Worldwide Travel Staffing

2829 Sheridan Drive, Tonawanda, NY 14150 | Toll-Free: 866.633.3700 | Toll-Free Fax: 877.375.2450 | www.WorldwideTravelStaffing.com

Universal Precautions Policy

Worldwide Travel Staffing, Limited will adhere to the following policies when delivering care to all patients. By adhering to the following precautionary measures, the risk of transmission of disease is decreased when the infection status of the patient is unknown.

- Gloves must be worn when delivering patient care, handling specimens, doing domestic cleaning, and handling items that may be soiled with blood or body fluids.
- Gowns or aprons must be worn during procedures or while managing a patient situation when there will be exposure to body fluids, blood, draining wounds, or mucous membranes.
- Masks and protective eyewear or face shields must be worn during procedures that are likely to generate droplets of body fluids, blood, or when the patient is coughing excessively.
- Gloves are to be worn when handling all specimens to prevent contamination from body fluid or blood specimens.
- Hand Washing: Hands must be washed before gloving and after gloves are removed. (See hand-washing procedures). Hands and other skin surfaces must be washed immediately and thoroughly if contaminated with body fluids or blood after all patient care activities.
- Employees who have open cuts, sores, or dermatitis on their hands must wear gloves for all patient care.
- All personal protective equipment provided by facility should/must be worn.

Hand Washing Policy

- Hand washing must be done before and after each task, before and after direct patient contact, and after handling any of a patient's belongings.
- The water faucet is always considered contaminated. This means there are germs on it. This is why you use paper towels to turn the faucet on and off.
- If your hands accidentally touch the inside of the sink start over. Repeat the entire procedure.
- Take soap from a dispenser, if possible, rather than using bar soap. Bar soap accumulates pools of soapy water in the soap dish, which is then considered contaminated.
- Hand washing is effective only when:
  - You use enough soap to produce lots of lather.
  - You rub skin against skin to create friction, which helps to eliminate microorganisms.
  - You rinse from the clean to the dirty parts of your hand. Rinse with running water from 2 inches above the wrists to the hands and then to the fingertips.
- Hold your hands lower than your elbows while washing. This is to prevent germs from contaminating your arms. Holding your hands down prevents back flow over unwashed skin.
- Add water to the soap while washing. This keeps the soap from becoming too dry.
- Never use the patient's soap for yourself.
- Rinse well. Soap left on the skin causes drying and can cause skin irritation.

Back Safety Policy

Body Mechanics is the special way of standing and moving your body to make the best use of strength and avoid fatigue. Good posture should always be maintained - head erect, buttocks pulled in, stomach muscles tight, chest high and shoulders back. Lower back problems are the leading cause of injury and sick time in health professionals.

Some important rules to follow are:

- Use as many muscles or groups of muscles as possible
- Maintain good posture

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Some important rules to follow are: (Cont.)

- Have weight evenly balanced on both feet
- Broad base support, feet should be about 12 inches apart
- It is better to push, pull, or roll than to carry something heavy
- Arm muscles support, leg muscles lift

When you lift:

- Squat close to the load
- Keep your back straight
- Grip firmly
- Hold load close to your body
- Lift by pushing up with your strong leg muscles
- Pivot your feet, DO NOT TURN YOUR WAIST
- Turn with short steps
- Count 1-2-3 lift when two or more people are lifting
- Establish count before you begin lifting

Fire Safety and Prevention Policy

Because fire represents a serious threat to hospital staff, patients and facilities, fire safety is of paramount importance. All employees are required to participate in Worldwide Travel Staffing, Limited's Fire Safety and Prevention Policy.

A general knowledge of fire and associated hazards is important to ensure that patients, staff, and property are protected. There are four (4) classes of fires:

1. Class "A" fires are ordinary combustibles. Examples of Class "A" fires are burning wood or paper.
2. Class "B" fires are burning flammable or combustible liquids. Burning gasoline or oil are examples of class "B" fires. Because the burning material is a liquid, these fires can spread easily, increasing the hazard. Water should not be used to extinguish class "B" fires because the liquids will float on water, furthering the spread of the fire.
3. Class "C" fires are electrical fires. A fire in a computer, a copier, or an electrical panel box is an example of this class of fire. Conductive extinguishing media like water should not be used because of the shock or electrocution hazard.
4. Class "D" fires are burning metal. Examples are burning metal chips in a machine shop or a structural fire on an aircraft. These fires burn at very high temperatures.

For a fire to start, three (3) elements must be present. These elements are fuel, oxygen, and a source of energy to cause the fuel to ignite. A very simple example is a lighted cigarette being thrown into a wastebasket. The fuel is the waste paper in the basket, oxygen is present in the air around us, and the cigarette provides the ignition. To prevent fires, precautions must be taken to avoid conditions that bring together fuel and a source of ignition in the presence of oxygen.

