

Appendix B

TONHC

Name: _____ Department: _____

Supervisor: _____

Location: Sells Hospital San Xavier Indian Health Center Santa Rosa Health Center
 San Simon Health Center Other

Employment Status: FTE PT or TI Contract Tribal Volunteer

Orientation to Safety

Safety Program Components:

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|--|---|
| A. OSHA Hazardous Communication Law Explanation | N. Emergency Preparedness/External (mock drills & exercises) |
| B. Duties of Appointed Safety Officer | O. Emergency Preparedness/Internal (mock drills & exercises) |
| C. Disposal of Hazardous Materials | P. Ergonomics and Work Environment |
| D. Emergency Operations for Spill Control. | R. Radiation Protection & Safety (Dental, X-ray), TLD Badges and Monitoring Program |
| E. Safety Data Sheets Explanation (SDS) | S. Disaster Codes: Green/Emergency Procedure, Blue/Medical, Red/Fire, Purple/IT Incident, Pink/Infant abduction, Yellow/Hazardous materials (internal, Orange/Security, and Black/Bomb threat |
| F. Life Safety Code (Fire Plan & Drills) | T. RACE: Rescue, Alarm, Contain, Extinguish/Evacuate |
| G. Employee Accident Reporting Procedures & Recordkeeping (Webcident, CA Forms) | U. PASS: Pull the pin, Aim low/ base of fire, Squeeze the handle, Sweep side to side |
| H. Employee Responsibility to Report Real & Suspect Safety Hazards to DH, & SO | V. Security: ID Badges, Access, Contact, Services |
| I. Biannual (OSHA, TJC) Facility Multi-disciplinary Hazard Survey | W. Seat Belt Usage in GSA vehicles; Presidential Directive, 41 CFR 101-39.300 General (C), Area Policies |
| J. Safety Training: Database, Fire Safety (Extinguishers), Incident Reporting, PPE, etc) | |
| K. TJC/Environment of Care (Performance Improvement) | |
| L. Safety Manuals/Policies & Procedures | |
| M. Respiratory Program (fit testing & medical surveillance) | |

Safety Administration

1. A multi-disciplinary Safety Committee normally meets every other month to resolve safety related issues.
2. There is a continuous file of Bio Medical Device and Product Alerts kept by SO. There is an approved FDA reporting procedure in effect. Safe Medical devices Act (SMDA) reporting by PI/RM.
3. There is a log of OSHA injuries kept by the SO, and conspicuously posted annually in January. Trends are noted and acted on through implementing group solutions.
4. SDS's requested of vendors on requisitions for appropriate supplies. Mandatory compliance.
5. There are current governmental and public reference safety books and materials for employee use within IHS, and contracted facilities, by the Safety Officer.
6. At Risk Employee Assessments per Department (e.g. Hep B, TB, Outbreaks of Communicable Diseases)

Statement of Understanding

Introduction/Overview:

This is a general new employee orientation that emphasizes safety awareness rather than specific hazards and procedures. As new employees, you're learning a lot of different things about what we do and how we work within the Sells Service Unit. This Safety Orientation concerns one of the most important parts of your job because it has to be part of every single thing you do. That is safety.

We want you to have the understanding and knowledge you need to prevent accidents. As you learn each part of your job, you'll learn about any potential hazards or risks. And you'll learn how to work safely. But safety is more than specific procedures; it's really a way of life. We put a lot of effort into safety for a number of reasons, one is:

Safety is the law. Almost every piece of equipment or substance we use or operation we perform is the subject of some government safety regulation.

Safety Awareness Items Discussed Between Department Supervisor & New Employee:

1. Location of nearest fire alarm pull station in work area.
2. Location of nearest A-B-C fire extinguisher
3. Meaning and actions to take when the following emergency codes are announced or received:

Green-Disaster/Emergency; Red-Fire; Yellow-Hazmat Incident; Orange-Security/Facility Disturbance; Pink-Infant Abduction/Missing Child; Black-Internal Disaster Blue-Medical Emergency

4. Disposal of Infectious or Potential Infectious Wastes, and Sharps/Containers
5. Departmental Safety Policies and where they are found
6. What an MSDS/SDS is, and the location of SDS's for the department.
7. Handling, storage, and disposal of departmental hazardous chemicals and wastes.
8. Emergency spills within the department.
9. Employee Incident and Accident reporting--Webcident.
10. Seat Belt Usage in GSA vehicles; Presidential Directive, 41 CFR 101-39.300 General (C), Area Policies.

Acknowledgement:

By the signing of this New Employee Safety Briefing Checklist and Statement of Understanding document I (employee) fully understand the components of the aforementioned Safety Program functions of the Tohono O'odham Nation Health Care Facilities. If I find I am not sure of appropriate safety items before I receive mandatory employee safety orientation, I will ask assistance first from my Supervisor, then Safety Committee chairperson, or Safety Officer. This document will be in the employee safety training file, and must be filed with employee orientation in their Official Personnel File at the Facility/Unit.

Employee Signature & Date

Safety Officer & Date

Supervisor Signature & Date