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# Hospital Safety Trainer Toolbox

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Chapter 1

# Emergency Planning

## Introduction

Emergency Planning and Fire Safety are some of the most important parts of safety management—keeping healthcare staff and patients safe *no matter what happens!*

Obviously, the starting point for this—as it is for most subjects—is to list all the possible emergencies that could befall your facility. Several of our checklists deal with this aspect of emergency planning—fire, weather emergencies, hazardous substances, and workplace violence. Others deal more specifically with proper planning for response. These subjects include evacuation plans, exit routes, and portable fire extinguishers.

## Emergency Planning Must Be Systematic

OSHA's Safety and Health Guidelines advise employers to establish a safety and health program that includes "the systematic identification, evaluation, and prevention or control of workplace hazards which may arise from foreseeable conditions." In commenting on the recommendations, the agency stresses that all of these provisions be "systematic."

The alternative is a random approach, which increases the possibility that you won't recognize potential hazards, your preventive measures will fail, and your response will be slow and insufficient.

If you're trying to update or overhaul your facility's emergency management programs, you may be unsure how to begin. One helpful way is to think of emergency planning as a process that develops depth as it goes along.

- **Self-audits** can provide you with a systematic way to make sure you are in compliance.
- **Hazard identification** serves as a proactive approach to make sure you've provided for all threats to staff and patients' safety and health, whether covered by specific regulations or not.
- **Job hazard analysis** is the most detailed approach of all. As the term implies, this is a systematic way of looking at every aspect of every job to make sure staff are protected from even inconspicuous hazards.

## Emergency Planning Must Be Ongoing

Some of the hazards that you are planning for, like weather emergencies, will probably not change much from year to year. Others, like fire or hazardous substances, will well change as your facility evolves.

Similarly, additions or modifications to your campus may make your evacuation plans obsolete. It's imperative that you schedule an annual review of your plans, or more frequently if necessary.

## Emergency Response Plans Must Be Tested

Effective emergency response requires commitment by leadership and a policy or purpose statement that supports that commitment. Hazards should be evaluated, roles assigned, and coordination with community responders and local agencies undertaken.

Once your emergency response plan is prepared, a mock drill is the best way to test its usefulness. Experts recommend that the drill be as lifelike as possible. The results of the drill should be measured against established criteria and objectives to determine what areas need improvement. The drill should cover:

- Chain of command
- Emergency communications
- Evacuation procedures
- Designated meeting places for emergencies
- Coordination with other facilities, emergency services, and community organizations

Work closely with community emergency response providers—they may be able to participate in your drill and help you assess its effectiveness.

If the worst case scenario were to become a reality, you'll be glad you did.

Overview

# Safety Issue:

**Planning for every type of emergency that could strike your hospital or clinic is a critical piece of safety management.**

It's common sense that the best way to prepare for emergencies is to prevent them from happening in the first place. But if there is an accident or emergency, pre-planning and training are crucial to prevent a bad situation from getting worse.

## Legal Issues

**OSHA regulations:** 29 CFR 1910.33–.39; 1910.119; .1910.120, 1910.165; and 1910.1200.

**Comments:** OSHA requires companies to be equipped and prepared for various kinds of emergencies. Subpart E, 1910.33-.39 covers Exit Routes, Emergency Action Plans, and Fire Prevention Plans and 1910.165 covers Employee Alarm Systems. 1910.119 (Process Safety Management and Emergency Response), 1910.120 (Hazardous Waste Operation) and 1910.1200 (Hazard Communication) all deal with hazardous materials and the training and information necessary to provide a safe workplace to employees who work with hazardous substances.

## Management Issues

Preliminary tasks in preparing for emergencies should include:

- ✔ Identifying the types of emergencies your facility is most likely to experience
- ✔ Familiarizing yourself with all applicable regulations
- ✔ Formalizing assignments for all individuals, including—
  - The person detecting the emergency
  - Sounding the alarm
  - Reporting the emergency
  - First response team
  - All other employees
  - Visitors on the premises
- ✔ Arrangements with local emergency and medical services
- ✔ Setting evacuation procedures
- ✔ Establishing communication systems

## Training Issues

When it comes to preparedness, your goal is to make sure employees' response to an emergency is as close as possible to second nature.

