GENERAL SAFETY TRAINING

VA PORTLAND Health CARE SYSTEM
RESEARCH AND DEVELOPMENT
SERVICE

Once you have completed all of the sections, there will be
a short test for you to complete.
POLICE AND SECURITY

Introduction

- The VA Police Service is responsible for the protection of patients, visitors and employees, and the protection of property and the maintenance of law and order on VA property.

- Although the VA Police are the primary law enforcement officers on VA property, the Portland Police Department will also provide assistance in responding to crimes or emergencies when requested by the VA police.

- By the end of this section you should know the responsibilities of the VA Police and to know your role in the event of a critical incident.
POLICE AND SECURITY

What We Do

- Respond to emergencies
- Enhance the safety of patients and employees
- Enforce parking regulations
- Assist in crime prevention
- Provide safe escort services
- Emergency door unlock procedures
- Assist with motorists
POLICE AND SECURITY

What Is a Critical Incident?
- A critical incident could be anything out of the ordinary with the potential for violence.
POLICE AND SECURITY

How Would You Respond to a Threat?

- A threat can come in many forms
- Remain calm and try to attract the attention of a coworker
- Speak to the person in a soft voice
- Contact the Police & Security, ext. 51911, as soon as possible
- Do not meet the threat with aggression
POLICE AND SECURITY

How Would You Respond to Violent Behavior?

- Remain calm and try to create a reactionary gap (safe space)
- Contact Police & Security Service, ext. 51911, immediately
- Do not put yourself "In Harm's Way"
- Try to have a calming effect towards the violent individual
POLICE AND SECURITY

What Would You Do if Confronted by an Armed Subject?

- Immediately contact Police & Security Service, ext. 51911, and try to leave the area. It is dictated in policy not to confront an armed individual.
- Try not to attract attention to yourself - and if you cannot leave the area, try to take some form of concealment.
- The sooner the person gets what they want, the sooner they will leave.
POLICE AND SECURITY

**ALWAYS TAKE THE APPROPRIATE MEASURES TO KEEP YOURSELF SAFE**

Think ahead about what you would do in these or any set of circumstances and have a plan.
FIRE SAFETY

Introduction
The following slides will provide the information needed when dealing with a fire emergency. These topics include:

- Review of the R-A-C-E procedure
- How to use a fire extinguisher
Fire Safety

R-A-C-E

There are four basic steps to remember in a fire emergency. The acronym "R-A-C-E" is an easy way to remember them.

- "R" stands for RESCUE

- "R" reminds us that before everything else, you should take care of any person who is unable to leave the area of danger.
Fire Safety

R-A-C-E

- "A" stands for ALARM
- "A" tells us that the next action is to get help by pulling the fire alarm and phoning for help by calling *20
- "C" stands for CONFINE/CONTAIN
- "C" tells us to keep fire and smoke from spreading by closing all doors
FIRE SAFETY

R-A-C-E

Depending on the size of the fire, you must decide whether you can fight the fire with a fire extinguisher or if it is necessary to leave the danger area.

- "E" can stand for EXTINGUISH
- A small fire can be put out, if your exit from the room will not be blocked.
- "E" can also stand for EVACUATE
- Sometimes the best action is to leave building
  *Remember that BOTH "E's" are necessary
Fire Safety

Fire Extinguishers

- Fire extinguishers at VAPORHCS are "ABC" type. This means that they can be used on any kind of fire.

- Fire extinguishers and fire alarm pull boxes are found in corridors throughout VAPORHCS.
FIRE SAFETY

Using a Fire Extinguisher (P.A.S.S.)

- **Pull** the pin
- **Aim** at the base of the fire
- **Squeeze** the handle
- **Sweep** from side to side

*Remember that not all locations have this style of fire extinguisher. The basic mode of operation is the same, but some details may be different.*

*Be sure to locate the fire extinguisher in your work area **before** you need it!*
EMERGENCY PREPAREDNESS

Preparing for an Emergency

The following slides provide a short review of essential information in case of an internal or external disaster.

