

# E-ORIENTATION



# SAFETY IN THE WORKPLACE

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Windsor Regional Hospital is committed to providing safe and harm free care to all patients. Every staff member and student, regardless of the department in which they work, is responsible for patient safety

### Sharps

#### What is a Sharp?

- Anything that is capable of cutting or penetrating the skin
- Examples at WRH may include needles, scalpels, can lids, staple removers, etc.

#### What should you do if you find a sharp that has been inappropriately disposed of?

1. Immediately isolate the area and get assistance
2. Contact the Most Responsible Person (MRP) for the area
3. Dispose the sharp appropriately into the nearest sharps container
4. Report the incident in WRH's Incident Reporting System called RL6 – This is important so that incidents can be tracked and potential hazards can be identified



### Sharps Disposal Procedures

#### Replacing Sharps Containers

1. Remove full sharps container (3/4 full)
2. Place in appropriate receptacle in Dirty Utility Room
3. Replace with a new container immediately

Additional grey totes can be obtained from Environmental Services (Housekeeping)

#### NON Bio-Hazardous Waste (e.g. broken glass)

1. Place glass in cardboard box
2. Seal and label contents
3. Place box next to regular garbage

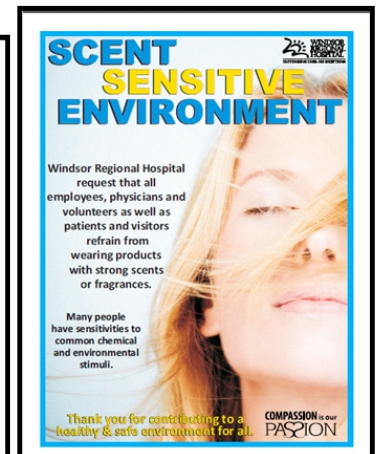
**Note:** Small pieces of glass can be placed in the Sharps container

### Scent/Fragrance Policy

All students are advised to refrain from using scented products e.g. perfume, cologne, after-shave, scented body sprays, lotions, creams, etc.

Students must report all adverse allergic or medical reactions to fragrance to their WRH Supervisor or Training Delegate

Use the Scent Sensitive ALERT posters as part of a workers' accommodation to reduce scents in the work area



# SAFETY IN THE WORKPLACE

## Appropriate Footwear



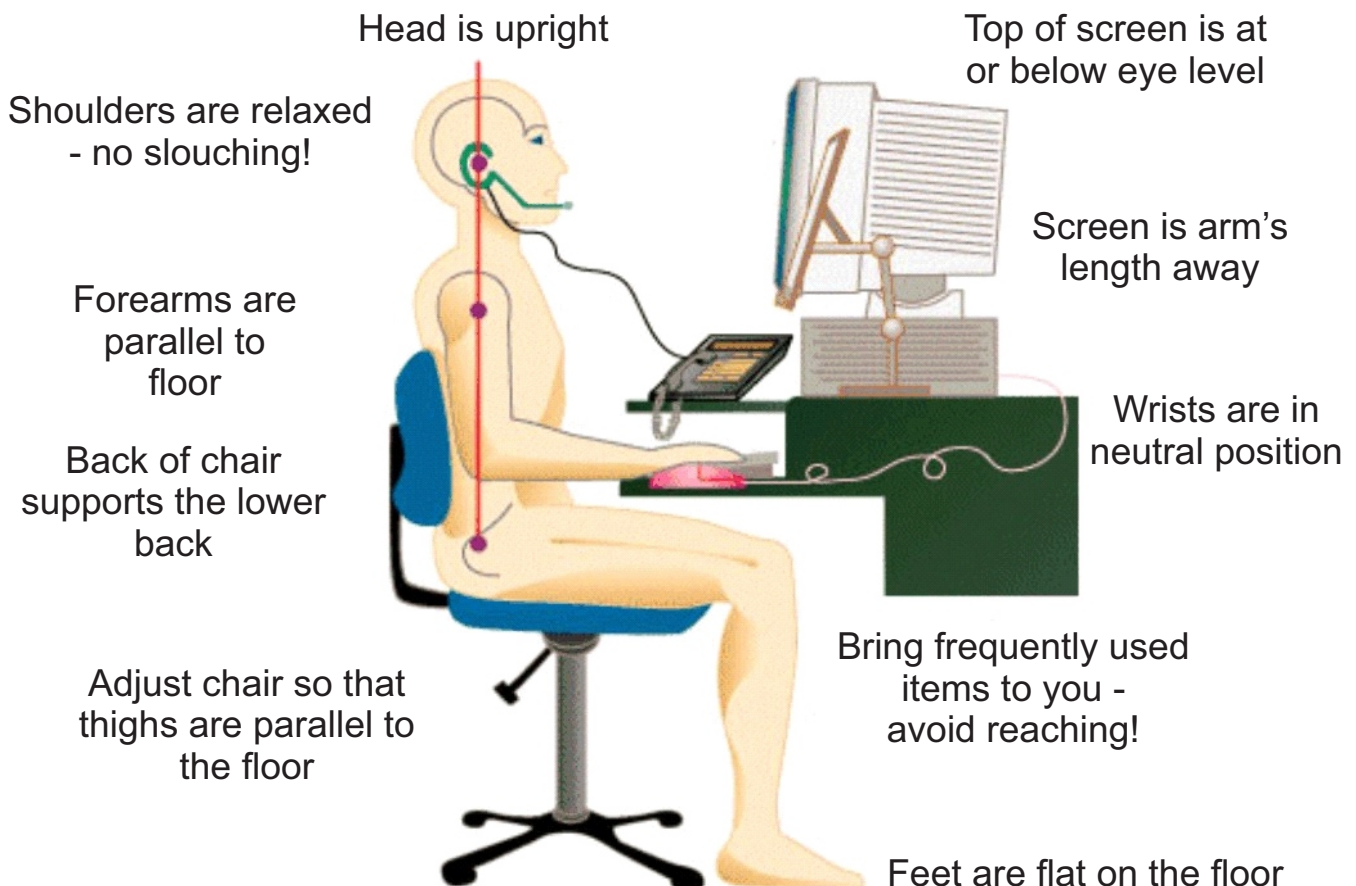
Example of an acceptable type of “croc” in Patient Care Areas only, (not in Lab and any other areas where the potential for exposure to physical, chemical and/or biological contaminants is higher)