1. **Dispense information.** Be sure to cover:

✔ Types of possible emergencies (fires, explosions, chemical spills or releases, etc.)

✔ Specialized emergency roles and training:

- ❏ What the facility's response team does
- ❏ Facility training in—
  - extinguishing fires
  - first aid and CPR
  - shutdown and evacuation
  - emergency rescue operations

✔ Basic procedures:

- ❏ Sounding the alarm
- ❏ Names and numbers of people to contact
- ❏ Importance of clearing the way for those trained to respond
- ❏ Evacuating procedures and map
- ❏ Designated place to assemble

2. **Conduct drills and practices.** The central point for all employees to understand is their role in an emergency. For most, that means sounding the alarm, clearing the way for those trained and equipped to handle the emergency, and evacuating the area according to instructions. Regular practice drills will prevent panic reactions that can escalate the emergency.

## Take Action

The checklist on the next page is a convenient way to provide employees with the essential information they need.

**Date:** _____

**Work area:** _____

**Inspected by:** _____



## EMERGENCY PREPAREDNESS [29 CFR 1910.38; .165; .1200]

### ✔ ALARM SYSTEMS:

29 CFR 1910.38; .165

- ❏ Is there an established employee alarm system? [.38(d)]
- ❏ Is there a distinctive sound for each alarm purpose? [.38(d)]
- ❏ Is the employee alarm easily identified over workplace noise and light levels? [.165(b)(2)]
- ❏ Is the alarm distinctive enough so that employees will easily recognize it as a signal to evacuate the area or perform critical functions under the emergency action plan? [.165(b)(3)]
- ❏ Have you explained to each employee the preferred method of reporting emergencies (such as manual pull box alarms, public address systems, radio, or telephones)? [.165(b)(4)]
- ❏ Are emergency numbers posted near telephones, employee notice boards, etc.? [.165(b)(4)]
- ❏ Are employee alarm systems maintained in operating condition except when undergoing repairs or maintenance? [.165(d)(1)]
- ❏ Is a test of every non-supervised employee alarm conducted every two months? [.165(d)(2)]
- ❏ Are supervised alarms tested at least annually? [.165(d)(4)]
- ❏ Are any manually operated actuation devices used in conjunction with alarms unobstructed, conspicuous, and easily accessible? [.165(e)]

### ✔ EMPLOYEE COMMUNICATION AND TRAINING:

29 CFR 1910.38; .1200(h)

- ❏ Have a number of employees been designated and trained to assist in emergency evacuation procedures? [.38(e)]
- ❏ Do you review the plan with each affected employee when the plan is developed, whenever the employee's responsibilities change, or when the plan itself is changed? [.38(f)(1)(2)(3)]
- ❏ Are employees provided with information and training on hazardous chemicals in their work areas at the time of assignment, as well as whenever a new chemical hazard is introduced into the work area? [.1200(h)(1)]
- ❏ Is chemical-specific information always available through labels and SDSs? [.1200(h)(1)]
- ❏ Are employees informed of OSHA requirements regarding HazCom training? [.1200(h)(2)(i)]
- ❏ Are employees informed of any hazardous chemicals present in their work area? [.1200(h)(2)(ii)]
- ❏ Do employees know where to find the written hazard communication program, including required lists of hazardous chemicals and SDSs? [.1200(h)(2)(iii)]
- ❏ Are employees trained in methods to detect the presence or release of hazardous chemicals in the work area? [.1200(h)(3)(i)]

- ❏ Do employees know the physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area? [.1200(h)(3)(ii)]
- ❏ Are employees aware of the ways they can protect themselves from these hazards, including appropriate work practices, emergency procedures, and use of PPE? [.1200(h)(3)(iii)]
- ❏ Have employees been instructed in the details of the hazard communication program developed by the employer, including an explanation of the labels received on shipped containers and the workplace labeling system used by their employer and SDSs, including the order of information? [.1200(h)(3)(iv)]
- ❏ Do employees know how to obtain and use the appropriate hazard information? [.1200(h)(3)(iv)]