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EMERGENCY PREPAREDNESS

Where to Find the Plan

The Research Service Emergency Preparedness Plan can be accessed from the Research & Development web page, under Responsibilities of the Principal Investigator:

http://www.portland.va.gov/Research/Committees/index.asp#pi

It is also located in a yellow binder in common areas (break rooms, xerox rooms).
EMERGENCY PREPAREDNESS

What’s in the Plan?

The Plan tells us the following:

- Who is in charge in an emergency. If the usual leader is not available, it tells who should take over the leadership.
- What communication systems should be used
- How an orderly evacuation of the work area should be carried out and where the staff should meet after an evacuation
EMERGENCY PREPAREDNESS

What’s in the Plan?
Specific kinds of emergencies are discussed in the plan:

- Bomb threat
- Earthquake
- Fire
- Hazardous material spills
- Medical emergency
- Radioactive material contamination
- Utility failure such as power outage or water loss
EMERGENCY PREPAREDNESS

Earthquake

The Medical Center is located in a known earthquake hazard area. To prepare before an earthquake hits:

- Secure or move hazardous items that could fall on you during a quake.
- Identify (and keep clear) a safe area in your workplace where you can protect yourself during a quake. Choose a place away from windows, under a desk or other heavy furniture, or in a corridor away from falling hazards.
EMERGENCY PREPAREDNESS

Earthquake (continued)

If a quake hits:

- Stay in your safe area until shaking stops. Be aware that if you run outside during a quake, you may be struck by falling debris.

- After shaking stops, rescue yourself and others, if possible. Evacuate building and move to a clear area.

- Do not re-enter building unless given an “all safe” signal.
WHERE TO GO WHEN YOU ARE INJURED

- For **any** life-threatening emergency, work-related or not: All employees (WOC and VA-paid) should go directly to the VA Emergency Department (ED) to receive stabilizing care. If medical transport is required, dial *22.

- Note that bloodborne pathogen exposure is considered an emergency requiring immediate stabilizing care. All employees should go directly to VA Employee Health for treatment during the day, or to the VA ED after hours.
WHERE TO GO WHEN YOU ARE INJURED

For urgent needs that are not life-threatening:

- All employees (WOC or VA-paid) may go to an urgent care facility, a non-VA ED (e.g., OHSU), or may be seen by their own provider.

- If any employee wishes to visit VA Employee Health first, nurses there will triage the injury and provide basic first aid. If further care is necessary, they may then escort the employee to an emergency room.

- If the injury is work-related, VA Employee Health can also offer any employee two free visits to the third-party employee health provider, Concentra.
Employee Health: Contact Information

- Employee Health is located in Building 101, Room 127.

- Business hours are 7:30 am to 4:00 pm on regular work days.

- The VA Emergency Department is located at the main entrance of Building 100.

- Remember, all employees should go to the ED after hours for treatment of bloodborne pathogen exposure. (During regular work hours, go to VA Employee Health.)
Employee Health

Vaccinations and Tests

The following are provided to both VA-paid and WOC employees by Employee Health:

- Flu Shots
- Immunization and titers for Hepatitis B virus
- Quantiferon Gold Tb test upon hire and if exposed
- Immunization and titers for Measles, Mumps, Rubella and Varicella
- Tetanus, diptheria, and pertussis (Tdap) immunization
Introduction

All employees in a healthcare setting need to understand basic principles of infection control. The topics covered in this section are:

- Bloodborne Pathogen Exposure Control
- Employee Vaccinations
- Tuberculosis (TB) Review
- Biocontainment of Biological and Biohazardous Wastes
Bloodborne Pathogens

Research staff are at risk for occupational exposure to bloodborne pathogens through contact with blood or body fluids. Common bloodborne pathogens are:

- Hepatitis B virus (HBV)
- Hepatitis C virus (HCV)
- Human Immunodeficiency Virus (HIV)

The VA population has a higher incidence of Hepatitis B and C than the general population so this risk is very real. The VAPORHCS also provides care for a significant proportion of Oregon's HIV population.
Exposure Can Happen
Exposures can occur when least expected with blood or other potentially infectious material by:

- Accidental injuries with needles (needle sticks) or sharps
- Cuts or skin abrasions
- Contact with mucous membranes of eyes, mouth, or nose
- Touching a contaminated surface and then touching open skin, mouth, eyes, or nose
Infection Control

