

Occupational Health & Safety Self Training Guide

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& Control



Our Role



Our Occupational Health and Safety (OH&S) team is here to support a safe and healthy work environment for OSMH staff, credentialed staff, students and volunteers. By taking good care of our people, we can in turn deliver the best care and the best patient experience possible.

The Occupational Health & Safety Act



The *Occupational Health and Safety Act* (OHSA) sets out the rights and duties of all parties in the workplace – employees and employers.

It also establishes procedures for dealing with workplace hazards and it provides for enforcement of the law where compliance has not been achieved voluntarily by workplace parties.

Health & Safety Roles and Responsibilities



Employer

- Maintains equipment
- Provides personal protective equipment
- Develops and enforces procedures
- Provides information and training
- Ensure supervisors are competent
- Monitors the health of workers
- Performs a yearly risk assessment regarding violence
- Develops a prevention program
- Takes every precaution reasonable to protect the worker

Health & Safety Roles and Responsibilities



Supervisor

- Must have knowledge of health and safety hazards in the workplace
- Knows what is required to prevent mishap
- Takes every precaution reasonable for the protection of the worker
- Ensures workers comply with health and safety practices

Health & Safety Roles and Responsibilities



Workers/Frontline

- Must comply with the OHSA and the policies and procedures set out for health and safety
- Reports any hazards that may endanger anyone
- Shares responsibility for the safety of their work environment
- Complies with training requirements
- Knows and employs safe work practices
- Uses required safety devices provided

Health & Safety Roles and Responsibilities



Joint Health & Safety Committee

- Must be consulted during the creation of all health and safety policies, procedures, and training programs
- Review incidents and concerns from employees not satisfied by the Internal Responsibility System
- Make recommendations to the Employer that require response within 21 days

Rights of the Worker



1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

Hazard & Risk



- **Hazard**
 - Any existing or potential condition or act that could cause:
 - Harm to workers (injury, disease, death)
 - Damage to property
 - Loss of process
- **Risk**
 - An estimate of the probability or likelihood of consequence to people, property, and/or process as a result of the hazard

Workplace Hazards



Workplace hazards can be classified into the following categories:

- Chemical
- Physical
- Biological
- Safety
- Ergonomic
- Psychosocial

Workplace Hazards & Control



Some specific healthcare hazards are:

- Hazardous chemicals (chemical)
- Noise, vibration (physical)
- Extreme temperatures (physical)
- Risk of exposure to infectious disease (biological)
- Moving parts (safety)
- Electrical components (safety)
- Slips and falls (safety)
- Unsafe patient handling (ergonomic)
- Workplace violence/harassment (psychosocial)

Donning & Doffing PPE

- Donning and doffing helps the spread of infectious diseases
- Wear the right PPE for the interaction anticipated to reduce risk of exposure
- Remember the sequence and importance of hand hygiene in the process

CORRECT SEQUENCE FOR **DONNING** PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required; e.g., Standard and Contact, Droplet or Airborne Infection Isolation.

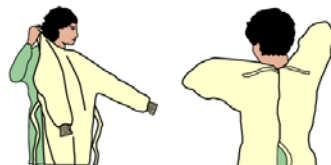
Remove hand jewellery and tie back hair.

Clean and dry hands thoroughly.

1. **GOWN / APRON**

Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back

Fasten in back of neck and waist



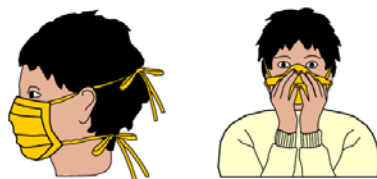
2. **MASK OR RESPIRATOR**

Secure ties or elastic bands at middle of head and neck

Fit flexible band to nose bridge

Fit snug to face and below chin

Fit-check respirator



3. **GOGGLES OR FACE SHIELD**

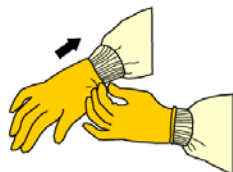
If you wear glasses put them on.

Place goggles or face shield over face and eyes and adjust to fit



4. **GLOVES**

Extend to cover wrist



CORRECT SEQUENCE FOR **REMOVING** PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. **GLOVES**

Outside of gloves are contaminated—DO NOT TOUCH!

