



# General Safety



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Services

# Welcome to the General Safety CBL

## Purpose for Training

Samaritan Health Services has created the following training to meet the SHS requirement for employee safety and ergonomic education.

Assignment of this training has been approved by SHS Human Resources and Employee Health and Safety.

Questions? Contact SHS Professional Development at  
80-5116 or 541-768-5116



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# Learning Objectives

When this CBL has been completed, the learner will be able to:

- ✓ Review how SHS views workplace safety through our **SHS Code of Conduct and Business Ethics**
- ✓ Explain individual role and responsibility as an SHS employee in promoting safety and **preventing injury** in the workplace
- ✓ Identify the correct **accident reporting form** for a particular role
- ✓ Identify the role of **Employee Safety Committees**

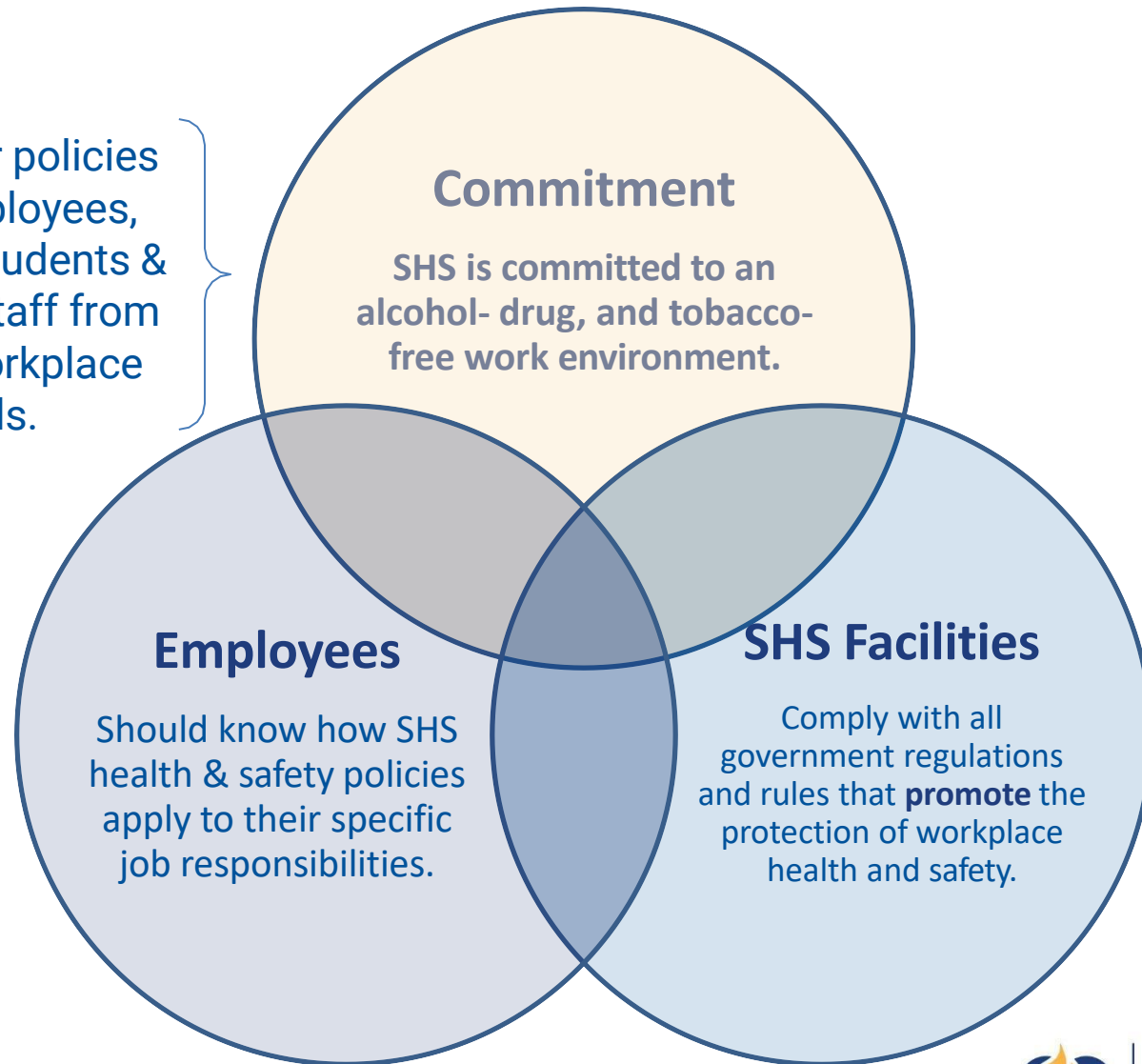
