

TOOL BOX TALKS

Healthcare General Safety Rules

Safety of caregivers and those that they care for is top priority within the healthcare industry. Healthcare providers must comply with state and federal legislation regarding safety. Since healthcare is provided in a variety of settings, safety rules should serve as guidelines for daily operations.

Healthcare General Safety Rules

- Employees must wear their seat belts when driving or riding in vehicles on company business.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs or hazards before the end of your work shift.
- Report incidents or injuries in writing immediately.
- Wear protective gloves during patient contact.
- Wash hands before & after patient contact.
- Wear protective gloves and use a germicidal cleaner when cleaning up body fluids.
- Wear eye protection when exposed to flying body fluids.
- Wear a HEPA face mask when exposed to body fluid mists or potential tuberculosis exposure.
- Replace sharps containers when they're 2/3 full.
- Keep fire exits clear, unblocked and unlocked.
- Report issues with emergency lighting and exits.
- Know severe weather shelter locations.
- Get help to team lift heavy objects like office furniture, boxes of records or other supplies.
- Keep personal protective equipment stocked.
- Report shortages of protective equipment that limits exposure to infectious body fluids.
- Do not block circuit breaker panels, fire alarm pull stations, fire or emergency exit lighting or fire extinguishers with decorations or fixtures.
- Do not use undersized two-wire extension cords.
- Never "piggyback" surge protectors or extension cords and do not use if damaged or unsafe.
- Keep the area around surge protectors clean and clear to allow for cooling airflow.
- Do not cover extension cords with rugs or in an area that creates a trip hazard.
- When doing extensive computer work take little breaks, stretch and report issues early.
- Report security concerns immediately.

Slip, Trip and Fall Prevention Safety Rules

- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Do not stand on boxes, carts or tables.
- Do not stand on the top two rungs of step ladders.
- Do not overload or overreach when using ladders.
- Wear appropriate slip-resistant footwear when working especially for winter weather and beware slip and trip hazards in the parking lot.
- Wear gloves and eye protection whenever a combative patient is possible.
- Use a protective gown when exposed to gross

Work **SAFE**

Smart, Accident-Free Environments

- Do not wear inappropriate footwear like sandals or heels when working during winter weather.
- Keep entrances clear of ice, snow, water.
- Keep desk chairs and desk drawers pushed in when not in use.
- Straighten floor runners or rugs that could trip fellow employees.
- Clean up spills of liquid and water immediately.
- Pick up trip hazards once discovered.
- Do not run.
- No horseplay.
- On stairs use the handrail, do not carry too much or bulky items when climbing or descending stairs.
- Use elevators, when provided, when bulky or heavy items must be moved from floor-to-floor.
- amounts or the potential for gross amounts of body fluids.
- Prevent tracking of body fluids by wearing shoe covers when lots of body fluids are encountered.
- Replace sharps containers when they're 2/3 full.
- Do not hand needles or medical instruments to co-workers. Set it on a tray for the coworker to pick it up.
- Do not recap sharps. Do not stick sharps into cushions. Do not place sharp objects in the trash.
- Do not take contaminated personal clothing out of the building.
- Do not eat or drink in the patient care area.
- Do not store food or drink in medical refrigerators.
- Do not smoke or eat before washing hands.

Bloodborne Pathogen Safety Rules

- To hasten post-incident treatment, report needlesticks immediately after the occurrence.
- Wear gloves during patient contact or during body fluid cleanup.
- Treating patients without gloves is not permitted.
- Wash hands before & after patient contact.
- When warm water and germicidal soaps are not available, use antiseptic gel.
- Always wear protective gloves and use a germicidal cleaner when cleaning up body fluids or contaminated surfaces.
- Wear a HEPA face mask along with eye protection when potentially exposed to body fluid mists, splashes, sprays or possible tuberculosis exposure.
- To prevent entrapment keep long clothing, jewelry and aprons clear of industrial dough mixers.
- Turn handles of hot pots and pans in to prevent them from being knocked over.

Food Service Safety Rules

- Wear slip-resistant footwear.
- When using knives and cutting tools keep hands and fingers out of the line of fire.
- Keep knives and cutting tools sharp.
- Place unused knives back in storage and do not leave unused knives out.
- Do not hand knives to coworkers.
- Pick up knives by the handle only.
- To prevent fire, keep long clothes, dish towels and aprons clear of hot cook tops and burners.
- Never over-fill trash cans – empty often to prevent trip hazards and back injuries from heavy bags.
- Do not use your hands or feet to compress garbage in trash cans.