Grasp outside of glove with opposite gloved hand; peel off

Hold removed glove in gloved hand

Slide fingers of ungloved hand under remaining glove at wrist

Peel glove off over first glove

Discard gloves in waste container

Clean and dry your hands thoroughly



2. **GOGGLES OR FACE SHIELD**

Outside of goggles or face shield are contaminated—DO NOT TOUCH!

To remove, handle by head band or ear pieces

Place in designated receptacle for reprocessing or in waste container

Clean and dry your hands thoroughly



3. **GOWN / APRON**

Gown front and sleeves are contaminated—DO NOT TOUCH!

Unfasten ties

Pull away from neck and shoulders, touching inside of gown only

Turn gown inside out

Fold or roll into a bundle and discard

Clean and dry your hands thoroughly



4. **MASK OR RESPIRATOR**

Front of mask/respirator is contaminated—DO NOT TOUCH!

Grasp bottom, then top ties or elastics and remove

Discard in waste container

Clean and dry your hands thoroughly



Feeling Unwell



What if I am not feeling well?

- If you have:
 - A “cold”
 - Fever (temperature $>38^{\circ}\text{C}$ or 100.4°F)
 - **With** a new or increased cough
 - Vomiting and/or diarrhea
 - Pink eye
 - Strep throat
- Please protect our patients and our employees **DO NOT** report to work
- Call Occupational Health & Safety at ext. 3290

Food & Beverage Policy



- All eating and drinking is to be done in the cafeteria or lunchroom
- Closed coffee mugs/ drink containers are allowed at workstations
- No open foods at workstations for infection control reasons
- No drinks/foods on medication carts or other equipment

Sharp Safety



- Needles are not to be recapped
- All sharps having contact with body tissue must be disposed of immediately after use
- Uncapped needles, scalpels or other medical sharps must not be left unattended or covered with a towel or drape
- All sharps injuries must be reported immediately to a supervisor/manager and occupational health and safety

Slips, Trips & Falls

- Be aware of slip, trip and fall hazards such as:
 - Wet floors
 - Uneven surfaces
 - Loose or buckled carpets
 - Outdoor weather hazards
- Wear proper footwear as per hospital policy



Footwear Policy

All employees and volunteers working in patient care areas, support services areas or with patient care responsibilities in emergency situations must wear **safe and appropriate footwear that encloses the foot and provides protection.**

What is Safe Footwear?

- Closed toe and heel
- Tie-up or loafer style
- Good arch support with low or medium heel (<60mm / 2.5 inches)
- Nursing and other inpatient care areas must wear runner or “nurse’s shoe”
- Slip-resistant sole (similar to the sole of a running shoe or have a CSA skid approved rating)

BEACH CROCS ARE NOT SAFE FOOTWEAR
FOR THE WORKPLACE



Dress Code Policy

- Uniforms must fit properly, be clean, free of tears, stains and rips
- Articles of jewellery are not to be worn below the elbow with exception of a smooth band/rings or a medical alert bracelet
- Tattoos that would reasonably be considered offensive by staff or patients/visitors must be covered
- Fingernails must be clean and trimmed, no artificial nails in patient care, aseptic or food delivery areas
- Required to wear OSMH ID badge with photo and name facing outward so that it is visible

Minimal Fragrance Policy

- Staff are required to not wear added fragrance in their personal hygiene products or clothing
- Scented products can cause headaches, nausea, or respiratory distress for those with sensitivities
- This also apply to flowers, so no freesias, lilacs, lavenders, lilies, hyacinth and peonies. Flowers with minimal scent such as daisies and carnations are OK

Reducing the Effect of Ergonomic Hazards



- Develop awareness of your joints
- Use proper body mechanics
- Rotate tasks to use different muscle groups
- Lift in the safety zone
- Push, pull or slide instead of lift and carry
- Use a cart instead of carrying
- Keep load height low for best visibility
- Improve casters, test load, get help, split load

Reducing effects of MSD hazards



Contact Us

If you have any questions, please don't hesitate to contact the Occupational Health & Safety department at ext. 3032.



Occupational Health & Safety Self Training Guide

Thank you for completing the self training guide.
We hope it was informative.

Please print this certificate and submit it with
your orientation manual.