

Safety Issues

Annual Update



Created June 2011

Who is responsible for safety?

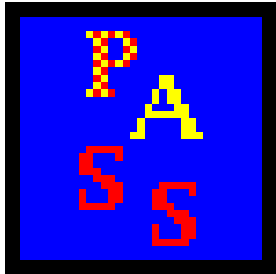
Everyone!!

- *Keeping our workplace safe takes input from everyone!*
- *Recognize hazards and report these hazards to supervisor!*
- *If you have ideas for improving the safety of your job or that of co-workers, please share them!*



Did you know that Allegany Arc has a Safety Committee? The Safety Committee is responsible to ensure that all safety policies and procedures are followed throughout the agency as well as examining any safety issues that may arise. It's a great group to get involved with! If you are interested in becoming an active member of the group or have questions regarding the Committee, contact your supervisor/manager for details.

How to Use a Fire Extinguisher



It's easy to remember how to use a fire extinguisher if you remember the acronym PASS:

- Pull
- Aim
- Squeeze
- Sweep



Things to know about fire safety:

Fire Evacuation Plan: Every time the fire alarm goes off there will be a safe and speedy evacuation of the premises by all people. Our policy defines the frequency and conditions under which fire drills must be conducted, evacuation route postings, and defines the roles of staff working at the site when the alarm sounds.

Site specific evacuation plans tell you who might:

Resist or refuse to evacuate.

Attempt to re-enter the house or building.

Be difficult to arouse from sleep.

Have difficulty due to age or frailty.

Bloodborne Pathogens: Preventing Disease Transmission

- Hiv/Aids
- Hepatitis
- TB – Mycobacterium Tuberculosis
- Hand Washing

HIV and AIDS

HIV and AIDS are related, but separate diagnoses. HIV stands for Human Immunodeficiency Virus. HIV is a germ that can disable your body's ability to fight infection and other serious illnesses. A person is at risk of 'catching' HIV when blood or mucous membranes come in contact with blood infected with the HIV 'germ'.

The most common ways that people could come in contact with HIV infected blood include during unprotected sex, or when drug users share needles. Health care workers have the risk of needle stick exposure too. HIV is most often spread through contact with blood from an infected person through a break in the skin or mucous membrane of a second person.

The risk of catching HIV is managed by teaching people about it and how it can be easily avoided. Barriers are used to decrease the spread of HIV and other, less scary germs. Barriers include condoms, health care worker gloves and ensuring prompt clean-up of any body fluids.

HEPATITIS

Hepatitis is an illness that affects the liver.

- TYPE A = **Viral Hepatitis** – Acute/short lasting, spreads like the common cold. Also can be spread by contaminated shellfish.
- TYPE B = **Serum Hepatitis** – Often occurs without visible signs or symptoms. Spread through blood-to-blood contact, found in semen, vaginal secretions and saliva, as well as blood. Sometimes called HBV for short.

How Hepatitis B Spreads: Blood from a “carrier” of Hep. B or a person with active Hep. B comes in contact with blood from another person through a break in the skin or mucous membrane.

Symptoms: Headache, fever, loss of appetite, nausea/vomiting, abdominal tenderness/pain over the liver, backache, jaundice.

Prevention: Universal precautions, good housekeeping measures, vaccination, knowledge.

There is a vaccination for Hepatitis B – See policy in Exposure Control book!

HEPATITIS C

- **Hepatitis C** is a disease characterized by inflammation of the liver, usually producing swelling, and in many cases, permanent damage to liver tissues. Eventually the virus will scar an infected person's liver. This scarring puts a person at high risk for jaundice and liver cancer.
- **Symptoms of Hepatitis C** - Flu-like, headaches, nausea, exhaustion, sore throat, loss of appetite, weight loss, and abdominal pain.
- **How is Hepatitis C Spread?** It is spread through blood to blood contact. This can happen through the birth process, sharing needles (including drug use, tattoos, and body piercing), sharing razor blades or toothbrushes, one person's blood coming into contact with open cuts on another person.
- **There is no vaccination for Hepatitis C.....good personal health and minimizing risk of contact with infected blood is good prevention. When on the job, use the personal protective equipment provided to you. Glove up !**

Hand Washing

- ***Hand washing is the most important personal hygiene practice you can do to prevent infection or illnesses from spreading !***
- ***Wear personal protective equipment (PPE). Glove your hands whenever you could come into contact with blood or body fluids. PPE is provided and accessible throughout our facilities!***
- ***Wash your hands as soon as you de-glove.***
- ***If warm water and soap are not immediately available, use alcohol hand sanitizer as a substitute, but wash as soon as you are able.***

TB – Mycobacterium Tuberculosis

TB is a bacteria that initially settles in the lungs. **TB** bacteria can become active and grow if a person's immune system can't resist them. The **active TB** bacteria can multiply and spread through the blood to other parts of the body, such as the kidneys, spine, and brain. Most often, TB is detected very early and is successfully treated.

- *How TB is Spread*: Easily transmitted, travels from person to person, found in the air.
- A person who has TB disease is most likely to spread the disease to those with whom he or she has daily contact – such as family, friends, and even co-workers.
- *Prevention* – Simple skin testing (PPD) – Follow up if PPD is positive. This doesn't mean you have a disease, it could mean you have been exposed to someone who does.
- *Symptoms*: A cough that last over 2 weeks, chest pain when breathing or coughing, coughing up phlegm with blood, weight loss, fatigue, fever, chills, and night sweats.