Reduce Your Risk of Infection:
Observe Standard Precautions at ALL times

- Assume all blood and body fluids are infectious.
- Wear gloves, gowns/lab coats, and masks whenever working with blood and body fluids.
- Wash your hands immediately if they become contaminated with blood or body fluids. Practice Routine Handwashing for 10-15 seconds after glove removal.
- Take the appropriate precautions to prevent injury when disposing of used needles or sharps
INFECTION CONTROL

Engineering and Work Practice Controls

- Immediately after use, dispose of any needles or "sharps" into approved sharps container without recapping, breaking, shearing, or manipulating
- Sharps containers are to be discarded by Facilities Management Service when near the fill line.
- Never place hands in sharps box
- Use mechanical means to pick up broken glass
Infection Control

Employee Vaccinations

- The Hepatitis B vaccine is recommended for all employees
- The Hepatitis B vaccine is safe
- Contact Employee Health to get your Hepatitis B vaccine or titer
INFECTION CONTROL

If Exposed:

- **Puncture Wound:**
  - Immediately wash area with soap and water.
  - Cover wound with sterile dressing and seek care.

- **Eye/Mucous Membrane Splash:**
  - Immediately rinse/flush area with water for several minutes, then seek care.

*Seek care within two hours at either Employee Health or, after hours, at the VA Emergency Department. Report ALL exposures to your supervisor.*
**Tuberculosis (TB) Review**

TB is a disease that is spread person to person through the air. The symptoms may include all or some of the following:

- Feeling sick, lethargic
- Cough, sometimes with blood
- Poor appetite
- Weight loss
- Night sweats
- Fever


**INFECTION CONTROL**

TB Diagnosis

The Quantiferon Gold TB test is the first step. A positive TB test means that the person has been exposed to TB in the past.

- All new employees are required to get a TB test when hired to determine if they have ever been exposed to TB
- Employees working in high-risk areas or who have been exposed must get a TB test once a year
- Visit Employee Health to receive information about TB tests
Infection Control

Biocontainment of Biological and Biohazardous Wastes

The Universal Biohazard Sign:

- Personnel should recognize this sign and know what it means
- The sign should be present on shipping containers and hazardous waste containers containing biological materials and wastes (biological waste also may be indicated by red bags or containers)
INFECTION CONTROL

Transport of Biological Specimens

- Transport of hazardous biological materials between labs or buildings requires use of secure packaging within a secondary, non-breakable container.

- In the event of any spill of hazardous biological materials:
  - **Quarantine** the area from additional personnel traffic
  - **Clean up** the spill using an appropriate disinfectant and discard cleaning materials as biohazardous waste.
  - **If assistance is required**, call *20.

Never, never, never walk away from a solid or liquid spill, either hazardous or non-hazardous, in any research or non-research area!
**CHEMICAL SAFETY**

**Introduction**

Chemical safety depends on the basic knowledge and understanding of hazardous chemical reagents and materials located in your work area. This section on basic chemical safety will cover the following:

- Chemical Hygiene Plan
- Personal Protective Equipment (PPE)
- Hazardous Materials/Health Hazards
- Labeling
- Material Safety Data Sheets (MSDS)
- Spill Response
- Chemical Disposal
CHEMICAL SAFETY

Chemical Hygiene Plan

- OSHA (Occupational Safety and Health Administration) requires each lab to have a chemical hygiene plan for the safety and health of employees.
- Each research group is required to have a copy of this plan in their laboratory.
- The chemical hygiene plan covers lab safety requirements such as chemical safety and storage, employee exposure and personal protective equipment (PPE).
CHEMICAL SAFETY

Personal Protective Equipment (PPE)

Due to the hazards of working in a laboratory, OSHA requires certain PPE be worn. Examples include:

- Lab coat. No open-toed shoes.
- Liquid nitrogen: face shield, cryogenic gloves
- Formalin: butyl or nitrile gloves (no latex)
- Sonicator: ear protection

For PPE questions or to request an assessment, please call a Safety/Employee Health Specialist at Ext. 55241.
CHEMICAL SAFETY

