SPECIALTY OUTPATIENT

FACILITIES

NAICS CODE

621410 Family Planning Centers

621420 Outpatient Mental Health and Substance Abuse Centers

621498 All Other Outpatient Care Centers

Section 9

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

ALL EMPLOYEES

Lifting Procedures 3

Ladder and Step Ladders 3

Compressed Gas Cylinders 4

Hazardous Materials 5

Office Safety 5

Miscellaneous 6

Carts 6

Hand Truck Operations 7

Driving Safety 7

Housekeeping 7

Hand Tool Safety 8

Hammers 8

Screwdrivers 8

Wrenches 8

Pliers 8

Toolboxes/Chests/Cabinets 9

NURSES AND PROFESSIONAL STAFF

Infection Control 9

Patient Restraint 10

Patient Lifting Concepts 10

WAREHOUSE/DELIVERY PERSONNEL 11

ALL EMPLOYEES

Lifting Procedures

1. Plan the move before lifting; ensure that you have an unobstructed pathway.

2. Test the weight of the load before lifting by pushing the load along its resting surface.

3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.

4. If assistance is required to perform a lift, coordinate, and communicate your movements with those of your co-worker.

5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.

6. Face the load.

7. Bend at the knees, not at the back.

8. Keep your back straight.

9. Have a firm grip on the object using your hands and fingers. Use handles when they are present.

10. Hold the object as close to your body as possible.

11. While keeping the weight of the load in your legs, stand to an erect position.

12. Perform lifting movements smoothly and gradually; do not jerk the load.

13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

14. Set down objects in the same manner as you picked them up, except in reverse.

15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

16. Slide materials to the end of the tailgate before attempting to lift them off a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

17. Never lift anything if your hands are greasy or wet.

18. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Ladders and Step Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.

2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.

3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.

4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.

5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.

6. Allow only one person on the ladder at a time.

7. Face the ladder when climbing up or down it.

8. Maintain a three-point contact by always keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down the ladder.

9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.

10. Do not stand on tables, chairs, boxes, or other improvised climbing devices to reach high places. Use the ladder or stepstool.

11. Do not stand on the top two rungs of any ladder.

12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.

13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.

14. Secure the ladder in place by having another employee hold it.

15. Do not move a rolling ladder while someone is on it.

16. Do not place ladders on barrels, boxes, loose bricks, buckets, concrete blocks, or other unstable bases.

17. Do not carry items in your hands while climbing up or down a ladder.

18. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

19. Do not use a ladder as a horizontal platform.

20. When it becomes necessary to place a ladder on soil or other soft surfaces, place a one-foot square of one-half inch plywood, or other similar support, under each foot of the ladder before ascending the ladder.

21. Do not jump from ladders or step ladders.

Compressed Gas Cylinders

Storage and Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.

2. Store all compressed gas cylinders in the upright position, secured with a rope or chain to prevent their being knocked over.

3. Place valve protection caps on compressed gas cylinders that are in storage or are not being used.

4. Do not lift compressed gas cylinders by the valve protection cap.

5. Do not store compressed gas cylinders in areas where they can encounter chemicals labeled "Corrosive" or near sources of heat such as radiators and furnaces.

6. Do not place compressed gas cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.

7. Do not transport cylinders without first removing the regulators and replacing the valve protection caps.

8. Close the cylinder valve when work is finished, when the cylinder is empty, or at any time the cylinder is moved.

9. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.

10. Stand to the side of the regulator when opening the valve.

11. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed, and tag it to indicate the defect.

Use of Compressed Gas Cylinders

1. Do not use dented, cracked, or other visibly damaged cylinders.

2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.

3. Do not use compressed gas to clean yourself, equipment, or your work area.

4. Do not remove the valve wrench from acetylene cylinders while the cylinder is being used.

5. Open cylinder valves slowly. Open the valves fully when the compressed gas cylinder is being used, to eliminate leakage around the cylinder valve.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product you will be using in your workplace.

2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable", "Corrosive", and “Caustic" or "Poisonous".

3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other visible signs of damage.

4. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.

5. Before using the chemical exhaust hood, flip the fan motor switch to the "on" position.

6. Do not use chemicals from unlabeled containers or unmarked cylinders.

7. Do not drag containers labeled "Flammable."

8. Use the rubber cradle when transporting unpackaged, glass bottles of chemicals.

9. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic".

10. Always use your chemical goggles and the face shield when handling chemicals labeled “Corrosive” or "Caustic".

Safety Doors

1. Open swinging doors slowly by pushing handle or pushes plate.

2. Keep doors in hallways fully open or fully closed.

Files

1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.