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- Use potholders to handle hot pots and pans.
- To prevent steam burns do not use wet wash rags to clean hot surfaces.
- Wear long, protective gloves and a proper apron when handling hot liquids or grease.
- Prevent falls by cleaning up spills of food, grease and liquids immediately.
- Keep emergency exits clear, unblocked and unlocked.
- Do not use water on a grease fire. Cover with lids or use a foam or ABC dry-chemical fire extinguisher.
- To prevent slips and falls keep trash and waste piles cleaned up.
- Do not store materials on stairs. Keep stairs clear of buildups of grease, trash.
- Keep floors, aisles, passageways, furnace rooms, entrances and exits clean and orderly.
- Warn others with warning cones or signs when floors are wet from cleaning or waxing.
- Shelve, stack and store material in a stable and organized manner to prevent falls or trip hazard.
- Store oily rags or combustible / flammable waste in safety waste cans.
- Wear personal protective equipment when cleaning up blood or body fluids.
- Wear protective gloves when cleaning restrooms.
- Wear rubber gloves when handling sharps containers or contaminated waste.

Custodian Safety Rules

- Wear slip-resistant footwear while at work.
- Chemical containers must be labeled and closed when not in use.
- Do not use vacuums or other electrical machines that are damaged or unsafe.
- Use a proper step stool or ladder to reach elevated objects – do not use crates, chairs or desks.
- Employees must clean up spills of liquid like cleaners or water immediately.
- Empty overflowing trash receptacles immediately.
- Follow all motorist safety laws when driving or during emergency responses.
- Do not tailgate motorists even on emergencies.
- Slow down, increase following distance and turn off supplemental braking systems when driving on wet pavement.
- Smoking is not permitted in ambulances.

Ambulance General Safety Rules

- Report maintenance concerns or hazards in writing to your supervisors.
- Perform a written ambulance inspection before each shift.
- Do not perform maintenance on ambulances unless trained and authorized.
- Wear your seat belt when driving or riding in ambulances.
- Personnel in rear must wear seat belts unless the patient is receiving critical emergency care
- Distracted driving is not permitted. Do not eat, read maps, text or use cell phones while driving.
- Do not continue care when a weapon or firearm is discovered.
- Report all signs of patient abuse.
- If the home becomes unsafe, leave immediately.



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- Use three-point contact when entering or exiting ambulances.
- Empty sharps containers when they are 2/3 full.
- When working in traffic, park the ambulance to protect it from being struck by traffic.
- Wear a reflective, high-visibility vest in traffic.
- When parking always set the parking brake.
- Secure all oxygen or pressurized cylinders inside the ambulance.
- Keep steps and stairs into the ambulance clear of trip or slip hazards.
- Immediately after patient care, clean up spills of body fluids with a germicidal spray.
- Wear protective equipment like gloves when cleaning body fluids from ambulance surfaces.
- To prevent a backing accident, use a spotter or get out and look.
- Always carry a charged cell phone when performing home health activities.
- Wear rubber gloves when handling laundry or when cleaning bathrooms or kitchens.
- Wear rubber gloves when removing garbage bags.
- Wash hands immediately after cleaning restrooms, kitchens, after patient care or removing garbage.
- Use antiseptic foam or gel when warm water and soap are not an option.
- Wear a protective gown when clothing could be contaminated.
- Do not eat or drink where clients receive care.
- Dispose of sharps in approved containers.
- Do not fill sharps containers more than 2/3 full.
- Do not recap sharps.
- Do not dispose of sharps in common trash.
- Straighten loose rugs and move clutter that could cause a back injury when moving a patient.
- Wear eye protection when exposure to flying body fluids is possible.
- Wear a HEPA face mask when exposed to body fluid mists or potential tuberculosis exposure.
- Wear slip-resistant footwear. Flip-flops, open-toed and leisure footwear are prohibited.

Home Health Safety Rules

- Employees on company business and riders transported to and from health care facilities must wear seat belts.
- Do not enter a home that appears to be unsafe, a crime scene, or with uncooperative home care patients, neighbors or family members.
- Do not enter a home containing an aggressive pet.

Nursing Home General Safety Rules

- Wear slip-resistant footwear.
- Flip-flops, open-toed and leisure footwear are prohibited.
- Wear proper footwear for winter weather and beware slip and trip hazards in the parking lot.
- When working with patients, be ready for a sudden



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fall, lack of cooperation or combativeness.

- Move all trip hazards or clean up slip hazards before moving a patient.
- Use mechanical lifting devices when patients must be moved.
- Use slide boards or slip sheets when transferring patients from bed to bed.
- When patients are to be moved by hand, request extra help from your coworkers.
- Do not attempt to move a patient by yourself.
- In order to gain better access when moving a patient, move furnishings that can cause a trip or injury.



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