Use of earbud/headphone audio devices in the lab

Lab workers who use audio devices with earbuds or headphones should conduct a risk assessment before using these devices while working. Consider the following points when determining whether or not the use of these devices is safe for a particular situation:

- The health and safety of the wearer and others in the area must not be compromised. If your situational awareness is reduced to the point that you cannot hear fire alarms, calls for help, etc., then these devices should not be used. Also, they should not be used if you are transporting hazardous substances from one location to another, as collisions at corners or in doorways becomes more likely if hearing is impaired.
CHEMICAL SAFETY

Use of earbud/headphone audio devices in the lab, cont’d

- Consider using a single ear piece, as this will help maintain awareness of what is happening around you.

- Be aware that devices that fit inside the ear (e.g., ear buds) have the potential to transfer harmful substances to the ear canal. When working with potentially infectious or toxic substances, wearers should consider using a headphone that sits flat outside the ear. Ear buds and headphones should not be repeatedly touched or adjusted, as there is a risk of contamination from hazardous substances.

- Be aware of dangling cords when using hazardous substances, or when working with open tubes. Entangled cords could cause a spill. Consider using wireless devices.
**Chemical Safety**

**What are Hazardous Materials?**

- Liquid or solid materials that represent health hazards upon direct or indirect contact. These include poisons or toxic fumes that may irritate or damage the skin, eyes, lungs or other tissues and organs.

- Hazardous materials can also include physical hazards that are flammable or combustible, explosive, unstable or can oxidize or react with water.

- Certain compressed gasses can also be defined as health and/or physical hazards.
CHEMICAL SAFETY

Health Hazards

Health hazards can harm a person by:
- Irritation or burning (e.g., to skin, eyes, or lungs)
- Acting as a poison
- Acting as a carcinogen (inducing or causing cancer)
- Causing an allergic reaction

Toxic materials can enter the body by:
- Absorption through the skin or mucous membranes
- Inhalation
- Ingestion (eating or drinking)

NOTE: No eating or drinking is permitted in the laboratory!
CHEMICAL SAFETY

Labeling

Proper labeling represents the safest way to identify hazardous materials. All chemical containers should have labels that show:

- The name of the chemical
- Identification about the hazard (e.g., toxic, irritant)

If chemical reagents and materials are transferred to another container, this secondary container must be labeled with the same information.
CHEMICAL SAFETY

MSDS Sheets

MSDS is an acronym that stands for Material Safety Data Sheet. The MSDS describes the hazards associated with every chemical reagent or material. The information on these sheets includes:

- Hazards associated with the product
- Safety precautions, including:
  - proper and safe use
  - proper storage
  - proper disposal
CHEMICAL SAFETY

MSDS (continued)

- MSDS for chemicals and products used in your work area should be available for review by all personnel.

- These sheets are maintained by each lab online using the Safetec MSDS Management System. Call Ext. 55241 for access and instructions on how to use the database.

- Be sure you know how to access the MSDS sheets, as you may need to consult these in emergency situations.
CHEMICAL SAFETY

If there is a significant Hazardous Materials spill…

R.I.N.S.E.!!

- **Rescue**
  Provide assistance to individuals in trouble

- **Incident Command**
  Take control of the incident

- **Notify**
  Contact the Energy Center (*20) and the Laboratory Director

- **Suppress/Confine**
  Prevent additional spread of the hazardous material (spill kits are available in every hallway to assist with suppression)

- **Evacuate**
  Notify personnel in the laboratory and adjoining areas
CHEMICAL SAFETY

Hazardous Material Spills

Employees should not attempt to clean up hazardous material spills themselves unless the spill is very small (a few milliliters of liquid or a few grams of solid), the material is not extremely hazardous, and the employee has been trained in proper cleanup procedures, including PPE to use.

All other hazardous material spills should be reported to the Energy Center at *20.

Any necessary assistance for NON-hazardous spills should be directed to housekeeping.
CHEMICAL SAFETY

Chemical Disposal

It is VA policy not to put waste chemicals down the drain. There are exceptions, but these must be approved by regulators and Industrial Hygiene.

