
SAFETY POLICY

PURPOSE:

To provide a safe environment for patients/visitors and employees.

POLICY:

General Information:

1. All clinic staff in the Ambulatory Care Division (ACD) are responsible for being familiar with policies/procedures pertinent to their job responsibilities. See the manuals listed below:
 - ▶ ACD Nursing Clinical Specialty Manuals
 - ▶ ACD Nursing Division Policy Manual
 - ▶ ACD Nursing Procedure Policy Manual
 - ▶ Hospital Policy Manual
 - ▶ Hospital Safety Policy Manual
 - ▶ Infection Control Policy Manual
 - ▶ Nursing Policy and Procedure Manual
2. A safety program is conducted as follows:
 - A. Monthly Job Safety Analysis (JSA)
 - B. Monthly Safety topic presented in staff meetings (can be same topic as JSA)
 - C. Monthly Safety Inspection per Clinic Supervisor or designee with documentation
 - D. Hazard over 30 Day Log submitted to Safety Department and Department Safety Committee
 - E. Safety Orientation included in New Employee Orientation
 - F. Annual safety inservices from Safety Office that include: Laser Safety (ENT Clinic).
 - G. Annual Safety Mandatory Education (MED/CED) training performed online including electrical safety, sharps safety, and principles of body mechanics
 - H. Quarterly Joint Commission Checklist to include safety inspections.

3. Fire and Disaster Drills are conducted routinely per hospital policy. Ambulatory Care clinics conduct bi-annually fire drills followed by a written evaluation and corrective action taken, if any deficits. Fire and evacuation plans are posted in each clinic.

Exception: Endoscopy Clinic will follow the hospital policy.

4. Refer to *ACD Clinical Specialty Policy S-10, Safety Policy* in each clinic section for safety policies specific to that clinic.
5. Suspected adverse drug reactions: See *Hospital Policy 8.4.0 (Allergy/Adverse Drug Reactions)*. Allergic/ADR's shall be documented in the patient's Electronic Health Record (EHR) and a variance shall be completed.
6. Utility Outages: See *Hospital Safety Manual Policies: 2.0 - 2.7 regarding utility outages*. Physical Plant and Hospital Administration shall be notified when an outage occurs in the clinic. The following Safety policies include:
 - 2.0. Emergency Preparedness
 - 2.1 Medical Gas Outage/ Contaminated Supply
 - 2.3 Electrical Outage
 - 2.4 Vacuum Outage (Suction)
 - 2.5 Water Outage
 - 2.6 Elevator Outage
 - 2.7 Sewer (Outage) Disruption
7. All exits, entrances, and fire doors are kept clear from equipment, furniture, etc. All exit stairwell/fire doors remain closed. Hallways should remain clear of furniture as much as possible. When not possible, furniture shall be confined to one side of hallway.

MEDICAL EQUIPMENT

1. Defective Equipment - refer to *Hospital Safety Policy 6.1, Repair of Medical Equipment and Nursing Policy, E-40, Equipment (Defective/ Malfunctioning)*.
2. Approval process for acquisition of patient-related equipment-refer to *Hospital Policy 2.18, Approval Process for Acquisition and Implementation of Patient Related Equipment*.
3. Appropriate variance reports are completed following any safety related incident/accidents occurring involving patients and visitors in the clinic. *Hospital Policy 2.22, Variance Reporting/Sentinel Events*.
4. Patient-related electrical equipment is evaluated prior to distribution and is checked for preventive maintenance routinely per established schedules by the Biomedical Department who maintains records according to *Hospital Policy 2.18.1, Management of Equipment Service and Maintenance*.
 - A. A sticker is present on the equipment denoting last date checked.
 - B. Equipment needing repair is reported to Maintenance Department and/or Bio-Medical Department by clinic personnel.

- C. The Clinic Manager is responsible for keeping equipment maintenance records on equipment under warranty or not serviced by the hospital's service maintenance contract vendor.
5. Clinic staff shall receive medical equipment training during orientation and when new equipment is introduced in the clinic. The Clinic Manager shall be responsible for reporting the Inservice to Patient Care Support Education (Form SN 1100) for electronic filing.

