

Safety Training



**AWAIR - Lock out-Tag out - Blood Borne Pathogens – Body Mechanics
Hazard Communication – Sanitary Practices and Universal Precautions**

A
Workplace
Accident &
Injury
Reduction



AWAIR Plan

Goals and Objectives

Goal - Establish and maintain an Organizational culture committed to the safety of our employees and persons served.

Objectives –

- Conduct regular safety trainings to inform employees about specific workplace safety & health issues and build overall awareness.
- **Actively enforce all safety guidelines**
- Investigate all accidents & injuries in a timely manner and take any corrective action needed.

Everyone Is Responsible for Safety

Employees:

- Maintain a safe organizational environment by following Org, Site/Program, and Dept safety guidelines. Report safety violations, potentially hazardous or unsafe conditions, to supervisor right away.
- 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

Supervisors & Managers:

- Address all safety concerns in a timely manner, assist in any investigations of workplace injuries & illness, train and communicate safety related topics

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

Safety Related Training

- **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
 - Immediately, and within 72 hours (3 days) from injury/illness occurring (or detection), employee must report to immediate supervisor or On-Call if Supervisor is not on duty.
- First Report of Injury
 - Call NurseAdvantage to report the injury.
 - Contact phone number posted at site.
 - Use menu to choose correct option for triage or “report only”
 - NurseAdvantage line creates the FROI based on info given.
- 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 be 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.**

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 33rd Street South
Saint Cloud, MN 56301
7am – 5pm

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



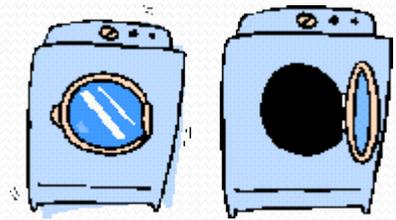
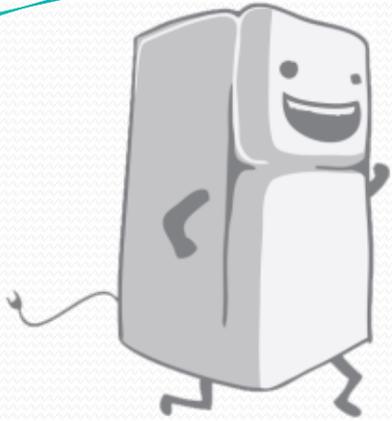
Lock-Out Tag-Out





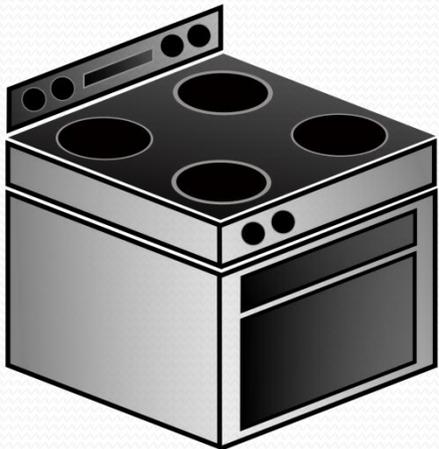
Locked Out / Tag Out is an OSHA mandated safety procedure which is used in a work environment to ensure that dangerous equipment is properly shut off and not started again prior to the completion of service work. The lock-out / tag-out system is designed for safety of potentially dangerous equipment

- 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

BLOOD BORNE PATHOGEN EXPOSURE PLAN

We will be watching a video that explains Blood Borne Pathogens. An exposure incident is when someone's blood or body fluid crosses the skin barrier or mucus membranes and comes in contact with your blood or bodily fluids.

OMI has a Specific Exposure Control Plan

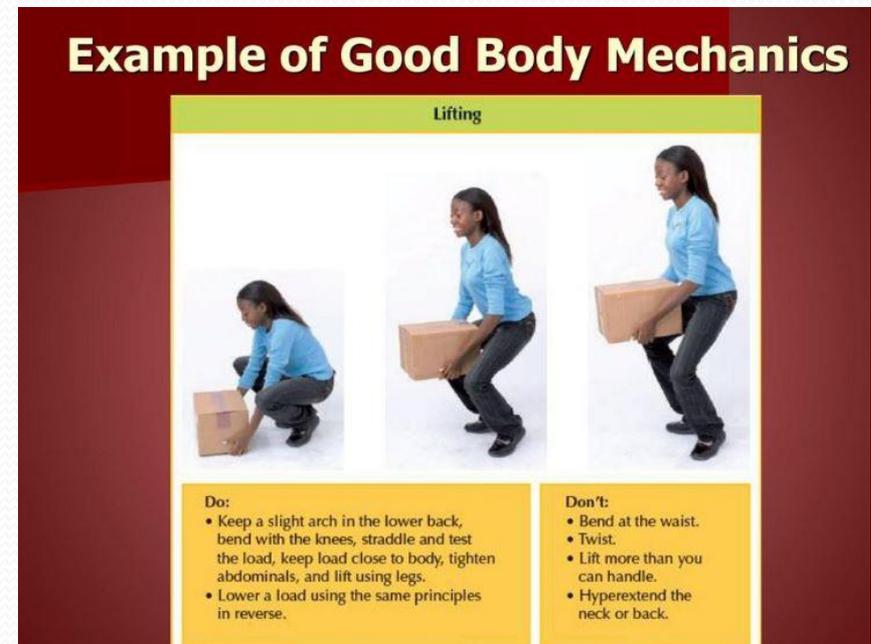
“A written program that outlines the protective measures an employer will take to eliminate or minimize employee exposure.”

If you should have an exposure incident:

- 1. Immediately notify your supervisor, OMI on-call or HR.**
- 2. Your Supervisor will supply you with the necessary forms related to getting treatment for an exposure incident.**
- 3. Call NurseAdvantage to report the injury. NurseAdvantage will complete a first report of injury form based on the information you provide.**
- 4. Turn in all forms to your Supervisor**
- 5. You can request that the source be tested.**

Body mechanics

- At work, you perform many tasks that could cause back injury. These include repetitive lifting, prolonged standing, bending, twisting, squatting, reaching, pushing, and pulling.
- Moving your body correctly is a skill that requires your constant attention. How well you perfect the skills can mean the difference between a fatigued or injured back and a healthy back. Here are a few tips to use for good body mechanics:
 - Hold loads close to your body.
 - Prevent twisting injury, move your torso from shoulders to hips.
 - Keep your knees bent so your legs work harder, reducing back stress.
 - Avoid quick, jerky movements.
 - Tighten abdominal muscles to help support movements.
 - Do core strengthening exercises.



PREVENTION OF INFECTION

- Employees with a 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



Videos

Next we will watch videos on the following topics:

- **Bloodborne Pathogens**
- **Hazard Communication**
- **Fire Extinguishers**