✔ **EMERGENCY ACTION PLANS:**
29 CFR 1910.38

- ❏ Do you have an emergency plan if required by an OSHA standard? [(a)]
- ❏ Is it in writing, kept in the workplace, and available to employees for review? [(b)]
- ❏ Does it include procedures for reporting a fire or other emergency? [(c)(1)]
- ❏ Does it include procedures for emergency evacuation, including type of evacuation and exit route assignments? [(c)(2)]
- ❏ Does it include procedures to be followed by employees who remain to operate critical plant operations before they evacuate? [(c)(3)]
- ❏ Does it include procedures to account for all employees after evacuation? [(c)(4)]
- ❏ Does it include procedures to be followed by employees performing rescue and medical duties? [(c)(5)]
- ❏ Does it include the name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan? [(c)(6)]

Corrective Action Completed (date): _____

Supervisor: _____

Routed to: _____

_____

_____

Checklist

# Disaster Planning—Supervisor's Checklist

| | YES | NO |
|---|---|---|
| ♦ Are your employees familiar with your halthcare facility's emergency action plan and fire prevention plan? | ❑ | ❑ |
| ♦ Do you review the plans with each new employee during orientation? | ❑ | ❑ |
| ♦ Do you review the plans again with employees any time their emergency responsibilities change or whenever the plans themselves are revised? | ❑ | ❑ |
| ♦ Do all employees know where these plans are located so that they can review them any time they wish? | ❑ | ❑ |
| ♦ Does each employee have an assigned evacuation route and at least one alternate route? | ❑ | ❑ |
| ♦ Do you have a plan for evacuating disabled employees? | ❑ | ❑ |
| ♦ Do you have a plan for helping visitors to your department evacuate the area safely? | ❑ | ❑ |
| ♦ Do employees know where to assemble outside the facility after they have evacuated? | ❑ | ❑ |
| ♦ Do they know who should be notified in case of an emergency? | ❑ | ❑ |
| ♦ Are emergency numbers posted by phones, on bulletin boards, and in other conspicuous locations around the work area? | ❑ | ❑ |
| ♦ Do employees know how to sound the alarm? | ❑ | ❑ |
| ♦ Do they know what the alarm sounds like? | ❑ | ❑ |
| ♦ Have a sufficient number of employees been designated and trained to assist in emergency procedures? | ❑ | ❑ |
| ♦ Do your employees know their emergency assignments, for example: | | |
| — Shutting down equipment? | ❑ | ❑ |
| — Alerting other employees? | ❑ | ❑ |
| — Rescue or medical response duties? | ❑ | ❑ |
| — Fire warden responsibilities? | ❑ | ❑ |
| — Helping other employees evacuate? | ❑ | ❑ |
| — Remaining to handle critical operations until ordered to evacuate? | ❑ | ❑ |

## Checklist

| | YES | NO |
|---|---|---|
| ♦ Do you conduct regular emergency response drills in your department? | ❑ | ❑ |
| ♦ Do employees understand the common causes of workplace fires and have they been trained to prevent fires? | ❑ | ❑ |
| ♦ Do employees know the location of fire extinguishers and first-aid kits and how to use them effectively? | ❑ | ❑ |
| ♦ Do your employees know the physical, health, simple asphyxiation, combustible dust and pyrophoric gas hazards, as well as hazards not otherwise classified, of the chemicals in the work area? | ❑ | ❑ |
| ♦ Have they been trained to detect potential problems that could lead to emergency situations and report them and/or take corrective action right away? | ❑ | ❑ |
| ♦ Are employees provided with information and training about hazardous chemicals in their work areas at the time of assignment, as well as whenever a new chemical hazard is introduced into the work area? | ❑ | ❑ |
| ♦ Is chemical-specific information available through labels and SDSs to employees at all times? | ❑ | ❑ |
| ♦ Are employees aware of the ways they can protect themselves from these hazards, including appropriate work practices, emergency procedures, and use of PPE? | ❑ | ❑ |
| ♦ Do employees know which person in the company or which department to contact for more information about emergency response? | ❑ | ❑ |

Quiz

# Disaster Planning Quiz

*Please choose the correct answers for the following:*

**1.** **Employers are required to have written emergency action and fire prevention plans.**

__ True __ False

**2.** **Although employees should know their responsibilities in an emergency, the plans themselves are for management eyes only.**

__ True __ False

**3.** **Only emergency response personnel need to be trained to handle emergency situations.**

__ True __ False

**4.** **Disaster preparedness training should include frequent drills to allow employees to practice emergency skills.**

__ True __ False

**5.** **Emergency planning begins with the sounding of the alarm and ends once employees have been evacuated from the building.**