HAZARDOUS MATERIALS AND WASTE

(See Hospital Safety Policy 3.6, Hazardous Waste Disposal Program)

1. Toxic/corrosive solutions are stored and used in properly ventilated areas and employees shall wear Personal Protective Equipment (**PPE**) when in close contact. Hazardous materials inventory inservices are provided annually; Material Safety Data Sheet (MSDS) sheets are available 24 hours in the Safety Department and in the Safety Manual of each clinic (see pages 5-12 of this policy).
2. **Chemotherapy:** See Hospital Safety Policy 3.2, Chemotherapy Policy.
3. **Chemical Spill:** See Hospital Safety Policy 3.4, Emergency Plan for Chemical Spills in the Hospital and Outpatient Buildings.
4. **Cidex** shall be checked daily with testing strips before each use, discarded weekly or sooner if diluted or color changes. Cidex must be maintained at a temperature not less than 77° (F) or 25° (C). Used Cidex is placed in an appropriately labeled container and collected by the Safety Department for disposal.
5. **Contaminated Waste:** Hospital Safety Policy 3.8, Contaminated Waste and Infection Control Policy: IC 6.0- Waste Policy Contaminated/Regular.
6. **Sharps:** Hospital Safety Policies 3.8, Contaminated Waste and 3.9, Sharps and Needles.
7. Storage of housekeeping supplies shall be kept at minimum levels to reduce potential for combustible fire load.

INFECTION CONTROL

1. Infection Control surveys are conducted annually by the Infection Control Department and are followed by an annual Infection Control Inservice.
2. Personal Protective Equipment (PPEs) such as splash proof gowns, gloves (regular and hypoallergenic), masks (including TB masks) and goggles/face shields are available in all clinics to protect personnel from exposure to body fluids and shall be worn when exposure is reasonably anticipated. The Bloodborne Pathogen Exposure Control Plan inservice is provided to all staff in Mandatory Education Day (MED) annual training. Standard precautions are used for all patients.
3. Biological Monitoring is done daily on the Steris Sterilizer; chemical indicators strips are used with each load. Results are recorded in a notebook
4. The Clinic Supervisor/Designee shall complete the monthly handwashing survey.

REFERENCES

ACD Clinical Specialty Policy S-10, Safety Policy

Hospital Policy 8.4.0, Allergy/Adverse Drug Reaction

Hospital Safety Policy 2.0, Emergency Preparedness

Hospital Safety Policy 2.1, Medical Gas Outage/ Contaminated Supply

Hospital Safety Policy 2.3, Electrical Outage

Hospital Safety Policy 2.4, Vacuum Outage (Suction)

Hospital Safety Policy 2.5, Water Outage

Hospital Safety Policy 2.6, Elevator Outage

Hospital Safety Policy 2.7, Sewer (Outage) Disruption

Hospital Safety Policy 6.1, Repair of Medical Equipment

Nursing Policy E-40, Equipment (Defective/ Malfunctioning)

Hospital Policy 2.18, Approval Process for Acquisition and Implementation of Patient Related Equipment

Hospital Policy 2.22, Variance Reporting/Sentinel Events

Hospital Policy 2.18.1, Management of Equipment Service and Maintenance

Hospital Safety Policy 3.6, Hazardous Waste Disposal Program

Hospital Safety Policy 3.2, Chemotherapy Policy

Hospital Safety Policy 3.4, Emergency Plan for Chemical Spills in the Hospital and Outpatient Building