Practically speaking, sources of ignition and fuel must be controlled. Good housekeeping and storage practices are used to control fuel sources. To control sources of ignition, "No Smoking" rules must be enforced. All personnel should be alert to other sources of ignition; for example, frayed or arching wires or overheating equipment. Unauthorized appliances must not be brought into facilities. Hazards should be brought to the attention of a supervisor.

The hazards of fire are not limited to the heat of the fire. The smoke generated by a fire, or the panic that ensues, causes many injuries and deaths. It is essential that you know your role and responsibilities in the event of a fire. The basic rule for Worldwide Travel Staffing, Limited employees is to evacuate if there is a fire. Do not attempt to fight the fire. You may, however, have additional responsibilities as a staff member at the facility to which you are assigned. You will receive instruction in these responsibilities from your supervisor. Examples of typical responsibilities include evacuating patients and shutting down equipment. In the event that you have no additional responsibilities, the following policy applies:

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Before an Emergency

- Familiarize yourself with the facility's emergency plan.
- Learn both your primary and secondary evacuation routes.

In an Emergency

- Remain calm. Remember that panic will increase the danger.
- Sound the alarm; inform your supervisor and co-workers of the danger.
- Exit the facility using the assigned route via the marked exits. Smoke filled areas should be avoided. If you must pass through smoke filled areas, do so quickly and at floor level. Do not use elevators.
- Proceed to your designated meeting point so that you can be accounted for.

Electrical Safety Policy

In order to ensure the safety of Worldwide Travel Staffing, Limited employees, the following rules regarding electrical safety must be complied with at all times.

- Do not operate any equipment, which is tagged as "Out of Service."
- Do not use any equipment that shows signs of damage. Inform the supervisor of damage to the equipment so that it may be taken out of service for inspection and repair.

Examples include:

- Broken covers on light switches and electrical outlets
- Frayed or cut cords, or cords where the insulation has pulled away from the plug
- Equipment with cracked cases or housings
- Missing switches or blanks in panel boxes

Electrical Work Practices

If you must work in proximity to equipment or circuits being serviced, maintenance personnel must provide the following safeguards, at a minimum:

- Safety de-energizing circuits or equipment. This includes stored energy in capacitors and high capacitance elements.
  - These procedures must make use of locks and tags, and shall not be dependent on push buttons, interlocks, selector switches, etc. as the sole source of protection.
  - In the event that a lock cannot be used, a tag must provide equivalent safety.
  - The de-energized condition must be verified. A qualified person will complete this by use of the operating controls and test equipment.
- Details safely re-energize circuits or equipment.
  - A qualified person shall determine that it is safe to re-energize the circuit by tests and visual inspections.
  - Employees affected by the re-energization shall be warned to stay clear of the circuits or equipment.
  - Locks and tags shall be removed by the employee(s) who applied them. If the employee is absent, a qualified employee may make the removal, but the employee who applied the lock(s)/tag(s) must not be available in the workplace, and that employee must be notified of the removal of lock(s)/tag(s) immediately upon their return.
  - A visual determination must be made that employees are clear of circuits and equipment.

Employee Rights Under the OSHA Standard

The purpose of the OSHA Hazard Communication Standard is to ensure that you understand the hazards of the chemicals with which you work and know how to safely use those chemicals. Under this standard you are given the following rights:

- The right to have access to the company's written hazard communication program.
- The right to request and receive information on the hazardous substances to which you are exposed.

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Employee Rights Under the OSHA Standard (Cont.)

- The right to be informed and trained about the hazardous chemicals used in your work area and the methods you can take to protect yourself from the hazards of those chemicals.
- The right to know the methods and means to recognize the presence or release of a hazardous chemical in the work area.
- The right to file a complaint with OSHA if you believe that you have been discriminated against by exercising your rights under this standard. An employee complaint to OSHA may trigger an OSHA inspection of the facility.

Hazard Communication Coordinator: _____

Hazard Communication Policy

Policy

Employees are our organization's most important asset. Their safety and health is our greatest responsibility. It is the policy of this organization that every employee is entitled to work in a safe and healthful environment. When employees are in our employ, they have a right to know the hazardous chemicals with which they work or to which they could be exposed and the measures they can take to avoid injury or illness when working with these chemicals. We provide information and training in order to reduce the possibility of accidental exposure and to comply with the OSHA Hazard Communication Standard.

Purpose

The Occupational Safety and Health Administration Hazard Communication Standard (29 CFR 1910.1200) requires that all employees develop and implement a "written hazard communication program." Our program, as put together in our HazCom plan document, is designed to implement the OSHA Hazard Communication Standard requirements in this organization.

OSHA's primary intent in issuing this standard is to ensure that employees will receive as much information as needed concerning the hazards in their workplace. In our organization, this information will be presented to our employees prior to starting work, when changing jobs, which change the hazardous substances to which they are exposed, or when new hazards are introduced into their work area.

