

ACCIDENT PREVENTION PROGRAM (APP)

Healthcare Network, Inc.

EMPLOYEE SAFETY

**PLEASE USE THE INFORMATION COVERED HERE
(APP) ALONG WITH THE DETAILED INFORMATION
COVERED IN THE QUALITY ASSURANCE
IN-SERVICE MANUAL !**

Accident Prevention Program

(Healthcare Network, Inc.)

Element 1 - Safety Orientation: Each employee will be given a safety orientation by Abel Borromeo, Jr. and Pamela Davis, Staffing Specialist, when first hired. The orientation will cover the following items:

1. A description of the accident prevention program:

- We have a formal written accident prevention program as described in WISHA regulations (WAC 296-800-140).
- It consists of this safety orientation and a safety committee that is described in Part 2 below.
- We also have basic safety rules that all employees must follow. They are:
 - Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
 - Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
 - Never operate a piece of equipment unless you have been trained and are authorized.
 - Use your personal protective equipment whenever it is required.
 - Obey all safety warning signs.
 - Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
 - Do not bring firearms or explosives onto company property.
 - Smoking is only permitted outside the building away from any entry or ventilation intake.
 - Horseplay, running and fighting are prohibited
 - Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

2. How and when to report injuries. Where first aid facilities are located.

- If you are injured or become ill on the job, report this to Evelyn Borromeo, Manager, by calling (206) 546-2966 anytime 24/7.
- Get medical care. You have the right to go to the doctor of your choice. Medical bills that arise from a workplace injury or occupational disease will be paid by the worker's compensation benefits program -- tell your doctor the injury or your condition is work-related. Your doctor will complete a Report Industrial Injury or Occupational Disease form and send it in. This is the first step in filing your industrial insurance claim.
- There is a first aid kit in our office is located in the common area, middle section of the office, and in the back storage room. When you are on assignment at a client facility at a hospital, nursing home or at a patient's home, be sure to find out and know where the first aid facilities are located.
- We require all professionals, field personnel, to have first-aid/CPR training.
- We have posted emergency phone numbers on the office Bulletin Board—call 911 for Ambulance, Police and Fire.

3. How to report unsafe conditions and practices.

- If you see something that is unsafe or someone working unsafely, immediately report it to Abel Borromeo, Jr., Manager, by calling (206) 546-2966.

4. What to do in an emergency including how to exit the workplace.

- An evacuation map for the building is posted in the Hallway-- it shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.

Fire Emergency

- Fire is a serious threat for any healthcare facility—there are 8000 fires reported each year in hospital and long-term care settings. Many patients have special needs that make them especially vulnerable in a fire emergency, thus increasing the risk of fire-casualties.
- Read the Fire and Safety information in the Quality Assurance In-Service Manual and for your reference the Workplace Safety Pocket Guide which you can take with you-- become familiar with the Fire and Safety guidelines.
- Don't force yourself to fight a fire that makes you uncomfortable or puts you at risk including the Use of a Fire Extinguisher.
- If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.
 - If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
 - If the fire grows or there is thick smoke, do not continue to fight the fire.
 - Tell other employees in the area to evacuate.
 - Go to the designated assembly point outside the building.

Earthquake Emergency

- During an earthquake:
 - If you are inside a building:
 - Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
 - When the shaking stops, supervisors are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
 - Evacuation should proceed as quickly as possible since there may be aftershocks.
 - Supervisors must account for each employee in their work group as quickly as possible.
 - First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
 - If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows. All supervisors are trained in the gas shut off procedure.
 - Supervisors and first aid employees must not re-enter the building once evacuation is complete.
 - Do not approach or touch downed power lines or objects touched by downed power lines.
 - Do not use the phone except for emergency use.
 - Turn on a radio and listen for public safety instructions.
 - If you are outside: Stand away from buildings, trees, telephone and electric lines.
 - If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

5. Identification of hazardous chemicals used at this location.

- Safe use and emergency actions to take following an accidental exposure.
- We use several chemicals, including solvents and cleaners. You will receive a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before you work with them or work in an area where they are used.

6. Use and care of required personal protective equipment (PPE).

- Some tasks in our company require an employee to wear PPE to protect against injury.
- You will be instructed by a client representative or supervisor at their facility in the use and care of PPE using the manufacturer's guide how to use and care for these PPE.

7. On-the-job training about what you need to know to perform the job safely.

- Before you are first assigned a task, a client representative or Supervisor (Hospitals and Long-Term Care Facilities) will show you what to do along with safety instructions and required PPE.
- We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
- Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

Employee Safety Meetings

- They are typically held on the first Monday of each month, 11:00 AM.
- All employees are encouraged to attend provided it does not conflict with your schedule.
- The Administrator who will be conducting the meetings will designate a person to document attendance and the topics discussed at each meeting.
- Minutes of the meetings are posted on the office bulletin board monthly following the monthly Employee safety Meetings.

Signature