Aspen



## Ergonomics and Body Mechanics – Things to Remember



# SAFETY IN THE WORKPLACE

## Ergonomics and Body Mechanics: Moving & Lifting Items



1. Assess the weight of the object
2. Firm grip on object
3. With feet shoulder width apart, use your legs to lift the object
  - Avoid twisting
  - Keep the object close to your body
  - Keep your head up (don't look down)
4. Using your legs, keep a straight back and lower the item to the ground

# SAFETY IN THE WORKPLACE

## Injury Protocol

1. Alert your WRH Supervisor or Training Delegate
2. Seek first aid treatment in the Emergency Department
3. Complete an Incident Report in RL6 with your WRH Supervisor or Training Delegate
4. Follow up with a physician, as applicable

## Work Re-Integration

### *If a student is injured on the job:*

- The Student Registrar and School Placement Coordinator will become the main point of contact with the WSIB
- School Placement Coordinators are expected to maintain contact with their student during the recovery period
- Most injured workers can return to some form of work, even while they are in the recovery phase
- The School Placement Coordinator must:
  - Contact the student as soon as possible after the injury happens
  - Stay in contact throughout the recovery period
  - Work cooperatively to identify suitable and available work for the student to perform
  - Provide information to the Ministry of Advanced Education and Skills Development of Ontario as requested

## Preventative Maintenance

### Removal of General Equipment for Repair

- Complete a Facilities Maintenance Requisition form (on WRH Intranet)
- Print the Requisition and place it on the equipment (include specific information about what is wrong with the equipment e.g. “broken” is not sufficient)
- Contact Housekeeping to have the equipment picked up and brought to Facilities
- Facilities will assess and repair the equipment and a pink completed Work Order Form will be placed on the equipment
- A Transporter will return the repaired equipment to the department

### Removal of Patient Equipment for Repair Notify Unit Clerk of broken equipment

- Unit Clerk will complete (and print) a Facilities Maintenance Requisition form (on WRH Intranet) and place it on the equipment
- Contact Carbolizing and have the equipment cleaned – Carbolizing will tag the equipment with an orange label indicating it is clean and then bring the equipment to Facilities
- Facilities will assess and repair the equipment and a pink completed Work Order Form will be placed on the equipment
- A Transporter will return the repaired equipment to the department

## Be Proactive!

- Get educated and ask questions
- Report any incidents in RL6
- Get your flu shot
- Utilize the resources in your area and/or the organization
- Understand your roles and responsibilities regarding patient safety:
  - Reporting emergency codes and following appropriate procedures
  - Adhering the OHS and WHMIS guidelines