

# GSAA 2021 DEPARTMENT SPECIFIC SAFETY TRAINING

Employee Name: \_\_\_\_\_ Employee I.D. #: \_\_\_\_\_ Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Shift:  Day  Evening  Night Date Completed: \_\_\_\_\_

FACILITY  Union City  UC Landing  Fremont  San Leandro  Merced  Sleepy Hollow

Please review your Department's Safety Plans, if applicable, and the Online Safety Policies. Then complete the following questions and submit the test to your manager.

**Managers: please verify that your employee has successfully completed the test and review any incorrect answers with your employee. Once complete, forward a copy to HR Compliance for processing and placement in the employee's file.**

## A. SAFE ENVIRONMENT MANAGEMENT

- Where are the most current Environment of Care/Emergency Management policies located?
  - Policy Tech/PPM
  - Managers Office
  - Administration Offices
  - House Supervisor's Office
- A Safety Stop is when an employee stops the task at hand and says that they will only continue once an imminent risk to the safety of our patients and/or co-workers is fixed.
  - TRUE
  - FALSE
- If you are injured at work, no matter how insignificant it is, you must...
  - Go home
  - Go to the Emergency Room
  - Report it to your supervisor
  - Tell your family
- Slips, trips and falls contribute to 50% of all accidents. What measures can be taken to reduce the risk of injury?
  - Keeping department clutter free
  - Keeping eyes on task; do not walk and text
  - Ensuring walkways remain unobstructed
  - All of the above
- When would you call a Safety Stop?
  - Unsafty condition
  - At Risk behavior
  - Unsafe Practice
  - All of the above
- What would you do if a Safety Stop was ignored:
  - Confirm you were heard
  - If possible, remove yourself from the hazard
  - Escalate to Supervisor
  - Re-enforce/restate your concern
  - All of the above

## B. SECURE ENVIRONMENT MANAGEMENT

- What should you do in an active shooter situation?
  - Run toward the sound of the gunfire to see if it is really a shooter.
  - Keep light on in your office so the shooter can see you.
  - Pull the fire alarm to scare the shooter
  - Run(escape), Hide(barricade), Fight(resist)
- If there is an irate visitor in your department causing distress and is escalating, what do you do?
  - Raise your voice and tell them to calm down.
  - Cancel their membership
  - Tell them to wait so they can get a second opinion.
  - Call Operators and request a Code Grey – Security Assistance Needed
- When treating a patient and the situation becomes volatile and potentially dangerous, you should:
  - Continue to treat the patient because you've been doing this for years and you can handle the situation.
  - Tell the patient to "behave"
  - Get yourself to a safe place, escalate to your nurse manager, call security and as a team, re-assess the situation and decide the safest way to provide quality care to our patients.

## C. HAZARDOUS MATERIALS AND WASTE MANAGEMENT

- The Safety Data Sheets (SDS) for the chemicals in your department are located:
  - In your managers office

- (b) On the intranet/GSAA Home Page under External Websites
  - (c) In Administration
  - (d) Our department does not have SDS
8. If you need to look up the hazards of a chemical in your department, what should you look for?
- (a) Safety Office
  - (b) Manufacturer Guide
  - (c) Ask your supervisor
  - (d) Safety Data Sheet (SDS)
9. If you get a chemical in your eyes or on your skin how long should you flush the affected area for:
- (a) 5 minutes
  - (b) 5 seconds
  - (c) Until the burning stops
  - (d) 15 minutes
10. Vials, IV's, syringes, ointments and creams containing any amount of medication (full or trace), must be disposed of in:
- (a) Pathology Waste Container
  - (b) Biohazard Container
  - (c) Pharmaceutical Container
  - (d) Black Hazardous Waste Container

**D. EMERGENCY MANAGEMENT**

11. A disaster/large emergency that impacts the continuity of operations will be overhead paged as:
- (a) Code Black
  - (b) Shelter-in-Place
  - (c) Code Red
  - (d) Code Triage
12. Additional information for your local Hospital Command Center can be found on your badge buddy and rainbow flip charts.
- (a) TRUE
  - (b) FALSE