# SHS Approach to Safety in Healthcare

SHS **supports a culture** of **workplace health and safety** at all work sites. It requires that the **employer and employee, volunteers, students & contracted staff are committed** to the **same values**.



# SHS Code of Conduct and Business Ethics

Together, our policies protect employees, volunteers, students & contracted staff from potential workplace hazards.



(Samaritan Health Services (SHS), 2020b)



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# Protect Yourself and Others From Workplace Hazards

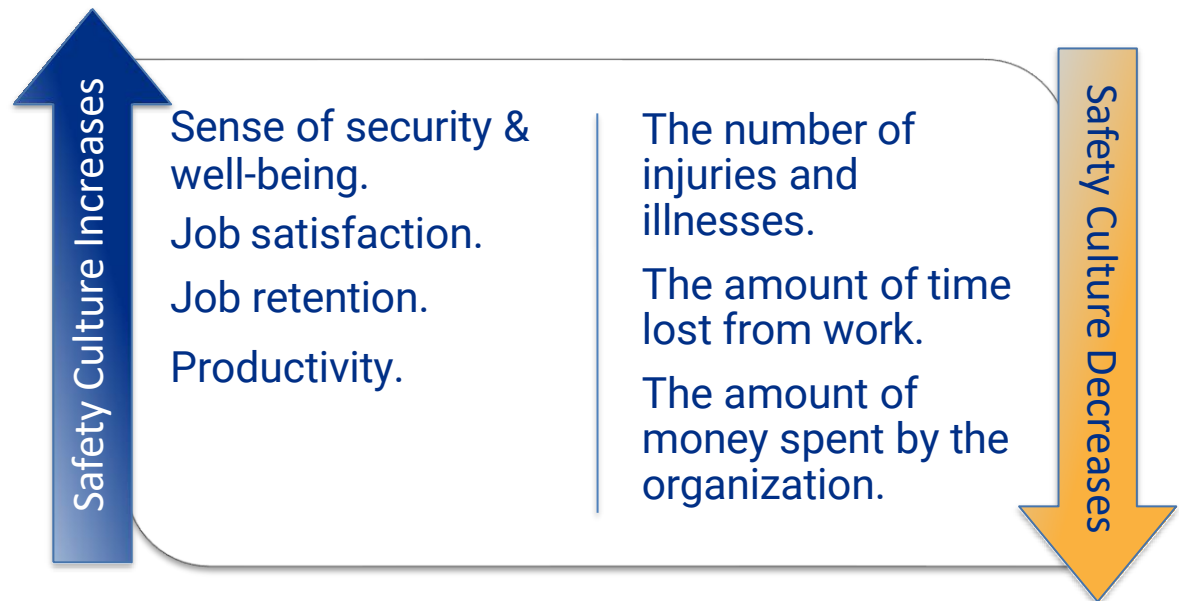
<b>KNOW How</b>	<b>SHS health and safety policies apply to your specific job responsibilities.</b>
<b>SEEK Advice</b>	from your supervisor, Safety Officer, or the person responsible for safety in your area whenever you have a question or concern.
<b>ASK For</b>	appropriate education and equipment to perform assigned responsibilities safely.
<b>SPEAK To</b>	your supervisor about safety hazards, equipment malfunctions, workplace injuries or any situation presenting a danger of injury.