__ True __ False

**6.** **All employees should have one evacuation route from their work area.**

__ True __ False

**7.** **Initially, disaster planning requires managers and supervisors to identify potential workplace hazards as well as identify potential disasters that could affect the facility.**

__ True __ False

**8.** **Natural disasters are the most common type of workplace emergency.**

__ True __ False

**9.** **OSHA regulations require you to post emergency telephone numbers near phones, on employee bulletin boards, and in other conspicuous locations.**

__ True __ False

**10.** **The regulations allow you to block an emergency exit as long as it is for less than an hour and employees in nearby work areas have been alerted and have an alternate means of escape.**

__ True __ False

**Answers:**

**1.** True. **2.** False. The regulations require employers to review these plans with employees and keep copies where they are accessible to employees at all times. You need to go over the plans again with your employees any time their responsibilities under the plans change or when the plans themselves are changed. **3.** False. All employees must be trained to respond appropriately in an emergency. At a minimum, employees need to know how to report emergencies, how to sound the alarm, what the alarm sounds like, and how to evacuate the facility safely. **4.** True. **5.** False. It also includes establishing procedures for accounting for personnel after an evacuation is completed. **6.** False. All employees should have one main route and at least one alternate route. **7.** True. **8.** False. Fires are the most common type of workplace emergency. **9.** True. **10.** False. Emergency exits must be kept free of obstructions at all times.

Overview

# Safety Issue:

**Rapid and effective response to weather emergencies and other natural disasters—whether during or after work hours—takes forethought and careful planning.**

Types of weather emergencies and natural disasters vary widely from one geographic location to another, but no place is completely safe from the elements. Although no one can control the forces of nature, proper planning can help to prevent or contain damage and injuries during a natural disaster.

## Legal Issues

**OSHA regulation:** 29 CFR 1910.38

**Comments:** This is the regulation that covers employee emergency plans. It requires that employers provide emergency escape procedures and evacuation routes (a)(1)(i); procedures for employees who remain behind to perform critical functions such as cutting off water and power supplies (a)(1)(ii); procedures to account for all employees after evacuation (a)(1)(iii); and assignments for employees performing rescue and medical duties (a)(1)(iv). In addition, OSHA requires employers to provide an ample number of clearly visible, unlocked exits to allow quick escape (1910.36, 37) and a distinctive alarm system to warn of emergencies (1910.165).

## Management Issues

An acute awareness of the types of weather emergencies you are likely to face can allow you to plan for them well in advance. Although it isn't possible to prevent bad weather or natural disasters, it *is* usually possible to predict them with some accuracy. This means following updated weather forecasts continuously when an emergency threatens. This will allow you to implement emergency measures, calmly and effectively, each step of the way.

Before natural disaster strikes, management must:

- ✔ Make a plan.
- ✔ Communicate the plan to employees.
- ✔ Practice implementing the plan.

When an emergency is imminent,

- ✔ Activate the appropriate alarm to notify employees.
- ✔ Monitor evacuation and emergency shutdown procedures.
- ✔ Account for all personnel.

Checklist

# Weather Emergencies Checklist

| | YES | NO |
|---|---|---|
| **Do All Employees Know:** | | |
| ★ The various emergency alarms? | ❑ | ❑ |
| ★ Their assigned evacuation routes? | ❑ | ❑ |
| ★ Procedures for performing critical functions? | ❑ | ❑ |
| ★ Where to report immediately after evacuating? | ❑ | ❑ |
| ★ Who to contact if disaster strikes after hours? | ❑ | ❑ |
| ★ Which radio or television stations to monitor? | ❑ | ❑ |
| ★ The difference between a weather watch and a warning? | ❑ | ❑ |
| **Do All Employees Have at Hand:** | | |
| ★ A family communications plan? | ❑ | ❑ |
| ★ A home evacuation plan? | ❑ | ❑ |
| ★ A designated family meeting place? | ❑ | ❑ |
| ★ A battery-operated radio and a flashlight with extra batteries? | ❑ | ❑ |
| ★ A 3-day supply of water, 1 gallon per person per day? | ❑ | ❑ |
| ★ Dry and canned food, and a manual can opener? | ❑ | ❑ |
| ★ One blanket or sleeping bag per person? | ❑ | ❑ |
| ★ One change of clothes and shoes per person? | ❑ | ❑ |
| ★ A first-aid kit, plus any prescription drugs? | ❑ | ❑ |
| ★ Soap, toothpaste, toilet paper, tissues? | ❑ | ❑ |
| ★ Extra eyeglasses? | ❑ | ❑ |
| ★ Extra keys? | ❑ | ❑ |
| ★ A credit card and cash? | ❑ | ❑ |
| **In Event of Earthquake, Are Employees Prepared to:** | | |
| ★ Stay away from windows, mirrors, chimneys, and shelves? | ❑ | ❑ |
| ★ Crawl under strong furniture or move to an inside corner of the building? | ❑ | ❑ |
| ★ Move into an open area if outdoors, away from buildings power lines, trees, etc.? | ❑ | ❑ |