**E. FIRE PREVENTION MANAGEMENT**

13. If a Code Red is called **AWAY** from your department you should (select all that apply):
- (a) Evacuate to outside Assembly Area (MOB only)/
  - (b) Stay in Place and await further direction (Hospital Only).
  - (c) Place door stops in doors, so you can evacuate quickly if needed.
  - (d) Clear hallways of any/all equipment in the event that you need to evacuate
14. Why are door stops not allowed?
- (a) Compromises/eliminates component of fire rated walls
  - (b) It allows patients to escape
  - (c) Compromises/eliminates smoke compartments
  - (d) Kids can run away from their parents
  - (e) A & C

**F. MEDICAL EQUIPMENT MANAGEMENT**

15. If a piece of medical equipment malfunctions, you should:
- (a) Take it out of service
  - (b) Call the Kaiser Service Desk at 8-395-1143 or 888-457-4872 and request service
  - (c) Apply a Red Broken Equipment sticker to the device
  - (d) All of the above
16. If a piece of medical equipment has an outdated PM sticker, you should:
- (a) Report equipment to Clinical Technology by calling the Help Desk at 8-395-1143 or 888-457-4872 and continue to use equipment if needed.
  - (b) Throw equipment into the trash.
  - (c) Call the Safety Department.
  - (d) Call the Engineering Department.

**G. UTILITY SYSTEMS MANAGEMENT**

17. How many **FULL** O2 cylinders (grab and go) can you have stored in an area/smoke compartment?
- (a) 10
  - (b) 15
  - (c) 12
  - (d) You can have as many as you need
18. Full oxygen cylinders must be separated (stored in a different rack) from empty or used oxygen cylinders.
- (a) TRUE
  - (b) FALSE

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor/Manager \_\_\_\_\_ Date \_\_\_\_\_

Score \_\_\_\_\_ A passing score is no less than 90%; you may miss only 1 question.

**\*Note:** You must also complete the following KP Learn Courses every calendar year

Course	Description	KP Learn Module Number
Slip, Trip and Fall Prevention 2021	This course provides training on Slip, Trip, and Fall (STF) risks and Kaiser Permanente's STF Prevention Program. This module meets the Federal (29 CFR 1910 Subpart D) and California (8 CCR 3273) for walking-working surfaces.	0000872541
Ergonomics- Office 2021	Ergonomics - Office 2021 - This training program fulfills the OSHA enforceable requirements under the OSHA Act General Duty Clause which ""requires each employer furnish to each of his employees' employment and a place of employment...free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees"" (29 U.S.C. section 654(a)(1).)	0000871677
Ergonomics- Materials Handling 2021	Ergonomics - Materials Handling 2021 - This training program fulfills the OSHA enforceable requirements under the OSHA Act General Duty Clause which ""requires each employer furnish to each of his employees' employment and a place of employment...free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees"" (29 U.S.C. section 654(a)(1).)	0000871664

**\*Note:** If your work duties expose you to **Formaldehyde, Ethylene Oxide** and/or **High Level Disinfectants** you must complete the corresponding KP Learn Modules below to fulfill your Annual Department Specific Training.

Course	Description	KP Learn Module Number
Formaldehyde	If your work duties expose you to Formaldehyde	0000837928
Ethylene Oxide	If your work duties expose you to Ethylene Oxide	0000837927
High Level Disinfectants	If your work duties expose you to any of the following: <ul style="list-style-type: none"> <li>▪ Glutaraldehyde</li> <li>▪ Ortho-phthalaldehyde (OPA)</li> <li>▪ Cidex OPA-C</li> <li>▪ Rapicide PA – Part A</li> <li>▪ Resert</li> <li>▪ Trophon EPR Sonex-HL</li> </ul>	0000837945