The purpose of this program is to ensure that:

- All employees are aware of our Hazard Communications Compliance Plan and to ensure that it is available to all employees, their designated representatives, and OSHA.
- All hazardous chemicals used in the workplace are labeled and that a list of chemicals is maintained.
- Material Safety Data Sheets (MSDS) are available for all hazardous chemicals.
- Employees receive information and training so that they are informed of the requirements of the standard and trained regarding hazards in their workplace.
- All persons involved in non-routine work tasks are informed of hazards before performing work in our facility, that sub-contractors inform us of any hazardous materials brought into our facilities, and that we have procedures in place so that we can become aware of hazards we may encounter on job sites to which we may send employees.

Issued: _____ Signature: _____

Date: _____ Title: _____

Policies and Procedures For Non-Routine Work Tasks

- On occasion, it is necessary for employees to perform jobs which they do not perform on a routine basis and that may involve potential exposure to hazardous chemicals (e.g. carbon monoxide).

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Policies and Procedures For Non-Routine Work Tasks (Cont.)

- Under such circumstances, it is the responsibility of the supervisor to determine the hazards, which are present or may be created by the task. The Supervisor is responsible for communicating this information to the employee. The supervisor will also make sure that any special equipment (e.g. portable ventilation system) and/or personal protective equipment is available and used to perform the work safely. This is especially important when employees enter confined spaces. OSHA standard 1910.146 details the requirements for entry into confined spaces.
- The supervisor should contact the Hazard Communication Coordinator for assistance if he/she has any difficulty with item 2 above.

How To Use An MSDS

Manufacturers and suppliers are required to provide MSDS's to their customers. OSHA requires that the contents of MSDS's be based on the results of specific testing procedures designed to determine the toxic and hazardous characteristics of each material.

We used the MSDS's to get information about the properties of the chemicals we work with and how these chemicals can be used safely.

Although the standard does not require a specific MSDS format, a commonly used one is that of OSHA Form 174, a sample of which follows.

An MSDS is usually broken down into 8, 9, 10, or more sections. The number of sections in an MSDS has no effect on quality of the data therein.

Additionally, the different sections of an MSDS may be arranged in any sequence desired by the manufacturer.

In any case, the basic format that an MSDS will take is demonstrated by the model MSDS form used by OSHA. A discussion of this format follows.

Section I identifies the material, giving it's chemical and trade names. It also lists the name of the manufacturer as well as an emergency telephone number.

Section II lists all of the hazardous components of the material and their percent composition. It also gives the Permissible Exposure Limit (PEL) and/or Threshold Limit Values (TLV) for each component. The PEL is a value, which indicates the maximum exposure an employee may have to the component. PEL's are based on amounts intended to protect a working person from the harmful effects of chemical exposure over the course of a working lifetime.

Section III, the physical data section, provides detailed information on the physical properties of the material. For example, vapor pressure indicates how rapidly the material evaporates. Vapor density is an indication of whether a gas or vapor is lighter or heavier than air. This allows you to be aware of places in which it might collect. Information, which will help identify the substance by observing its appearance and odor, is also provided.

Section IV deals with fire and explosion hazard data. This section discusses how to extinguish fires and explains any special fire fighting procedures. The flash point is the temperature at which the liquid will give off sufficient vapors to ignite in the presence of an ignition source. The lower the flash point, the easier it is to ignite the liquid. The flammability limits are the lower and upper levels of vapor concentration that will burn. Below the Lower Explosive Limit (LEL) there is not enough vapor to continue burning. Above the Upper Explosive Limit (UEL) there is too much vapor in the air for combustion with oxygen to take place. In order for a fire or explosion to occur, the concentration of vapors or gas in the air must be between the two limits.

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Material Safety Data Sheet
May be used to comply with OSHA's Hazard Communication Standard, 29 CFR 1910 1200. Standard must be consulted for specific requirements.

U.S. Department of Labor
Occupational Safety and Health Administration
(Non-Mandatory Form)
Form Approved
OMB No. 1218-0072

IDENTITY *(as Used on Label and List)*	*Note: Blank spaces are not permitted. If any item is not applicable or no information is available, the space must be marked to indicate that.*

Section I

Manufacturer's name	Emergency Telephone Number
Address *(Number, Street, City, State and ZIP Code)*	Telephone Number for Information
	Date Prepared
	Signature of Preparer *(optional)*

Section II—Hazardous Ingredients/Identity Information

Hazardous Components (Specific Chemical Identity, Common Name(s))	OSHA PEL	ACGIH TLV	Other Limits Recommended	% (optional)

Section III—Physical/Chemical Characteristics

Boiling Point		Specific Gravity (H_20 = 1)	
Vapor Pressure (mm Hg)		Melting Point	
Vapor Density (AIR = 1)		Evaporation Rate (Butyl Acetate = 1)	
Solubility in Water			
Appearance and Odor			

Section IV—Fire and Explosion Hazard Data

Flash Point (Method Used)	Flammable Limits	LEL	UEL
Extinguishing Media			
Special Fire Fighting Procedures			
Unusual Fire and Explosion Hazards			