**Date:** _____

**Work area:** _____

**Inspected by:** _____



# Exit Routes and Evacuations [29 CFR 1910.36; .37]

✔ **EXITS:**
29 CFR 1910.36

- ❏ Is each exit route a permanent part of the workplace? [(a)(1)]
- ❏ Is each exit separated by fire resistant materials? [(a)(2)]
- ❏ Is each opening into an exit protected by a self-closing fire door that remains closed or automatically closes in an emergency upon the sounding of a fire alarm or employee alarm system? [(a)(3)]
- ❏ Is the number of exit routes adequate to permit prompt evacuation of employees and other building occupants during an emergency? [(b)(1)]
- ❏ Are the exit routes located as far away as practical from each other so that if one exit route is blocked by fire or smoke, employees can evacuate using the second exit route? [(b)(1)]
- ❏ Does each exit discharge lead directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside? [(c)(1)]
- ❏ Are employees able to open an exit route door from the inside at all times without keys, tools, or special knowledge? [(d)(1)]
- ❏ Is any door used to connect any room to an exit route a side-hinged door? [(e)(1)]
- ❏ Does each exit route meet minimum height and width requirements? [(g)(1)(2)(3)(4)]

✔ **SAFEGUARDS AND FEATURES OF EXIT ROUTES:**
29 CFR 1910.37

- ❏ Are all exit routes free and unobstructed, with no materials or equipment placed, either permanently or temporarily, within the exit route? [(a)(3)]
- ❏ Is each exit route adequately lighted so that an employee with normal vision can see along the exit route? [(b)(1)]
- ❏ Is each exit clearly visible and marked by a sign reading “Exit”? [(b)(2)]
- ❏ Is each doorway or passage along an exit access that could be mistaken for an exit be marked “Not an Exit” or identified by a sign indicating its actual use? [(b)(5)]
- ❏ Are exit routes maintained during construction, repairs, or alterations? [(d)(1)(2)(3)]
- ❏ Has an employee alarm system been installed and operable that has a distinctive signal to warn employees of fire or other emergencies? [(e)]

Checklist

# Exit Routes and Evacuation Checklist

Be prepared for emergencies by reading through these general procedures and filling in the appropriate information. Then keep this important information posted nearby.

✓ **Be familiar with emergency alarms.**

✓ **Know who to call in an emergency (list names and numbers):**

_____

_____

_____

✓ **Know locations of building diagrams showing exits.**

✓ **In addition, know locations of:**

- First-aid supplies: _____
- Fire extinguishers: _____

✓ **Alert others to evacuate.**

✓ **Shut down systems as instructed.**

✓ **Close doors and windows as instructed.**

✓ **Evacuate by assigned route (filling in description of route):**

_____

_____

✓ **Do not stop to get coats or personal items.**

✓ **Assemble immediately at assigned location (list location and contact person's name):**