Hospital Safety Policy 3.8, Contaminated Waste

Infection Control Policy: IC 6.0, Waste Policy Contaminated/Regular

Hospital Safety Policy 3.9, Sharps and Needles

<u>Children's Health</u>	<u>Endoscopy</u>	<u>Family Medicine</u> <u>(Comp Care./ PCC. Faculty. & Practice)</u>	<u>Family Medicine cont'd</u> <u>(Comp Care./ PCC. Faculty. & Practice)</u>
Alcohol	A-456N Detergent/Disinfectant	Acetone	Surgilube
Asepticare	Alcohol	Ammonia Inhalent	Types S Developer Replenisher Parts A, B, & C
Avagard	Argon Gas	Avagard D	Vacutainer tubes
Bleach	Biological Monitoring Kit	Bactec Plus	Vacutainer tubes
Collection Fluid	Bleach	Bactec Standard Aerobic F Culture	WD-40
Compressed Air	Cidex Glutaraldehyde	Betadine Solution	
Duraprep	Compressed Air	Black developer	
Formalin	Formulin	Bleach	
Hemocult Developer	Hemocult Developer	Chlorhexidine Gluconate 4%	
Hibiclens (Chlorhexidine Gluconate)	Hibiclens (Chlorhexidine Gluconate)	Carbon Dioxide	
Hydrogen Peroxide	Hydrogen Peroxide	Compressed Air (Tank)	
Iodine Solution	Klenzyme	Copy Cartridge	
Liquid Paper	Lidocaine	Crystal Violet	
Oxygen Cylinder	Liquid Paper	Cytoprep	
Silver Nitrate	Mercury	Detachol	
Surgilube	Medronic Buffer Solution	Developer (5345 and 5355)	
Tape Remover Adhesive	Morrhate Sodium	Dry Ink Toner	
Vacutainer Tubes	Heparin	Drysol	
	Oxygen	Dura Prep	
	Pyloritex Hydration	Ethyl Rubbing Alcohol	
	Sacomanno Solution	Formalin (Formaldehyde)	
	Silver Nitrate	Fuser Lubricant	
	Steris 20 Sterilant	Hydrogen Peroxide	
	Surgilube	Iodine Tincture (benzoin) (prep-swabs)	
	Vacutainer Tubes	Liquid Paper	
		Mercury (b/p cuffs)	
		Monsel Solution	
		Nitrogen, Liquid	
		Nitrous Oxide (30 liter and 10 liter) Oxygen Cylinder	

<u>General Medicine</u>	<u>Infusion/Recovery</u>	<u>Medicine Specialty</u>	<u>Neurosurgery/Neurology</u>
Aero Hospital Alkali Drain Opener	Adhesive tape remover	Ajax Oxygen Bleach Cleaner	Alcohol
AeroRose Hand & Body Shampoo	Chlora Prep	Alcohol Preps and ETOH 70%	Avagard Instant Hand Antiseptic
Airkem A456 N Detergent/Disinfectant	Alcohol	Aquasonic 100 Ultrasound transmission gel	Benzoin
Airkem Soap	Povidone-iodine swab stick	Avagard Hand Antiseptic	Hydrogen Peroxide
Alcohol Preps & Rubbing Alcohol 70%	Bleach	BBL Culture Swabs	Liquid Paper
All Purpose Cleaner	Avagard hand cleanser	Boric Acid	Oxygen Cylinders
Asepti wipes	Cytoxan	Cavi Wipes/Aseptic Wipe II	Surgilube
Antiseptic Triadien	Hydrogen Peroxide 3%	Chloraprep 2%	
Avagard Hand Antiseptic	Methotrexate	Clorox Bleach	
BBL Culture Swab	Orencia (Abatacept)	Ethylene Glycol	
Bleach	Oxygen cylinders	Expo low odor dry erase markers	
ChloraPrep	Remicade	Fisher brand Optical lens cleaner	
Crew-41 Multipurpose restroom cleaner	Rituxan	Hi- Lighter Fluorescent markers	
Dust Free Multipurpose Duster	Surgilube	Hydrogen Peroxide 3%	
Endure Hand Scrub	Vacutainer tubes	Laserjet Q5942 A-X-XC-XD Printer	
Glucose Control Solution	Zoledronic Acid	Liquid Nitrogen	
Hibiclens	98 QC Bath Cleaner	Liquid Paper	
Hydrogen Peroxide 3%	52 QC Cleanser	Mercury	
Instant Hand Sanitizer	31 QC Cleanser	Methotrexate	
Liquid Paper		Monsel	
Lysol Disinfecting Wipes		Oxygen Compressed	
Lysol Spray		Para-Pak Stool Transport 9006	
Mercury (Sphygmomanometer)		POI Lube Jelly	
Oxygen Cylinders		Potassium Hydroxide	
Para-Pak Fixative		Povidone Iodine Swabs	
Povidone-Iodine Swabs		Protocol 10% Buffered Formalin	
Protocol 10% Neutral Buffered Formalin		Remi Culture Media	
Surgilube		Sharpie permanent marker	
Thin prep solution		Sodium Chloride Solution	
Urine Collection Containers (24-hr) with 10 g Boric Acid		Stanford pad inks	
Vacutainer with Solutions		United white board spray	
		Urine Collection Kits	
		Vacutainer Tubes	
		Vacutainers with Solutions	