See TB Policy in the Exposure Control Plan Book located at the Right To Know Center!!

Right To Know Center

- Exposure Control Plan (ECP):
 - Safety Policies
 - Universal Precautions
- Employee Right to Know
 - Material Safety Data Sheets (MSDS)
- Disaster Plan
- First Aid Kit
 - Infectious Control Kit & Personnel Protective Equipment





Exposure Control Plan



- ❑ ***The Exposure Control Plan*** is a set of guidelines that contains information regarding work practice controls, personal protective equipment, Hepatitis vaccination and proper housekeeping procedures. OSHA requires our agency to implement this Plan.
- ❑ ***Personal Protective Equipment:*** Resuscitation masks, gloves, gowns, eye protection, and face shields are examples.
- ❑ ***Universal Precautions*** is an infection control method which requires employees to assume that all human blood and specified human body fluids are infectious for HIV, HBV and other pathogens.

- ❑ ***See all policies that pertain to Safety and Exposure Control – they're located in the Right to Know Center at your site!***

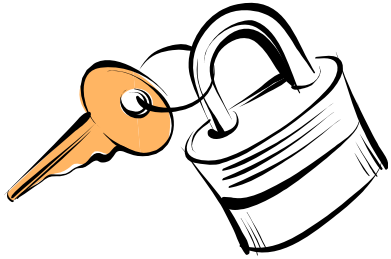
MSDS (Material Safety Data Sheets)

- ***ANY PRODUCT DEEMED HAZARDOUS BY THE OSHA HAZARD COMMUNICATION STANDARD MUST HAVE A MSDS!!***

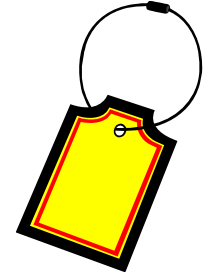


- ✓ Material Safety Data Sheets are located at your Right To Know Center. Everyone has access to this information.
- ✓ If the manufacturer does not automatically send an MSDS upon purchase of a chemical, you must attempt to acquire one or notify your supervisor!
- ✓ Any hazardous chemical at your site must have a MSDS!
- ✓ Your supervisor has shown you how to read a MSDS so you will know what information is available to you about the chemicals you use at work.
- ✓ You have the right to know about workplace hazards !





Lockout/Tagout



- A procedure that is used to ensure that broken or out of service equipment is isolated from power sources. This prevents us from inadvertently using broken equipment that could cause us injury.
- The maintenance department are the only people who can Lockout/Tagout equipment.

Never hesitate to call someone to repair or lockout a piece of equipment that you know is broken !

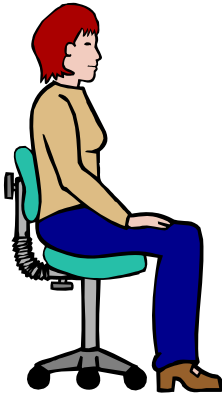
- ***Policy in Exposure Control Plan Book***



Slips, Trips, & Falls



- Slips, Trips, & Falls are one of the leading causes of accidents in the workplace.
- ***Causes for workplace slips, trips, and falls include:***
 - ✓ A lack of safety awareness, unsafe conditions, unsafe behaviors.
- ***Workplace Hazards:***
 - ✓ Wet surfaces, uneven surfaces, poor lighting, bad weather, wrong tools for the job, poor housekeeping, not enough time (being in a hurry).
- ***Ways to increase awareness & help reduce risks:***
 - ✓ Staying alert & aware of your surroundings, getting plenty of rest, managing stress, taking appropriate work breaks.



Ergonomics

- ***Ergonomics*** is improving the fit between the body and an activity.
- ***Musculoskeletal disorders*** are injuries often associated with repetitive strain or damage to muscles, tendons, nerves, and joints.
- ***Musculoskeletal Disorders include:***
 - ✓ Swelling, Aching, Tingling, Numbness

Risks Factors: Poor posture, Repetition, Environment, Force (pressure or strain on the body), Duration (length of time you are exposed to risk), Recovery time (amount of time the body needs to rest after doing a repetitive task).

Reducing the Risk of Injury: Organize your work area! Use good posture! Pick the right tools to work with! Prepare for the environment!

Back Injury Prevention

Causes of Back Injury:

- Poor Body Mechanics
- Weak and Fatigued Muscles
- Extra Weight
- Improper Footwear
- Lack of Exercise
- Poor Posture



Reduce Risk by maintaining good posture which means that you are sitting or standing up straight with your shoulders centered over your hips, giving your spine the support it needs.

Back Injury Prevention Tips:

- Stay healthy & maintain the best possible mental & physical condition.
- Exercise to strengthen and stretch back muscles.
- Practice good posture.
- Exercise and maintain appropriate weight.
- Use proper lifting technique: Bend at the knees and maintain the natural curves of the spine.

Next Steps!

1. Review fire evacuation plan/fire drill procedures for your site.
2. Review the information in the ***Right to Know Center***. (Exposure Control Plan, Safety Policies, Universal Precautions, and MSDS)
3. Return to the Employee page and complete your quiz.

~End of slide show