

Office Safety Policy & Procedure Manual

2011

Section M

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Site Access/Safety	
OS-M100	Emergency Equipment
OS-M101	Fire/Safety/Disaster
OS-M102	Patient Emergency
OS-M103	Site Access

POLICY NUMBER	OS-M100
POLICY TITLE	Emergency Equipment
INITIAL EFFECTIVE DATE	11/02
REVISION EFFECTIVE DATE (S)	
DEPARTMENT	Quality Assessment
ORGANIZATION (S)	CCHP, CCHCA
LINES OF BUSINESS	

Purpose

To prepare to provide emergency services for management of emergency medical conditions that occur on site.

Procedure

1. Emergency equipment is stored together in easily accessible location.
2. Emergency phone number contacts are posted in a prominent site.
3. Emergency medical equipment is available:
 - a. Oxygen Routable: Portable oxygen tanks are maintained at least $\frac{3}{4}$ full. If less than $\frac{3}{4}$ full, and have a back up method for supplying oxygen.
 - b. Airway management: Oxygen delivery system, oral airways, nasal cannula or mask, Ambu bag.
 - c. Anaphylactic reaction management: Adrenalin, Benadye.
 - d. Medication dosage chart: Adult, pediatric and infant medication dosages.
4. Document checking of emergency equipment/supplies for expiration and operating status at least monthly.
5. Replace/re-stock emergency equipment immediately after use.

Responsibility/Department Linkages

The Physician(s), nursing and office staff / QA Assessment Department

POLICY NUMBER	OS-M101
POLICY TITLE	<i>Fire/Safety/Disaster</i>
INITIAL EFFECTIVE DATE	09/98
REVISION EFFECTIVE DATE (S)	
DEPARTMENT	Quality Assessment
ORGANIZATION (S)	CCHP, CCHCA
LINES OF BUSINESS	

Purpose

To provide information that will protect the employee and/or patient from any injury that may occur during a fire and/or earthquake and/or any other disaster.

Policy

It is the policy to prepare guidelines that will allow the employee to protect himself and others during a fire, earthquake or other disaster.

Procedure

1) Fire and safety precautions:

- a) Lighting is adequate in all areas to ensure safety.
- b) Exit doors are clearly marked with "Exit" signs.
- c) Clearly diagramed "Evacuation Routes" for emergencies are posted in a visible location.
- d) Electrical cords and outlets are in good working condition.
- e) At least on type of fire fighting/protection equipment is accessible at all times.

2) Fire prevention:

- a) Never smoke or light a match in a "no smoking" area.
- b) Place flammable rubbish in closed metal container and keep flammable waste, rags and materials away from a possible source of fire.
- c) Dispose of oily or greasy rags properly.
- d) Never block a fire door in any way so that it can't be closed in an emergency.
- e) Never wedge a door open for extra ventilation.
- f) Keep aisles clear.
- g) Learn how to use the fire extinguishers.
- h) Know where the fire exits and fire stairs are located.
- i) Never use an elevator during a fire.

3) If you discover a fire:

- a) Sound the alarm either at a pull alarm station or by telephone.
- b) If using a telephone, give the location and extent of the fire.
- c) Warn others near you.

- d) Evacuate all other employees and/or patients who are in immediate danger.
- e) Walk quickly but in an orderly manner to the fire exit. **DO NOT RUN.**
- f) If you have time and there is no immediate danger, close all windows and doors in the area.
- g) Do not use elevators.
- h) No one is permitted to return for personal items left behind.
- i) **ABOVE ALL, REMAIN CALM.**

4) Earthquake safety:

- a) Move away from windows and glass.
- b) During the earthquake, take cover under a sturdy desk or table.
- c) If you are in a corridor, sit down and protect your head.
- d) As a last resort, brace yourself in a doorway.
- e) If you are in an elevator, sit down and wait until the elevator stops and doors open. Then get out of elevator and seek shelter in the corridor.
- f) After the quake, take stock of your Situation.
- g) Check others around you for injuries. Provide first aid if qualified.
- h) Check your location for damage.
- I) Notify emergency personnel of injured person(s) and damage.
- j) Follow instructions of rescue personnel.

5) Evacuation of work area and/or building:

- a) Areas to be evacuated will be as instructed or in a multiple story building, the affected floor, and two (2) floors above and below the danger area.
- b) Check doors before opening.
- c) Feel the door with the back of your hands, starting at the top.
- e) If the door is hot, do not open.
- f) If the door is cool, open it slowly. **BE PREPARED TO CLOSE THE DOOR QUICKLY.**
- g) All evacuation will be downward unless otherwise instructed.
- h) Move quickly to the outside of the building when instructed to do so.
- i) In single story buildings, evacuate entire building if necessary.

Responsibility/Department Linkages

Physician(s), nursing and office staff / Quality Assessment Department

POLICY NUMBER	OS-M102
POLICY TITLE	Patient Emergency
INITIAL EFFECTIVE DATE	10/98
REVISION EFFECTIVE DATE (S)	
DEPARTMENT	Quality Assessment
ORGANIZATION (S)	CCHP, CCHCA
LINES OF BUSINESS	

Purpose

To ensure that a patient's needs are met in an emergent situation.

Policy

It is the policy that appropriate evaluation and management of patients in emergent situations are dealt with so as to optimize the patient's health and well-being.

Procedure

- 1) When a potential medical emergency is recognized, notify the physician or nurse by calling for help. Two persons should stay with the patient if possible.
- 2) If possible, form a 3-4 member team with one person (usually the clinician or RN) in charge. This person gives direction.
- 3) All other staff will continue patient services as usual and maintain a calm attitude.
- 4) The physician or nurse in charge will do a physical assessment of the patient and carry out essential medical procedures with the assistance of other designated staff.
- 5) A medical assistant will move available emergency equipment and supplies to the patient care area.
- 6) Call 911 if patient needs are beyond the scope of the physician office.

Responsibility/Department Linkages

The physician(s), nursing and office staff. / Quality Assessment Department

POLICY NUMBER	OS-M103
POLICY TITLE	Site Access
INITIAL EFFECTIVE DATE	11/02
REVISION EFFECTIVE DATE (S)	
DEPARTMENT	Quality Assessment
ORGANIZATION (S)	CCHP, CCHCA
LINES OF BUSINESS	

Purpose

The office site environment is accessible and useable for persons with physical disabilities.

Policy

Federal regulations require that facilities be readily accessible by individuals with disabilities.

Procedure

Safety accommodations for physically disabled persons:

1. Clearly marked (blue) curb or sign designating disabled-parking space near accessible primary entrance.
2. Exit doorway openings allow for clear passage of a person in a wheelchair.
3. Accessible passenger elevator or reasonable alternative for multi-level floor accommodation.
4. Clear floor space for wheelchair in waiting area and exam room.
5. Wheelchair accessible restroom facilities or reasonable alternative.
6. Wheelchair accessible hand washing facilities or reasonable alternative.
7. Elevators shall be marked for use of visually impaired individuals.

Responsibility/Department Linkages

The Physician(s), nursing and office staff / QA Assessment Department