Oncology – Adult

Acetone
Adhesive Tape Remover
Alcohol
Arsenic Trioxide
Azacitidine (Vidaza)
Avagard Hand Cleanser
Bevacizumab (Avastin)
Bleach
Blenoxane (Bleomycin)
Bortezomib (Velcade)
Campath (Alemtuzumab)
Camptosar
Carboplatin
Carmustine (BICNU)
Cetuximab (Erbix)
Cornoy Solution
Cosmegen (Dactinomycin)
Cytarabine (Cytosar)
Cytosan
Dacarbazine (DTIC)
Daunorubicin
Doxorubicin
Duraprep
Elspar
Flouxuridine (FUDR)
Fludarabine
Fluorouracil (5-FU)
Formaldehyde (Formalin)
Gemzar
Herceptin
Hydrea (Hydroxyuria)

Oncology – Adult cont'd

Hydrogen Peroxide
Hemocult Developer
Ifosphamide
Leustatin
Liquid Paper
Lysodren Tablet
Methochlorethamine
Megace
Megase Oral Suspension
Methotrexate
Mithracin (Pilocamycin)
Mitomycin
Oxaliplatin
Oxygen Cylinders
Pemetrexed (Alimta)
Pentostatin (Nipent)
Platinol
Resolve-Microscope Immersion oil
Rituxan
Silver Nitrate
SP Lens Cleaner (for microscopes)
Streptozocin
Surgilube
Taxol
Taxotere
Thiotepa
Topotecan
Trisenox
Vacutainer Tubes
Vinorelbine Tartrate (Navelbine)
Vepesid (VP-16) (Etoposide)

Oncology – Adult cont'd

Vincristine
Environmental Services Products
All Purpose Cleaner
31 QC Cleanser
52 QC Cleanser
98 QC Cleanser
Endure 400 Scrub-Stat Surgical sSrub
Epivera "E" Liquid Antiseptic Soap
Fresh 101 (room deodorant)
Omega Detergent/Disinfectant
QTTB Cleanser
Vom-it Control
Stainless Steel Cleaner
Super Odor Ban Deodorizers Cleaning Compound
Tilex Soap Scum Remover

<u>Oncology-Surgery</u>	<u>Oncology – Surgery cont'd</u>	<u>Oncology Surgery cont'd</u>	<u>Oncology Surgery cont'd</u> <i>Environmental Service Products</i>
Accu-Check control Solution	Ethyl Alcohol USP 200 Proof	Nail Polish Remover	All Purpose Cleaner
Acetic Acid 0.25%	Flex 80, 95 and 100	Nitrogen Gas	A 456 N Detergent/ Disinfectant
Acetone	Forane (Isoflurane)	Nitrous Oxide	98 QC Bath Cleaner
Adhesive Tape Remover	Formaldehyde (Formalin)	Oxygen	52 QC Cleanser
Alcohol	Formalin 10%, Carson-Millonig	Oxygen cylinders	31 QC Cleanser
Alcohol Preps	Formalin, Concentrated Neurtral Buffered	Phenylephrine HCL Nasal Solution 1%	
Alconox	Foramlin 10% Neurtral Buffered v/v	Pen-Fix	Endure 400 Scrub-stat Surgical Scrub
Argon Gas	Golytely	Pyloritek Hydration Reagent	Epivera "E" Liquid Antiseptic soap
Batteries Alkaline	Hand Sanitizer	Quantimetrix	Omega Detergent/ Disinfectant
Benzene	Hematoxylin 2	Saccomanno Solution	Quick Pak PBC
Benzoin	Hemocult Developer	Silvadene 1%	Stainless Steel Cleaner
Betadine Scrub, Scrub Brush, Solution, Swabs	Hydrogen Peroxide	Silver Nitrate	Super Odor Ban Deodorizers
Bleach	Indigo Carmine	Sodium Nitrate	Cleaning Compound
Bluing Reagent	Ink	Sodium Hypochlorite	Tilex Soap Scum Remover
Castor Oil	Iodine	Spot Endoscopic Marker	Vomit Control
Cat Crap Lens Cleaner	Iodine Lugols	Steris 20	
Chlorahexadine Gluconate (Hibiclens)	Isopropyl Alcohol	Superglue	
Cidex/gluteraldehyde	Isosorb	Surgilube	
Cidex OPA	Klenzyme	T-Spray Ultrasound Disinfectant	
Clarifier 2	Lidocaine Jelly 2%	Toner	
Clear-Rite 3	Lidocaine	Triamcinalone Acetonemide	
Collodian	Liquid Paper	Ultrasound Gel	
Compressed Air	Liqui-Nox	Vacationer Tubes:	
Cornoy Solution	Mastisol	With Heparin	
Defibrillator Gel Cor Gel	Mitchel's Transport Medium	With Serum Separation	
Dermabond	Mercury	With Sodium Citrate	
Detachol	Methylene Blue	With Lithium Heparin	
Duraprep	Mineral Oil	Vaseline Petroleum Jelly	
Emla Cream 4%	Morrhuate Sodium	X-ray Detector Coolant	
Eosin-Y	Mounting Medium		

