

2011 VOLUNTEER SAFETY TRAINING Eastern Kansas Health Care System

The following safety information is for our facility. Please read, review and answer the questions below. This information will help you deal with emergencies should they arise at the medical center. **After completion, fill out the attached form and return in the enclosed postage-paid envelope.**

1. FIRE

QUESTION - If a fire breaks out, what do you do?

ANSWER: R-A-C-E

- **Rescue** anyone who may need help. **Report** the fire, call extension **54911**.
- **Alert** others in the immediate area
- **Confine** the fire by closing doors/windows to the affected area.
- **Evacuate** the area. **Extinguish** the fire only if safety is not a risk.

There are fire pull stations located by each exit. Fire extinguishers can be found each corridor. There is signage noting their locations. Evacuation of buildings shall be by using the closest, safe, available exit.

2. CHEMICAL SPILL - HAZARDOUS CHEMICALS

QUESTION - What do you do if you find a hazardous chemical spill?

ANSWER:

- Notify staff in area about the spill, call **54911**.
- Until help arrives, protect people in area by keeping them away from the spill.

QUESTION - Where are Material Safety Data Sheets (MSDS) kept for the chemicals in areas where you work?

ANSWER -- MSDS can be accessed online by going to the CEOSH maintained website through the Eastern Kansas intranet "Staff Resources" link. You can also access them by contacting the Telephone Operator, Heating Plant, or Emergency Room.

3. UTILITY FAILURE

QUESTION - What would you do if the following utilities failed?

ANSWER:

- Electricity, Elevator, Sewer, Steam, Water, Heating, Ventilation or Cooling
- **CALL EMERGENCY NUMBER** extension **54911**.
- Computer – Contact your supervisor. They will then contact the Help Desk, extension 55555 in Topeka and Leavenworth if necessary.
- Telephones or Pagers - **CONTACT THE TELEPHONE OPERATOR "O"**

4. SECURITY ISSUES

QUESTION - What would you do if an issue with a volunteer, employee, patient or visitor safety/security arose?

ANSWER: Call VA Police & Security at extension **54911**.

QUESTION – What would you do if you find an unattended package?

ANSWER: Call VA Police & Security at extension **54911**.

QUESTION - What is the medical center's policy regarding the wearing of name tags?

ANSWER: All volunteers and employee's are to wear name tags on duty.

Vendors/contractors doing business on station should have checked in with the responsible office or VA Police to obtain VA identification, which is to be worn while on station.

5. EMERGENCY PREPAREDNESS

QUESTION - Where should you go in case of a tornado warning?

ANSWER:

- Take cover against a wall or an inside corridor away from glass and at the lowest level possible.

QUESTION - What is the responsibility of the volunteer in the event of a disaster?

ANSWER:

- Take cover as needed. Volunteers assigned to Escort Service should report to the manpower pool located in (Topeka) Building 1, Hawley Auditorium, or in (Leavenworth) report to C130/C132. Other volunteers on duty at time of disaster should report to their supervisors for instructions.

QUESTION - In the event of a disaster how would I be notified to return to the medical center?

ANSWER: - If you are needed, the Voluntary Service office would notify you.

6. SAFETY

QUESTION - What should be done if a VOLUNTEER, patient, employee or visitor is injured on medical center grounds?

ANSWER:

- Volunteers/Staff - immediately report injury to your supervisor in order that it be properly treated and documented. If you are injured while performing your volunteer duties, you would be eligible, free of charge, to have the injury treated.
- Patient – if non-emergent, report to inpatient unit where assigned. If emergency, report to the Emergency Room.
- Visitor – report to the Emergency Room.

QUESTION - How would we communicate a safety concern or suggestion for improvement?

ANSWER: Contact your supervisor or Voluntary Service staff with your concern.

- If the safety concern requires immediate attention contact the Safety Office at 265-4615, or 275-2256, or hospital emergency at extension **54911**.

7. INFECTION CONTROL

QUESTION - What are Standard Precautions?

ANSWER: These are work practices that help to prevent contact with blood and body fluids. All volunteers must be familiar with, and utilize Standard Precautions when appropriate. Standard Precautions are your best protection against infectious disease, and include the following:

- a. Wear gloves when handling specimens, contaminated equipment, and soiled linen.
- b. Wear protective clothing, such as masks, gowns, and eye protection when there is a possibility of coming in contact with blood or body fluids.
- c. Keep open wounds and breaks in your skin covered.
- d. Remove gloves after completing a task, and remember to wash your hands immediately.

QUESTION – What is the best method to reduce the risk of infection?

ANSWER: HAND HYGIENE! Effective hand hygiene means the use of our alcohol based foam or hand washing. Hand hygiene is essential to help keep yourself free of infection and assume that you are not spreading infections to the patients. An effective hand wash consists of 15 seconds of friction scrubbing with soap and water. All surfaces of the hands must be included. Rinse your hands thoroughly, dry your hands with a paper towel, and use the paper towel to turn off the water faucets to protect your clean hands. The alcohol foam is located in clinical areas and may be used if your hands are not visibly soiled. Dispense foam into the palm of your hand and rub hands together to cover all surfaces. Continue rubbing hands together until alcohol dries (about 15-25 seconds).

Times when hands are to be washed include:

- a. Before and after patient contact
- b. Before and after using the toilet
- c. Before and after eating or smoking
- d. After contact with blood or body fluids
- e. Before serving food or beverages
- f. After removing gloves

QUESTION - What are my responsibilities for Tuberculosis prevention?

ANSWER: Screening for tuberculosis is required prior to starting your assignment. Regularly scheduled volunteers must follow the same screening process as employees. Screening is provided at no cost to the volunteer.

ELLIOTT KIDD
Voluntary Service Program Manager

Chris McKeel
VA EKHCS Safety Manager