*Report injuries and any “near miss” promptly with as much detail as possible.*



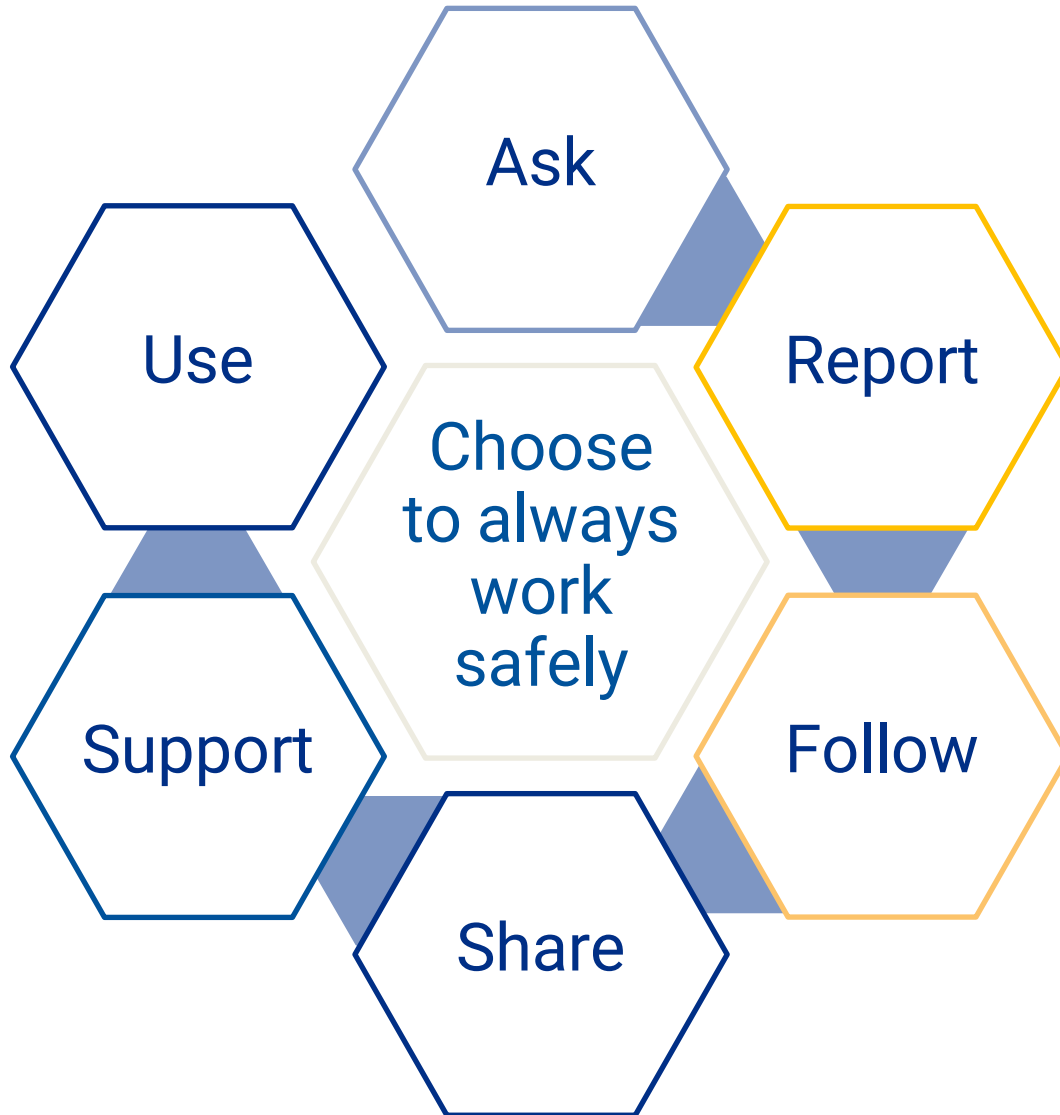
# Promoting a Culture of Safety **EVERYWHERE**

Leadership supports a culture of safety through regular communication, providing education and resources, monitoring, and reinforcing safe behaviors.