_____

_____

✓ **Additional emergency procedures:**

_____

_____

Checklist

# Fire Safety Checklist

| | YES | NO |
|---|---|---|
| **Spontaneous Combustion** | | |
| ▼ Are flammable wastes placed in tightly closed metal containers? | ❑ | ❑ |
| ▼ Are flammable waste containers emptied daily? | ❑ | ❑ |
| ▼ Are non-containerized flammable wastes kept in cool, dry, well-ventilated areas, and disposed of regularly? | ❑ | ❑ |
| **Welding and Cutting** | | |
| ▼ Are these operations performed away from flammable materials? | ❑ | ❑ |
| ▼ Is the floor made of, or covered with, fire-resistant material? | ❑ | ❑ |
| ▼ Is a fire extinguisher kept close at hand? | ❑ | ❑ |
| **Housekeeping** | | |
| ▼ Are machinery and surfaces kept free of dust and lint buildup? | ❑ | ❑ |
| ▼ Is debris disposed of promptly and properly? | ❑ | ❑ |
| ▼ Do doorways, passageways, and sprinklers have ample clearance? | ❑ | ❑ |
| **Fire-Handling Procedures** | | |
| ▼ Are periodic fire drills conducted? | ❑ | ❑ |
| ▼ Are fire extinguishers easy to see and reach? | ❑ | ❑ |
| ▼ Are fire extinguisher classes and their uses known? | ❑ | ❑ |
| ▼ Is the first rule in a fire to turn in the alarm? | ❑ | ❑ |
| ▼ Is the second rule, if there is time, to | ❑ | ❑ |
| ▲ shut off equipment? | ❑ | ❑ |
| ▲ close windows that don't lead to fire escapes? | ❑ | ❑ |
| ▲ warn others? | ❑ | ❑ |
| ▼ When the alarm sounds, are evacuation procedures followed quickly and calmly? | ❑ | ❑ |
| ▼ Are only assigned, trained, outfitted personnel permitted in the building during a fire? | ❑ | ❑ |
| ▼ Does everyone know the "stop, drop, and roll" rule if on fire? | ❑ | ❑ |
| ▼ Does everyone know to get immediate medical attention for smoke inhalation or any bum, even if minor? | ❑ | ❑ |

## Checklist

☜ *Continued*

| | YES | NO |
|---|---|---|
| **Electricity** | | |
| ▼ Is wiring permanent, not temporary? | ❑ | ❑ |
| ▼ Are ground connections good? | ❑ | ❑ |
| ▼ Are motors and machine tools kept clean and lubricated? | ❑ | ❑ |
| ▼ Is overloading of motors, circuits, and outlets avoided? | ❑ | ❑ |
| ▼ Is overheating of transmission shafts and bearings avoided? | ❑ | ❑ |
| **Flammable Liquids** | | |
| ▼ Are all flammable liquids stored in approved, airtight metal containers? | ❑ | ❑ |
| ▼ Are they stored away from ignition sources? | ❑ | ❑ |
| ▼ Are they used only in needed quantities? | ❑ | ❑ |
| ▼ Are they used only in areas with adequate ventilation? | ❑ | ❑ |
| ▼ Are they used only in areas away from heat, fire, and cigarettes? | ❑ | ❑ |
| ▼ Are only non-sparking tools used near flammable liquids? | ❑ | ❑ |
| ▼ Are spills cleaned up promptly and leaks repaired? | ❑ | ❑ |
| ▼ Is clothing that has absorbed flammable liquids removed immediately? | ❑ | ❑ |
| **Reactivity/Incompatibility** | | |
| ▼ Are chemicals stored/used away from anything they could react with (air, water, heat, other chemicals)? | ❑ | ❑ |
| **Smoking** | | |
| ▼ Is smoking forbidden in any area containing flammables or combustibles? | ❑ | ❑ |
| ▼ Are "No Smoking" signs posted and smoking prohibitions enforced? | ❑ | ❑ |
| ▼ Are metal ashtrays provided in designated smoking areas? | ❑ | ❑ |
| **Space Heaters** | | |
| ▼ Are they used only where permitted and only in well-ventilated areas? | ❑ | ❑ |
| ▼ Does each heater use only the fuel designed for it? | ❑ | ❑ |
| ▼ Do heaters have handles for safe carrying and moving? | ❑ | ❑ |
| ▼ Are heaters turned off and cooled down before refilling? | ❑ | ❑ |
| ▼ Are heaters designed and placed so they can't tip over? | ❑ | ❑ |

