall address all safety concerns in a timely manner.**
  - **Supervisors will assist in any investigations of workplace injuries & illness.**
  - **Will train or assist in the training & communication of safety related training or topics**



**THINK  
SAFETY**  
it couldn't hurt

# Communication is Key

- **Safety information and training is an ongoing process.**
- **Some will be structured trainings on topics such as:**
  - **Blood Borne Pathogens**
  - **Lock Out/ Tag Out**
- **Some will be informative dialogues at Staff Meetings.**
- **In the day to day training at the sites or work environment.**

# Work-related injury or illnesses reporting requirements

- Reporting guidelines
  - All injury/illness sustained while working are reportable
  - Within 72 hours from injury/illness occurring or detection, employee must report to immediate supervisor & First Report of Injury (FRI) completed
- First Reports of Injury
  - Initially completed by injured/ill employee
    - Collects injury/illness information required for Workers Comp & OSHA
  - I made a report, but now what?
- Employees who do not seek medical attention for work-related injury/illness:
  - Continue work as before injury/illness with no restrictions
- If you do seek medical attention for work-related injury/illness:
  - Call 9-1-1 for an emergency
  - Provide Human Resources with paperwork from the medical provider.



# Employee who does seek medical attention must submit medical paperwork to HR:

- **Without on-the-job restrictions**
  - **Must submit physician's statement indicating no restrictions & continue work as before injury/illness**
- **With on-the-job restrictions**
  - **Must submit physician's statement indicating restrictions, duration, & limitations**
  - **If regular position can't modified within restrictions, Organization when possible provide temporary position/duties within restrictions equitable to employee's job functions**
  - **When restrictions expire employee will resume regular position/job functions**
- **Human Resources needs this paperwork within 24 hours or the Monday following the weekend. Employee should bring paperwork directly to HR.**

# If you seek medical attention

- Encouraged (*but not required*) to use our Organization primary medical provider for work related injuries/illnesses

**Midwest Occupational Medicine**  
**1301 33<sup>rd</sup> Street South**  
**Saint Cloud, MN 56301**  
**7am – 5pm**

- *Midwest is located within*
- *St Cloud Medical Group-South*

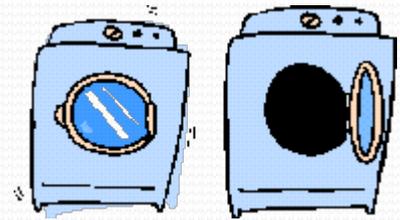
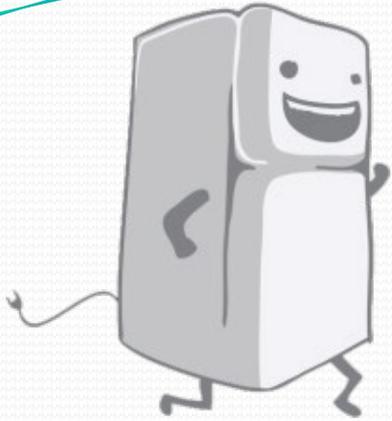


# Lock-Out Tag-Out



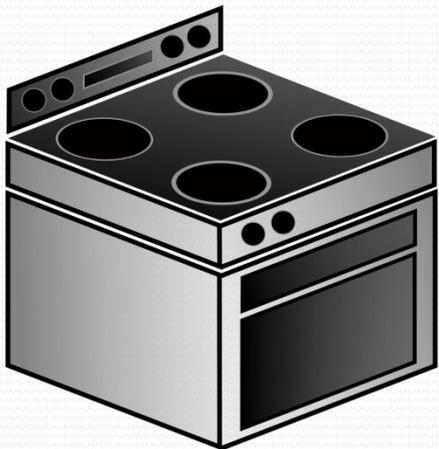
**Locked Out / Tag Out is an OSHA mandated safety procedure which is used in a work environment to ensure that dangerous equipment is properly shut off and not started again prior to the completion of service work. The lock-out / tag-out system is designed for safety of potentially dangerous equipment**

- This includes items being worked on and also items that have a dangerous condition and should not be used until repaired.**
- Equipment will have a locking device and/or a tag attached by maintenance. Locks and tags will be attached at the energy source. Locks and tags should NEVER be removed except by the person who put the lock and tag on.**



## Examples of Lock-Out Tag-Out

- Locking out an electrical circuit being worked on by locking a circuit breaker.
- Locking a cord plug on an appliance that is malfunctioning.
- Stove is sparking, lock out until repaired.



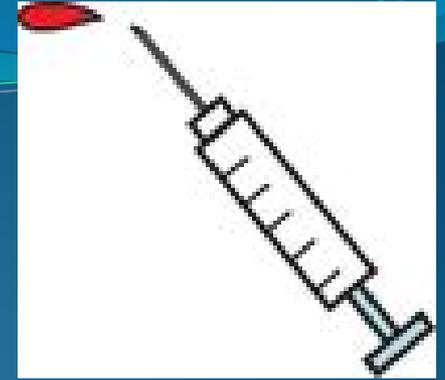
# Locked Out / Tag Out Examples



Locking out an electrical circuit being worked on by locking a circuit breaker



Locked-out cord on an appliance that is malfunctioning



# Opportunity Matters Inc.

Policy and Procedure on Universal  
Precautions and Sanitary Practices.



**BLOODBORNE PATHOGENS**

# **BLOOD BORNE PATHOGEN EXPOSURE PLAN**

## **OMI has a Specific Exposure Control Plan**

“A written program that outlines the protective measures an employer will take to eliminate or minimize employee exposure.”

### **If you should have an exposure incident:**

- Immediately notify your supervisor, OMI on-call or HR.
- Complete a first report of injury form, consent for treatment, an exposure report and turn all forms into supervisor
- You can request that the source be tested.

# PREVENTION OF INFECTION

- Employees who have an infection, fever, vomiting, diarrhea or any communicable disease that could be transmitted to a person should notify their supervisor before reporting to work
- Gloves should be worn when staff have open wounds on hands
- Ensure that coughs and sneezes are appropriately covered and coach individuals on appropriate hygiene
- Report any infection or accident to supervisor or on-call
- Staff are also expected to assist persons served to ensure regular hand washing

**PREVENTION  
WORKS!**

# Universal Precautions:

Gloves must be worn when contact with **high risk bodily fluids can be anticipated** such as:

- Administering first aid to a wound or cut
- Removing and disposing of wound dressings
- Brushing or flossing a person's teeth
- Handling contaminated laundry
- Administering vaginal or rectal medications
- Assisting with menstrual hygiene
- Completing any medical procedures in which there may be contact with blood or body fluid