If you have chemicals that need disposal, please call Safety (x51722) for pick up.
RADIATION SAFETY

Introduction

The following information is for personnel who do not use or supervise the use of radioactive materials, but who may work in or have access to areas in which radioactive material is used or stored.
Where Radioactive Materials Are Stored

There are three areas in the Medical Center in which radioactive material is used or stored:

1. The Nuclear Medicine Clinic on the second floor of the main hospital (Bldg. 100)
2. The Research labs - Each lab that uses radioactive material has the radiation symbol on its door
3. A storage module in back of the loading dock behind Bldg. 100 where the Radiation Safety Officer (RSO) stores low level radioactive waste
Radiation Safety

Symbol

The presence of radioactive material is indicated by this sign:

![Radiation symbol]

On a door, the sign indicates the presence of radioactive material in the room; on a sink, it means radioactive material is disposed down that sink; on a refrigerator, it means there is radioactive material stored in that refrigerator; on a container, it means there is radioactive material in that container; on a hood, it means radioactive material is used in that hood.
RADIATION SAFETY

Security of Radioactive Material

- Radioactive material is to be secure (locked up) or "in attendance" at all times. "In attendance" in an unsecured area means that if the door is not locked, someone must be able to observe people going into that room, and an unoccupied room can be left open for up to one minute only.

- In the secured research areas such rooms may be left unattended for several minutes; but if you are going to be gone longer than 20 minutes, you should lock the room.
Security of Radioactive Material (cont.)

If suspicious activity is noted in or around any room posted as using radioactive material, do the following:

First, for your personal safety:

- **Avoid** confrontation with the person and immediately leave the area if the person makes threats or appears to have any potential for violence.

- **Do not attempt** to restrain or use physical force to detain the person.

- **Comply** with demands by the person for access to the room, if the person uses coercion or threats of violence.

- **Do not follow** the person, if the person leaves the area.
Radiation Safety

Security of Radioactive Material (cont.)

After you are comfortable about your personal safety:

- Ask the unauthorized person to identify himself or herself and state their purpose for being in the area.
- Contact the VA Police Service (x51911), ACOS/Research, and/or Radiation Safety Officer (RSO) for assistance.
- Note identifying information such as height, weight, sex, and clothing about the unauthorized person for later report to the VA Police Service.
- Maintain constant visual surveillance of the unauthorized person, if the person remains in the area.
- Assist the VA Police Service, ACOS/Research, and/or RSO who respond.
Eating and Drinking Policy

There is to be no eating or drinking in areas where radioactive material is used or stored. If there is a separate office adjacent to a lab, this is okay. However, if it is a space within an open lab, eating and drinking is not allowed.
**Radiation Safety**

**Discarding Radioactive Material**

- No material or containers labeled with the radiation symbol are to be discarded in the regular trash
  - Packages, containers, and other receptacles, with a radiation symbol label are to be surveyed (physically and with a meter) to insure they contain no radioactivity
  - The label then must be removed and defaced prior to disposal

- FMS employees are not to empty waste cans or pick up bags or boxes labeled with the radiation symbol on them
RADIATION SAFETY

Receipt of Radioactive Packages

- All radioactive material, whether for use by research or nuclear medicine, is to be delivered to the Nuclear Medicine Clinic, Bldg. 100, room 2D159. If you receive such a package during normal duty hours, call the RSO.

- After normal duty hours and on weekend and holidays, call the Energy Center at *20 and have the RSO paged or called.

- In either circumstance, you must insure that the package is secured.
**Radiation Safety**

**Potentially Contaminated Equipment**

The following steps are to be used to turn in equipment and items which may contain radioactive sources, or may be contaminated with radioactive material:

- All such equipment and items must be pre-approved for release by the RSO (such equipment or items are suspect either by their use or by the presence of a radiation symbol).

- Personnel assigned to these equipment or items are responsible for informing the RSO, and personnel in L&MM-warehouse will also review the items prior to pick up.
RADIATION SAFETY

Contact Information

- For questions about radiation safety, you are to contact the Radiation Safety Officer at x54483 or pager *41-2745

- For emergencies that occur after hours and on weekends and holidays, call the Energy Center at *20 and have the RSO called or paged.
You have now completed the General Safety training.

Click here to take the Post-Test