<u>Oral Surgery</u>	<u>Oral Surgery cont'd</u>	<u>Orthopedics</u>	<u>Otolaryngology (ENT)</u>
Accu-Check Control Solution	Jeltrate	Acetic Acid	Acetone
Acrilustre	Lidocaine	Alcohol	Alcohol
Acrylic Liquid	Liquid Paper	Avagard	Alconox
Acrylic Powder	Lubricating Oil	Benzoin Tincture	Antiseptic Hand Gel
Adhesive Polyether ESPE	Mastisol	Bleach	Betadine
Adhesive Spray Hold	Mercury	Compressed Air	Bleach
Adhesive Tape Remover	Methyl Methacrylate	Hydrogen Peroxide	Botox
Alcohol Isopropyl	Nail Polish Remover	Liquid Paper	Carbon Dioxide Cylinder
Alcote	Nitrous Oxide	Mercury	Cat Crap (Lens Defogger)
Aluwax	Oxygen	Oxygen	Cidex
Asepti-Wipes	Pam Cooling Spray	Povidone Iodine	Compressed Air
Batteries Alkaline	Peridex	Silver Nitrate	Cytology Fixative
Benzoin	Plaster	Surgilube	Formaldehyde
Berry Blast	Primer Multipurpose SB	Vacutainer Tubes	Hebiclens
Betadine Solution	Pumice		Hydrogen Peroxide
Bleach Clorox	Septocaine with EP		Liquid Paper
Boxing Wax	Silver Nitrate		Oxygen Cylinder
Blu-Mousse	Sticky Wax		Phenol
Bupiricaine	Stone		Sani-cloth Plus Germacidal Disinfectant Cloth
Carbocaine	Superglue		Silver Nitrate Sticks
Cement Powder Grip	Surgilube		Surgilube
Coe-Soft Liquid	Toner		Tincture Benzoin
Coe-Soft Powder	Torch Fuel		Trichloroacetic Acid
Composite	Vacutainer Tubes		Vacutainer Tubes
Defibrillator Gel Cor-Gel	w/Heparin		
Disinfectant Spray	w/Serum Separation		
Dry Socket Paste	w/Sodium Citrate		
Etching Gel	w/Lithium Heparin		
Formalin (Pathology Jars)	Vaseline Petroleum Jelly		
Friigi-Dent	Wax Ropes		
Hand Sanitizer	X-ray Processor Fixer		
Hebiclens	X-ray Processor Developer		
Hurricane Spray	X-ray Screen Cleaner		
Hydrogen Peroxide			