2. Put heavy files in the bottom drawers of file cabinets.

3. Use the handle when closing doors, drawers, and files.

Sharp Objects

1. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.

2. Carry pencils, scissors and other sharp objects with the tips pointing down.

Paper Cutter/Shredder

1. Position hands and fingers on the handle of the paper cutter before pressing down on the blade.

2. Keep the paper cutter handle in the closed or locked position when it is not being used.

3. Do not use paper cutting devices if the finger guard is missing.

4. Do not place your fingers in or near the feed of a paper shredder.

Electrical

1. Do not use frayed, cut, or cracked electrical cords.

2. Do not plug multiple electrical cords into a single outlet.

3. Do not use extension or power cords that have the ground prong removed or broken off.

4. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.

5. Turn the power switch to "off" and unplug office machines before adjusting, lubricating, or cleaning them.

Fans

1. Do not use fans that have excessive vibration, frayed cords, or missing guards.

2. Do not place floor type fans in walkways, aisles, or doorways.

Stairs

1. Use the handrails when ascending or descending stairs or ramps.

2. Do not store or leave items on stairways or walkways.

3. Do not run-on stairs or take more than one step at a time.

Miscellaneous

1. Do not stand on furniture to reach high places.

2. Do not kick objects out of your pathway; pick them up or push them out of the way.

3. Do not block your view by carrying large or bulky items; use the dolly or hand truck or get assistance from a fellow employee.

4. Do not throw matches, cigarettes, or other smoking materials into trash baskets.

5. Do not tilt the chair you are sitting in on its back two legs.

6. When emptying a trash basket, hold it by the side, turn and pour contents into a larger container, do not dig into the basket with your hands.

Carts

1. Do not exceed the rated load capacity noted on the manufacturer's label on the cart.

2. Ask a spotter to help guide carts around corners and through narrow aisles.

3. Do not stand on a cart or float or use it as a work platform.

Hand Truck Operations

1. When loading hand trucks, keep your feet clear of the wheels.

2. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.

3. Place the load so that it will not slip, shift, or fall. Use the straps, if they are provided, to secure the load.

4. For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.

5. Tip the load slightly forward so that the tongue of the hand truck goes under the load.

6. Push the tongue of the hand truck all the way under the load that is to be moved.

7. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.

8. Push the load so that the axle and not the handles will carry the weight.

9. If your view is obstructed, ask a spotter to assist in guiding the load.

10. Do not walk backward with the hand truck, unless going up stairs or ramps.

11. When going down an incline, keep the hand truck in front of you so that it can be always controlled.

12. Move hand trucks at a walking pace.

13. Store hand trucks with the tongue under a pallet, shelf, or table.

Driving Safety

Fueling Vehicles

1. Turn the vehicle "off" before fueling it.

2. Do not smoke while fueling a vehicle.

3. Wash your hands with soap and water if you spill gasoline on your hands.

Driving Rules

1. Shut your door and fasten your seat belt before moving the vehicle.

2. Always obey all traffic laws and signals.

Housekeeping

1. Do not place material such as boxes or trash in walkways and passageways.

2. Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.

3. Do not store or leave items on stairways.

4. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.

5. Straighten or remove rugs and mats that do not lie flat on the floor.

6. Return tools to their storage places after using them.

7. Do not use gasoline for cleaning purposes.

8. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

9. Clean up any broken glass using a dustpan and broom. Do not pick up broken glass with your bare hand.

Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.

2. Carry all sharp tools in sheath or holsters.

3. Tag worn, damaged or defective tools "Out of Service" and do not use them.

4. Do not use a tool if its handle has splinters, burrs, or cracks.

5. Do not use a hammer that has a mushroomed head.

6. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.

7. When using knives, shears, or other cutting tools, cut in a direction away from your body.

8. Do not perform “make-shift” repairs to tools.

9. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

Hammers

1. Use a claw hammer for pulling nails and for driving nails.

2. Do not strike nails or other objects with the "cheek" of the hammer.

3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.

4. Do not strike one hammer against another hammer.

5. Do not use a hammer if your hands are oily, greasy, or wet.

Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.

2. Do not hold the work piece against your body while using a screwdriver.

3. Do not put your fingers near the blade of the screwdriver when tightening a screw.

4. Use an awl, drill, or a nail to make a starting hole for screws.

5. Do not force a screwdriver by using a hammer or pliers on it.

6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.

