

Life Safety Review: Clinical

Print Name _____ Department _____

Read the following safety information and indicate your understanding by checking "yes." If the topic does not apply to your position, check "N/A." Any questions you have will be answered by an El Camino Hospital designee who will also co-sign this form.

YES N/A Emergency Management

- Dial **"55"** to report all emergencies such as fire, CPR, hazardous materials spills, rapid response team, stroke alert. State your name, type of emergency, location and number of injuries, if applicable.
- Emergency codes** are paged over the fire alarm public address system. Listen carefully for the location of the emergency.
- Evacuation Codes:**
 - **Situation A** = Evacuate immediate area
 - **Situation B** = Evacuate extended area; horizontal
 - **Situation C** = Evacuate the building; vertical
- Code Blue** = Cardiac/respiratory arrest or Medical Emergency for Adult
- Code White Neonatal** = Cardiac/respiratory arrest or Medical Emergency of a newborn baby (28 days or less)
- Code White-Pediatric** = Cardiac/respiratory arrest or Medical Emergency of a child (over 28 days)
- Code Red** = Fire, flames or visible smoke. If you discover fire, **RACE:**
 - R** Remove anyone in immediate danger
 - A** Alarm. Pull nearest fire alarm box and Dial "55," state location
 - C** Confine. Close all doors and windows
 - E** Extinguish and/or Evacuate.
- To use fire extinguisher, remember: **PASS:**
Pull, **A**im, **S**queeze, and **S**weep
- Code Orange** = Hazardous materials spill/leak
- Code Triage** = Internal/external disaster; high influx of patients or need for evacuation of extended area
- Code Gray** = Angry/violent patient or visitor
- Code Silver** = Person with a weapon/hostage situation
- Code Yellow** = Reported bomb threat. Search your immediate work area; report any suspicious item.
- Code Pink** = Infant Abduction (1 year or less)
- Code Purple XX** = Missing or Abducted Child (over 1 year). XX is the age of the missing child.
- Code Green** = Missing or Eloped Adult Patient
- The **El Camino Hospital Safety Officer** is Ken King, Chief Administrative Services Officer

For more information, refer to the **Emergency Management Guides** posted throughout the hospital and/or the Environment of Care Safety Program Policies available online.

YES N/A General Safety

- Isolate all spills immediately and contact environmental services. (Vocera: "Call EVS Supervisor")
- Familiarize yourself with emergency exits.
- Wear your ID badge at all times
 - On your outermost clothing
 - Above the waist
- Close drawers and cabinets to prevent injury.
- Store materials no more than 5 feet high.

- Report unsafe conditions to supervisor.
- The use of illegal drugs or alcohol on the hospital premises is prohibited.
- Working while impaired through the use of intoxicating substances is prohibited.
- Follow your department's policy regarding low-heeled, closed-toe, nonskid shoes.
- Obey directional signs posted by environmental services when floors/carpets/stairs are being cleaned.
- Follow department-specific safety guidelines.

YES N/A Fire Safety

- El Camino Hospital is a smoking-free and tobacco-free enterprise. Smoking is not allowed inside or outside any El Camino Hospital leased or owned building or on the grounds or in vehicles parked on the grounds.
- Be familiar with locations of fire extinguishers
- Do not use elevators during a fire or earthquake.
- Keep aisles and passageways clear for emergency access or evacuation.
- Keep access to fire extinguishers clear at all times.
- Store flammable substances in nonflammable storage cabinets.
- All storage must be at least 18 inches below fire sprinkler heads

YES N/A Electrical Safety

- Review and follow manufacturer's policies for equipment safety features.
- Make sure all electrical equipment is grounded and a green dot hospital grade plug is used.
- Do not use any appliances or machinery while touching metal or anything wet.
- Use of adapter plug is not permitted.
- Cords and wires should be positioned in a manner to preclude tripping and obstruction of traffic.
- Extension cords are not permitted, except in emergency.
- Report all frayed wires, cracked plugs, or inoperative equipment to clinical engineering.
- Remove defective or inoperative equipment from service and separate it from other equipment. Attach a note to equipment explaining the problem.

YES N/A Hazardous Materials Safety

- Know the hazardous chemicals used in your work area.
- Review Safety Data Sheets (SDS) located on the Toolbox (MSDS Online). Instructions for using the system are on the Toolbox under the Safety tab.
- Use proper protective equipment (gloves, aprons, and eye protection) when handling hazardous materials.
- Use only chemicals from labeled containers.
- Report containers missing labels to your supervisor.
- Medical gas cylinders must be properly secured when transported and stored (chained to wall or carts, in designated storage racks).