<u>Prisoner</u>	<u>Psychiatry</u>	<u>Surgery</u>	<u>Surgery cont'd</u>
Adhesive Tape Remover Pads	Avagard Instant Hand Antiseptic	3-WEA Concentrate	Hydrogen Peroxide
Alcohol - Isopropyl	Iodine Solution and Swabs	A 456 N Detergent	Insulin
Aquasonic Ultrasound Transmission Gel		Accuzyme Ointment	Iodine Solution
Avagard Hand Instant Antiseptic		Acetic Acid	Iodine Swabs
Benzoin Compound		Aconox	Iodosorb Gel
Betadine Solution		Acticoat	Kenalog
Bleach		Adhesive Tape Remover Pads	Lidocaine
Chloraprep One Step Frepp Applicators		Alcohol	Liquid Paper
Colodeveloper		Alcohol - Isopropyl	Mercury
Cytology Fixative		Alcohol Pads	Nitrogen - Liquid
Dermabond Skin Adhesive		Antiseptic Hand Gel	Oxygen Cylinder
Detachol		Aquasonic Ultrasound Transmission Gel	Panafil Ointment
Formulin 10% Buffered Specimen Jars		Atrac-Tain Cream	Pedifix Padiplast
Glucose Control Solution		Avagard Hand Instant Antiseptic	Petrolatum Gauze
Hibiclens		Baby Oil	Pododerm
Hydrogen Peroxide 3%		Bacitracin Ointment	PVC Solvent Cement
Liquid Paper		Benzoin	SAF Gel
Mastisol		Benzoin Compound	Saf-Clens Spray
Oxygen		Berry Blast	Sani Cloth Plus
Petrolatum Gauze		Betadine Solution	Scarlet Red Dressings
Saf-Clens Spray		Bleach	Scotchcast Plus Casting Tape
Sharpie Markers		Chloraprep One Step Frepp Applicators	Sharpie Markers
Surgilube		Cidex	Silvadene Cream 1%
Vacutainer Tubes		Culture Swab-Liquid Amies	Silvasorb Silver Gel
Blue Top		Dermabond Skin Adhesive	Silver Nitrate
Lavender Top		Fluvirin	Silver Nitrate Applicators
Green Top		Formaldehyde	Specialist Extra Fast Plaster Bandage
Diptassium		Formulin 10% Buffered Specimen Jars	Surgilube
EDTA		Fresh 101 Room Deodorant	Tape Remover/Adhesive Remover
Sodium Citrate Buffer Solution		Glucose Control Solution	Tin Benzoin
Xeroform Petroleum Dressing		Hemocult Developer	Ultrasound Gov Plant
		Hibiclens	

Surgery cont'd

Vacutainer Tubes
 Blue Top
 Dipotassium
 EDTA
 Lavender Top
 Sodium Citrate Buffer Solution
 Xenaderm Ointment
 Xeroform Petroleum Dressing

Urology

2-n-1 Perineal /Skin Cleanser
 A 456N Detergent
 Alcohol
 BCG
 Bleach
 Cidex Glutaraldehyde
 Compressed Air
 Formaldehyde
 Hibiclens
 Hydrogen Peroxide
 Iodine Solution and Swabs
 Lupron
 Mastisol
 Prepzyme
 Silver Nitrate
 Steris 20
 Surgilube
 Surgistain
 Transeptic Cleaning Solution

Viral Disease

Acetone
 Alcohol Pads
 Avagard
 Benzoin
 Bleach
 Dura Prep
 Hydrogen Peroxide
 Liquid Nitrogen
 Liquid Paper
 Mercury
 Oxygen Cylinder
 Povidine Iodine
 Silver Nitrate
 Surgilube
 Vacutainer Tubes

Women's Health

101 Cherry Deodorant
 A-456 N Neutral Detergent
 Acetic Acid
 Alcohol
 Alconox
 Avagard Hand Antiseptic
 Benzoin
 Betadine
 Bleach
 Cidex
 Ethylene Glycol
 Formalin
 Hemocult Developer
 Hydrogen Peroxide
 KOH
 Liquid Paper
 Lugols
 Lupron
 Mercury
 Monsel's Solution
 Nitrous Oxide
 Oxygen Cylinder
 Silver Nitrate
 Surgilube
 T-Spray II
 Thin Prep
 Trichloroacetic Acid
 Ultrasound Couplant
 Vacutainer Tubes