(Occupational Safety and Health Administration (OSHA), n.d.)

# Eliminate On-the-Job Injuries/Illnesses



We all support safety initiatives through practicing safe behaviors, clear communication, and prompt reporting.



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# Ask

Ask for help when needed, work as a team, and communicate your plan to perform tasks safely.



# Report

Communicate safety concerns to your manager, safety representative, or any member of your site's Safety Committee.



# Follow

Follow all infection prevention guidelines in your work environment, including use of appropriate personal protective equipment (PPE).



# Share

Share recommendations, solutions, and alternatives to make the work environment safer.



# Support

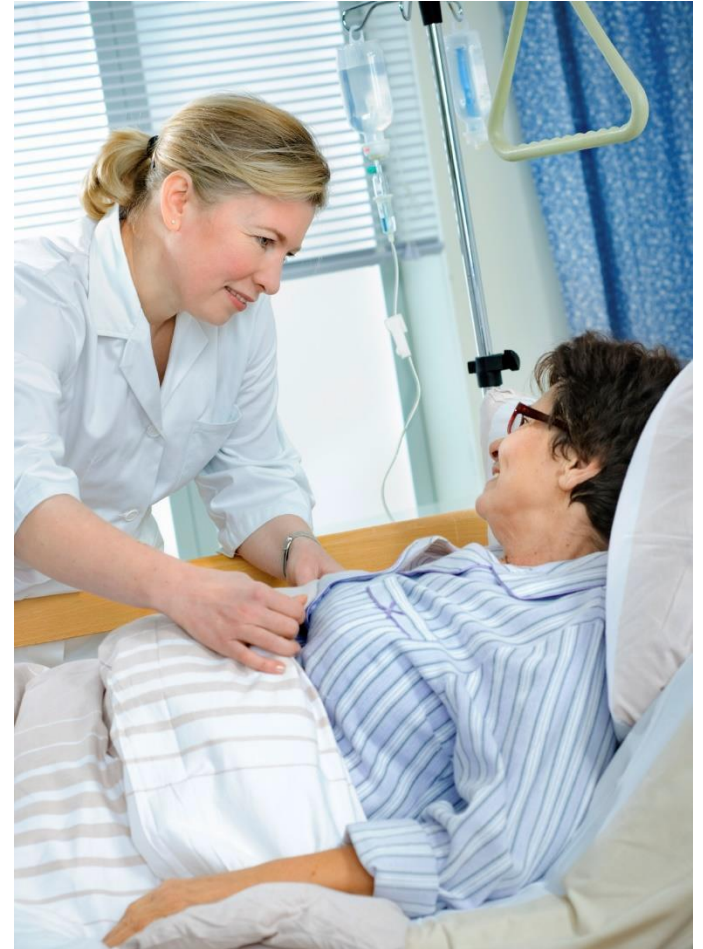
You play an important role in supporting safety initiatives through practicing safe behaviors, clear communication, and prompt reporting.



# Use

Always use appropriate patient or material lift devices.

Avoid manual patient handling whenever possible and make sure that equipment is accessible before it's needed.



# Safety Promotion and Injury Prevention



Take  
Action  
&  
Report



**Trip hazards:** Liquid on the floor, torn rug, electrical cords, equipment cords in a patient's room.



**Obstructions:** Items left in walkway, open file drawers.



**Incidental or Emergency Spills:** Hazardous material spills.



**Injuries:** Employee injury or near misses.

Always take the time necessary to **do the job safely.**  
Don't rush!