7. Do not carry a screwdriver in your pocket.

8. Do not use a screwdriver if your hands are wet, oily, or greasy.

9. When using the spiral ratchet screwdriver, push down firmly and slowly.

Wrenches

1. Do not use wrenches that are bent, cracked, or badly chipped or that have loose or broken handles.

2. Do not slip a pipe over a single head wrench handle for increased leverage.

3. Do not use a shim to make a wrench fit.

4. Use a split box wrench on flare nuts.

5. Do not use a wrench that has broken or battered points.

6. Use a hammer on striking face wrenches.

7. Discard any wrench that has spread, nicked, or battered jaws or if the handle is bent.

8. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open-end wrenches as a second choice.

Pliers

1. Do not use pliers as a wrench or a hammer.

2. Do not attempt to force pliers by using a hammer on them.

3. Do not slip a pipe over the handles of pliers to increase leverage.

4. When you are performing electrical work, use the pliers that have the blue rubber sleeves covering the handle; these pliers are insulated.

5. Do not use pliers that are cracked, broken, or sprung.

6. When using the diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Toolboxes/Chests/Cabinets

1. Use the handle when opening and closing a drawer or door of a toolbox, chest, or cabinet.

2. Tape over or file off sharp edges on toolboxes, chests, or cabinets.

3. Do not stand on toolboxes, chests, or cabinets to gain extra height.

4. Lock the wheels on large toolboxes, chests, or cabinets to prevent them from rolling.

5. Push large chests, cabinets, and toolboxes; do not pull them.

6. Do not open more than one drawer of a toolbox at a time.

7. Close and lock all drawers and doors before moving the tool chest to a new location.

8. Do not use a toolbox or chest as a workbench.

9. Do not move a toolbox, chest, or cabinet if it has loose tools or parts on the top.

NURSES AND PROFESSIONAL STAFF

Infection Control

1. Do not use gloves that are torn, cut, or punctured.

2. Discard disposable needles or medical sharps into the containers labeled "Biohazard Sharps".

3. Do not reach into containers when discarding the sharp items.

4. Wear latex or vinyl gloves and full face and body protection whenever large amounts of blood or body fluids are present or anticipated.

5. Place protective equipment contaminated with human blood in red containers labeled

“Biohazard ".

6. When performing emergency medical care, wear latex or vinyl gloves. When finished using the gloves, discard them immediately into the “Biohazard” marked bag/container for disposal.

7. Wear the full-face protection whenever administering care to patients who are vomiting, coughing, sneezing or being intubated.

8. Use bag-valve mask or pocket “mask to mouth” devices when performing CPR.

9. Wash hands and other exposed skin surfaces on the arms and forearms with soap and water or the waterless cleaner immediately upon removal of protective gloves.

Patient Restraint

1. Only trained/authorized personnel should perform patient restraint techniques.

2. Attempt to calm the patient by talking with them, offering reassurance, understanding, etc.

3. Remove all other patients from the immediate area.

4. If assistance is required to restrain the patient, coordinate, and communicate your plan with staff personnel.

Patient Lifting Concepts

1. Only trained/authorized personnel should perform patient lifting concepts.

2. Always use the two-person lifting rule.

3. Use mechanical lifts whenever possible.

Surgical Treatment Table to Wheelchair Transfer Lifting Concept

1. Move wheelchair as close as possible to the surgical treatment table and lock the wheelchair into place.

2. Talk to patient and together move patient to a standing position. Keep your knees slightly bent and back balanced.

3. Pivot and lower the patient into wheelchair by bending your knees.

4. Allow the patient to hold on to you at your waist or shoulders, not the neck.

Surgical Treatment Table to Gurney Transfer Lifting Concept

1. Adjust gurney to level of surgical treatment table.

2. Lock gurney in place as close as possible to the surgical treatment table.

3. Place a plastic sheet beneath drawsheet to facilitate sliding the patient, to eliminate lifting the patient.

4. Keep your knee on the gurney when moving the patient to the edge of the gurney.

5. Transfer patient in two stages, first onto edge, then to middle of the gurney.

WAREHOUSE/DELIVERY PERSONNEL

Truck Loading, Raised Loading Dock

1. Back Truck within 12 inches of the warehouse dock door.

2. Use lifting and carrying aids such as dollies, pallet jack, and forklift or get assistance from a co-worker to place the dock plate between the loading dock and the truck floor surface.

3. If equipment, material, etc. that is to be loaded into truck is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from co-workers.

4. Secure all equipment and material within the truck to eliminate or reduce movement.

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