Introduction

# Fire Safety Quiz

*Please choose the correct answers for the following:*

**1.** **Bums and smoke inhalation are the only actual risks of fires.**

__ True __ False

**2.** **The most common cause of workplace fires is:**

__ Paper __ Chemicals
__ Electrical equipment

**3.** **Wiring that has frayed insulation is one cause of electrical fires.**

__ True __ False

**4.** **Flammable liquids should be kept in closed metal containers away from ignition sources.**

__ True __ False

**5.** **Space heaters do not need room ventilation.**

__ True __ False

**6.** **When fire develops as a result of heat building up slowly in flammable materials, it's called:**

__ Explosion
__ Spontaneous combustion

**7.** **Waste that could burn should be placed in covered, airtight metal containers.**

__ True __ False

**8.** **There's no risk of fire when machines run unattended overnight.**

__ True __ False

**9.** **Good housekeeping helps prevent fires.**

__ True __ False

**10.** **The first thing you should do if you spot a fire is to:**

__ Run __ Turn in an alarm
__ Tell your supervisor

**11.** **If possible, before evacuating for a fire, you should shut off equipment and close windows.**

__ True __ False

**12.** **You should take any route you can think of to leave the workplace if there's a fire.**

__ True __ False

**13.** **If your clothing catches fire, you should stop, drop to the ground, and roll to smother the flames.**

__ True __ False

**Answers:**

**1.** False. Chemical fires can also release health-threatening toxic vapors into the air. **2.** Electrical equipment. **3.** True. **4.** True. **5.** False. Use space heaters only in well-ventilated areas and only when absolutely necessary. **6.** Spontaneous combustion. **7.** True. **8.** False. That should be avoided. **9.** True. Areas should be kept free of anything that could catch fire, including dust, lint, and waste. **10.** Turn in the alarm. **11.** True. **12.** False. Follow your assigned evacuation route. **13.** True.

Overview

# Safety Issue:

**Work-related face burns, irritation, and eye injuries causing temporary or permanent disability can be largely prevented by proper protective equipment.**

Every day, hundreds of workers suffer eye injuries—and sometimes permanent blindness—from accidents on the job. Most of these injuries can be prevented by better understanding the ways that the eyes and face may be injured and by using protective equipment. In fact, OSHA estimates that 90 percent of all eye injuries can be prevented by using proper protective eyewear.

## Legal Issues

**OSHA regulation:** 29 CFR 1910.133.

**Comments:** The OSHA regulation spells out in some detail the types of situations where eye or face protection is required and the type of protection required. It includes charts that match the type of filters required for protection against different degrees of radiant energy. The specific PPE standards are all set by the American National Standards Institute (ANSI).

OSHA regulates this standard closely. In a recent year, the agency issued over 500 violations of this regulation.

## Management Issues

✔ **Preventing accidents.** Recent studies of work-related eye injuries help clarify management's role in prevention. According to the Bureau of Labor Statistics, causes of eye injuries are from the following:

- ❑ **Flying and falling objects.** Almost 70 percent of all eye injuries result from flying or falling objects striking the eye.
- ❑ **Chemicals.** Contact with chemicals causes 20 percent of all eye injuries.
- ❑ **Swinging objects.** The remaining 10 percent of eye injuries are caused by objects that swing from an attached position and are pulled into the eye accidentally by the employee. Typical examples are tree limbs, ropes, chains, or tools.

According to the U.S. Department of Labor, the three most common reasons for industrial eye injuries are:

1. **Not being aware of potential eye hazards**
2. **Not using protective eyewear**

Overview

# Safety and Health Issue:

**Hundreds of thousands of injuries put workers at risk of exposure to bloodborne diseases every year. But there are many effective precautions your employees can take.**

The Occupational Safety and Health Administration published the Occupational Exposure to Bloodborne Pathogens standard in 1991 because of a significant health risk associated with exposure to blood or body fluids that contain viruses and other microorganisms that cause bloodborne diseases. Of primary concern are the human immunodeficiency virus (HIV) and the hepatitis B and hepatitis C viruses.

The standard was revised in 2001. It continues to set forth requirements for employers with workers exposed to blood or other potentially infectious materials. In order to reduce or eliminate the hazards of occupational exposure, an employer must implement an exposure control plan for the worksite with details on employee protection measures. The plan must also describe how an employer will use a combination of engineering and work practice controls, ensure the use of personal protective clothing and equipment, and provide training, medical surveillance, hepatitis B vaccinations, and signs and labels, among other provisions.

These diseases are more likely to be of concern to workers in the healthcare industries and emergency response services. But because anyone, on or off the job, can be involved in an accident involving loss of blood, it's important for employers to understand the standard and for everyone to understand how bloodborne diseases are spread, and how exposure to them can be prevented.