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# Safety Promotion and Injury Prevention

**Use designated, well-lit pathways.** Any walking surface can become a **slip hazard**. You can **prevent injury** by wearing appropriate footwear:



Snow and ice: Boots with tread and “grips”.



Clinical areas: Shoes that cover toes and heels.



All areas: “Non-slip” soles with support.

**Be Aware of  
your Surroundings!**



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# Prevent Puncture Wounds/Infection

## In Office Areas

- Discard sharp objects (broken glass, pins, etc.) in a rigid container **prior** to placing in plastic trash can liner
- Use designated areas for disposal and do not overfill

## In Clinical Areas

- Only use needles or other sharps with safety devices, unless an exception form has been approved for that device.
- Activate the safety device on needles immediately after use.
- Use approved sharps containers for immediate disposal and do not fill past the line.
- Use safety zones when passing instruments.
- Do **NOT** place sharps in linen bags, leave on bedside tables, etc.

(National Institute for Occupational Safety and Health (NIOSH), 2017)



# Employee Safety Committees Work for You!

The  
Employee  
Safety  
Committee  
brings staff and  
managers together  
to achieve, and  
maintain, a safe  
work environment.

Why we have  
them

What they do

You should  
know

Safety Committees are required by **Oregon Occupational Safety & Health Administration (OSHA) Standards** and serve to **support employees** at each site.



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Employee Safety  
Committees **Represent**  
**staff** and staff safety-  
related concerns. They  
make recommendations  
to **help prevent on-**  
**the-job injuries** and  
illnesses.



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You should know **who represents you** and/or your area, **where to find and read meeting minutes** for your site's safety committee, and **how you can participate** as a member.



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# Ergonomics

***Definition:*** Fit the workplace conditions and job demands to the capabilities of the worker, using anatomy, physiology, psychology and biomechanics.

A work area and job tasks should be arranged to **minimize poor posture, excessive repetitions, and static muscle loading** (holding one position for a prolonged time).

Use proper body positions when lifting, pushing, or pulling.

Vary highly repetitive tasks.

Avoid holding one position for prolonged periods, e.g., leaning forward from the waist.

Worksite Ergonomics Evaluation Information

(NIOSH, 2017; SHS, 2019a)



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Office chairs should have five legs for stability and are typically rated for up to 250 lb.

- Make sure your chair has the correct rating for your weight.
- Look before you sit to ensure the chair is under you, then position yourself in the middle of the chair.
- Adjust the chair properly for lumbar support, height, etc.
- Keep all chair legs on the floor at all times.
- Avoid twisting, bending, or reaching overhead while sitting.
- Get up every two hours to move and stretch.

Check in with your supervisor!

- If a task feels awkward and/or causes discomfort.
- When moving into a new workspace.

(SHS, 2019a)



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# Reporting

Report ALL injuries and significant near misses (no actual injury occurred, but could have) on the day it occurs.



**Employees:** Use the ***Employee Accident Report (EAR)*** to inform a Supervisor/Manager during your shift.



**Volunteers:** Use the ***Unusual Occurrence Report (UOR)*** to inform Volunteer Services during your shift.

Electronic forms are available on [SHS Insider](#).

It is important to include as much detail as possible to assist with determining the root causes of an injury or incident.

(SHS, 2019b)



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# Reporting Forms

Departments ▾

Operations ▲

Employees ▾

Training & Development ▾

Service Requests ▾

Role-Based ▾

Committees ▶

Cost-Savings Corner

Forums

Patient Documents Central

**Incident Reporting**

Projects ▶

## SHS Incident Reporting

### Employee Accident Report

Click here to access the online Employee Accident Report form. Any work-related accident, illness, injury or near-miss involving an employee should be reported here, regardless of whether or not medical treatment is necessary. More information regarding this form and process can be found in the Employee Accident Reporting Policy on the SHS Policy and Procedure site.