- A maximum of 12 oxygen cylinders can be stored in one area at any time.
- Do not carry oxygen cylinders by hand; use a cart
- YES N/A Blood borne Pathogen Standard/ Infection Control**
- Follow Standard Precautions protocols.
- Cleanse your hands before and after patient contact, after removing gloves, after handling money or food.
- Use anti-microbial hand gel/foam for 20-30 seconds whenever possible.
- Use soap and water for 40-60 seconds when hands are visibly soiled, after using the restroom, and after contact with a patient with *Clostridium difficile* (*C. Diff.*)
- Dispose of needles/sharps in puncture-resistant containers. Notify environmental services when containers are 2/3 full.
- Use red bags to dispose of blood/body fluid contaminated items.
- Locate protective equipment (i.e., gloves, gowns, masks and goggles) in your area.
- Wear gloves and appropriate barrier attire when coming in contact with blood or body fluids.
- Do not wear gloves or yellow isolation gowns outside patient rooms.
- Observe warning signs on patient rooms that may limit or prohibit entry to patient rooms. Check with the charge nurse for assistance.

YES N/A Patient Safety

- Check arm bands prior to administering patient care.
- Use two patient identifiers:
 - Inpatient—name & medical record number;
 - Outpatient—name & date of birth.
- Label all specimens at the bedside in front of patient.
- Write down and read back all verbal and phone orders, critical test results, and critical lab results.
- Do not use unapproved abbreviations in written documentation.
- Assess for suicide risk for patients with diagnosis of emotional/behavioral disorder.
- Utilize “time out” and “right site” marking for surgical/invasive procedures.
- Keep patient call systems within easy reach.
- Set brakes on all beds, wheelchairs, commodes and gurneys when not in motion.
- Maintain hand contact with patient while ambulating
- Use safety belts and keep side rails up on beds and gurneys.
- Keep side rails up and double tops on cribs as specified for crib climbers.
- Maintain occupied beds in a low position when not attended by hospital staff.
- Space heaters and patient-owned electrical appliances are not permitted in patient care areas. Battery operated appliances may be used.
- All medication rooms/carts are to be secured.
- Five Rights Method must be used before administering medications.
- Insulin, IV Potassium and Heparin must be checked with another RN before administering.

- Liquids not intended for consumption shall not be placed in food or beverage cups left on a bedside table.
- Alarms on equipment must NOT be disabled or muffled.
- Call for Rapid Response Team if you are concerned about a patient and need critical care /respiratory therapy input.
- Engage patients and family members in their safety; let them know how to report any concerns they may have.
- Anti-coagulation: provide patient teaching materials and document understanding of same. Baseline INR required before 1st dose of Coumadin.
- Complete DVT assessment upon admission. MD alert will be generated.

YES N/A Body Mechanics/Safe Patient Handling

- Do not lift patients manually. Use transfer belts and/or lift equipment when moving patients up in bed, to or from gurney or wheelchair, to walk, or to toilet.
- Bend knees and use leg muscles to lift heavy objects.
- Maintain the spine’s natural curves.
- Maintain wide stance: turn your body, don’t twist.
- Lift load close to body and carry load close to body.
- Seek assistance if an object/patient will be too heavy for you to safely move by yourself.
- Wheelchairs, carts, or other wheeled items should be pushed rather than pulled.

YES N/A Compliance, Privacy, Information Security

- El Camino Hospital fosters an environment of honesty, integrity, fair communication and decision-making.
- Record & report all information accurately and honestly.
- No provider shall receive payment in exchange for referral of patients, or bill or file a claim for services not performed.
- Disclose any situation that may be considered a potential conflict of interest to the Compliance Officer
- Sexual harassment, in any form, is not tolerated.
- Do not disclose proprietary business information or patient health information except as authorized by the hospital.
- Do not view, release, sell, discuss, print, or disclose patient information unless it is needed to do your job.
- Immediately report a breach in privacy or a suspected unauthorized disclosure of information as soon as you become aware of it.
- If you detect improper conduct, including fraud, waste or abuse in the use of public funds, speak to your supervisor, contact the corporate compliance and privacy officer, or call the confidential Corporate Compliance Hotline at 650-988-7733. You have the right to report without fear of retaliation. For more information, contact the corporate compliance officer for a copy of the Standards of Conduct.
- Emails containing personally identifiable information, such as patient names, Medical Record numbers, must be sent encrypted.
- Do not disclose your computer password to anyone, including information systems personnel.
- Do not click on links in emails; report suspicious emails to infosec@elcaminohospital.org.

I have read and understand the above Life Safety Review form. I have asked and had answered any questions I had regarding this list.

Contractor/Associate Signature _____

Date _____

El Camino Hospital Designee _____