

YAKIMA NEIGHBORHOOD HEALTH SERVICES

Department-Specific Safety Instruction

Purpose:

To provide newly hired employees training on department specific safety issues.

Procedure:

Each department will include in training orientation for newly hired individuals a list of safety instruction that is individualized for that department. Items in each department should include:

Medical/Dental Reception:

- Code Blue Responsibilities
- Ergonomics
- Evacuation plan
- Fire extinguisher locations
- Hazardous chemical training
- Panic/False Alarm information
- Patient safety (maintaining an exit, Code 99)
- Pull station locations
- Threatening call report
- Violence in the Workplace Prevention training

Medical

- Code Blue Responsibilities
- Ergonomics
- Evacuation plan
- Fire extinguisher locations
- Hazardous chemical training
- Infection control
- Panic Lever locations
- Patient safety (maintaining an exit, Code 99)
- Pull station locations

Dental

- Code Blue Responsibilities
- Ergonomics
- Evacuation plan
- Fire extinguisher locations
- Hazardous chemical training
- Infection control
- Panic Lever locations
- Patient safety (maintaining an exit, Code 99)
- Pull station locations

Accounting/Billing/HCI

- Code Blue Responsibilities
- Ergonomics
- Evacuation plan (to include basement exit as appropriate)
- Fire extinguisher locations

Excerpted from Safety and Emergency Management Manual

Hazardous chemical training
Panic Lever locations
Panic/False Alarm information
Patient safety (maintaining an exit, Code 99)
Pull station locations
Threatening call report
Violence in the Workplace Prevention training

MSS/WIC

Code Blue Responsibilities
Ergonomics
Evacuation plan
Fire extinguisher locations
Hazardous chemical training
Home visitor safety
Infection control plan
Panic Lever locations
Patient safety (maintaining an exit, Code 99)
Pull station locations
Violence in the Workplace Prevention training (reception)

Housekeeping/Facility Assistant

Bloodborne pathogen training
Code Blue Responsibilities
Equipment specific training
Hazardous chemical training
Location of Spill Kits
Ergonomics
Violence in the Workplace Prevention training

Pharmacy

Code Blue Responsibilities
Ergonomics
Evacuation plan
Fire extinguisher locations
Hazardous chemical training
Panic Lever locations
Patient safety
Violence in the Workplace Prevention training
Pull station locations
Threatening call report

Outreach

Home visitor safety
Ergonomics
Evacuation plan
Fire extinguisher locations
Hazardous chemical training

Infection control plan
Panic Lever locations
Patient safety (maintaining an exit, Code 99)
Pull station locations
Violence in the Workplace Prevention training (reception)
Vehicle maintenance and use

Behavioral Health

Code Blue Responsibilities
Ergonomics
Evacuation Plan
Fire extinguisher locations
Hazardous chemical training
Home visitor safety
Infection control plan
Panic Lever locations
Patient safety (maintaining an exit, Code 99)
Pull station locations
Violence in the Workplace Prevention training (reception)
Vehicle maintenance and use

Procedure And Safety Review

Employees should participate in Procedure and Safety Review during the first month of employment, and annually thereafter. (See Appendix W: PROCEDURE AND SAFETY REVIEW OUTLINE for a list of topics)