### Unusual Occurrence Reporting

Click here to access the Unusual Occurrence Reports, to be completed for any unusual occurrence, including but not limited to: an unintended event that causes actual or potential harm to a patient or visitor (this includes near misses), unanticipated adverse outcomes, any incident where there is a concern regarding potential liability to the organization, or any other unusual event that is inconsistent with the routine care of the patient or routine operation of the facility. More information regarding this form and process can be found in the Unusual Occurrence Reports Policy on the SHS Policy and Procedures site.



# General Tips for Working Safely

Use assistive devices for lifting, pushing or pulling.

*If you don't know how they work, ask your supervisor.*

Limit patient and manual materials handling to 35 lb. or less.

*Avoid manual lifting or boosting patients.*

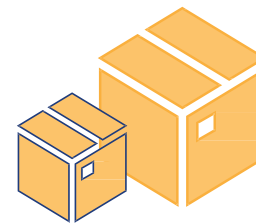
Stand or sit close to your work to avoid straight arm reaching.

*Keep elbows six inches or less from your body in any direction.*

Avoid twisting at the waist.

*Turn to face the object or person you are assisting.*

Store heavy object at waist height.



(NIOSH, 2017)

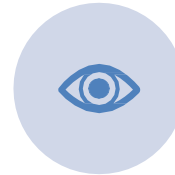


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# Lift and Carry Recommendations



Use appropriate equipment when accessing items above shoulder height (*stepstool, spotter*).



Do **NOT** block your line of sight when carrying an object.



Use carts or hand trucks when items are large, heavy, and/or block line of sight.



Replace trash or linen bags when half-full if heavy, e.g. full of wet linens.



Lighten your “load” and make more frequent trips when necessary.

**The most common strain/sprain injuries** involve the lower back, shoulder, and knee. *Work safely to avoid injury.*

(NIOSH, 2017)



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# Personal Protective Equipment (PPE)

Employees must wear *appropriate PPE* when indicated and know how to properly don, doff, adjust, wear, maintenance and dispose of PPE. Manager's will provide training, re-training when necessary and ensure availability of PPE.

## Protection from illness

- \*Gloves, masks, respirators, gowns, face masks, goggles, safety glasses.
- \*Personal eye glasses **do NOT** provide adequate protection from splashes, and **are NOT** considered appropriate PPE.

## Protection From Physical Injury

- \*Steel toe boots, safety goggles, ear plugs, specialty gloves.

## Protection from Bloodborne Pathogens (BBP) and chemical exposure

- \*Ensure that appropriate PPE is easily accessible **BEFORE** you need it.
- \*Anticipate splashing whenever a procedure may involve bodily fluid or when working with liquid chemical products.
- \*Appropriate eye/face protection, specialty gloves, canister respirators, dust filters.

(NIOSH, 2017)

# SHS – Workplace Health and Safety

## Working Safely Helps

Protect Staff,  
Patients, and  
Visitors!

### Working safely means:

- ✓ **NOT** taking short-cuts that may make you or others unsafe.
- ✓ Reporting unsafe conditions.
- ✓ Making **suggestions** to improve the work environment.
- ✓ Taking the time needed to **acquire and use** appropriate equipment, including PPE.

We are **all valuable** resources. Together, we can make SHS a healthy and **safe place** to work!



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# Knowledge Checks



SHS Code of Conduct and Business Ethics are centered around a commitment to employee partnerships, regulatory compliance, education, and an alcohol and tobacco free workplace.



Everyone is responsible for promoting safety and preventing injury in the workplace. It is important to timely report injuries/near misses, share recommendations, and ask for help when needed.



Employees use the EAR and volunteers use the UOR to report injuries and document near misses. Both are available on SHS Insider.



Employee Safety Committees are required by OSHA standards and serve to make recommendations to help prevent injuries and illnesses in the workplace.



# References

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