## Legal Issues

**OSHA regulation:** 29 CFR 1910.1030.

**Comments:** The Centers for Disease Control and Prevention (CDC) estimate that healthcare workers sustain nearly 600,000 injuries annually involving contaminated sharps. In response to both the continued concern over such exposures and the technological developments that can increase employee protection, Congress passed the Needlestick Safety and Prevention Act directing OSHA to revise the bloodborne pathogens standard to specify in greater detail the engineering controls, such as safer medical devices, that must be used to reduce or eliminate worker exposure.

## Management Issues

The OSHA standard covers all employees whose jobs could reasonably cause them to come into contact with human blood or other potentially infectious body fluids. In addition to healthcare

workers and emergency response personnel, employees of laundries, maintenance departments, correctional institutions, and funeral parlors, among others, may also be at risk. For these employees, OSHA mandates:

- ✔ **A written exposure control plan** that includes:
  - A list of employees who may potentially be exposed
  - A list of work tasks that present the potential for exposure
  - A procedure for evaluating the potential for exposure
- ✔ **An annual review and update of the plan to reflect changes in technology** that eliminate or reduce exposure to bloodborne pathogens.
- ✔ **Solicitation and documentation of employee input** regarding the identification, evaluation, and selection of effective engineering controls.
- ✔ **Work practices and engineering controls** designed to eliminate or reduce employee exposure.
- ✔ **A written cleaning and decontamination schedule** that reduces the opportunity for accidental exposure.
- ✔ **Free hepatitis B vaccinations** for all employees who could potentially be exposed to the virus.
- ✔ **Employee training** concerning the risks involved and the precautions that must be taken to avoid exposure to bloodborne pathogens.
- ✔ **Personal protective equipment (PPE) and clothing** that will help ensure safe work. Depending on the circumstances, required PPE may include gloves; gowns, aprons, or lab coats; surgical caps or hoods, face shields or masks and eye protection; and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
- ✔ **Medical and training recordkeeping** on all employees at risk of exposure. Recordkeeping must also include a sharps injury log that contains the type and brand of the device involved in the incident, the location of the incident, and a description of the incident.

## Training Issues

In addition to providing a copy of the standard and an explanation of its contents, OSHA requires employee training to include a minimum explanation of:

- ✔ The epidemiology and symptoms of bloodborne diseases
- ✔ The ways in which bloodborne pathogens may be transmitted
- ✔ The facility's exposure control plan
- ✔ Methods of identifying tasks with potential for exposure
- ✔ Uses and limitations of methods to reduce risk of exposure

# Recording and Reporting Requirements Checklist

| | YES | NO |
|---|---|---|
| **OSHA 300 Log** | | |
| ♦ Have you entered a number that is unique for each case in Column A? | ❑ | ❑ |
| ♦ Have you entered the employee's name in Column B? | ❑ | ❑ |
| ♦ Have you specified the employee's regular job title in Column C? | ❑ | ❑ |
| ♦ Have you entered the date of the injury or onset of the illness in Column D? | ❑ | ❑ |
| ♦ Have you listed in Column E where the incident occurred? | ❑ | ❑ |
| ♦ Have you briefly described in Column F the nature of the injury? | ❑ | ❑ |
| ♦ Have you classified the case by checking only the most serious result for each case (death in Column G, days away from work in Column H, job transfer or restriction in Column I, or other recordable case in Column J)? | ❑ | ❑ |
| ♦ Have you entered the number of days away from work in Column K? | ❑ | ❑ |
| ♦ Have you entered the number of days of transfer or restriction in Column L? | ❑ | ❑ |
| ♦ In Column M, have you checked the "Injury" box or have you checked a box for a particular type of injury? | ❑ | ❑ |
| ♦ Do employees and their representatives have reasonable access to your occupational injury and illness records? | ❑ | ❑ |
| **OSHA 300-A Annual Summary** | | |
| ♦ At the end of each calendar year, do you complete the annual summary of occupational injuries and illnesses? | ❑ | ❑ |
| ♦ Do you enter the total number of each type of case in Columns G, H, I, and J from the 300 Log? | ❑ | ❑ |
| ♦ Do you enter the total number of days away from work in Column K and the total number of job transfer or restriction in Column L? | ❑ | ❑ |

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