

# Langley Porter- Department of Psychiatry

## Annual Safety Training

### ***What this course covers***

This Annual Safety Training course is required for everyone training, employed by or volunteering at Langley Porter - UCSF. This training fulfills Joint Commission, Cal/OSHA, and other health and safety requirements.

This course covers:

- General Safety
- Medical Equipment
- Building Utilities
- Fire and Life Safety
- Security
- Emergency Preparedness
- Hazardous Materials
- Infectious Diseases
- Ergonomics

### ***Course Strategy***

**Annual Safety Training (AST) Manual:** This manual has been designed to be used in conjunction with the “LPPI, Langley Porter Annual Safety Quiz” found on the [UC Learning Center \(UCLC\)](#) website.

**Grading:** You will need to score 80% or higher on the quiz to pass and complete the annual safety training requirement. You will be allowed to retake the quiz until your final score is 80% or higher.

**Time limits:** This course does not need to be taken in one sitting. You may leave the quiz at any time by closing the course window. Then when you come back to the course, you will be prompted to resume where you left off, or start over again.

## **ENVIRONMENT OF CARE PROGRAM**

Langley Porter has implemented an environmental health and safety management program that is intended to comply with the Joint Commission Environment of Care Standards and the Cal/OSHA requirement for an employer to have an Injury and Illness Prevention Program. This program is intended to maintain a safe environment for our patients and visitors, employees, and environment from potential harm. The program is defined in the Environment of Care Manual, which addresses seven subjects:

- Safety Management
- Security Management
- Hazardous Materials and Waste Management
- Emergency Management
- Fire and Life Safety
- Medical Equipment Management
- Utilities Management

The Environment of Care Manual is available online at the Department of Psychiatry <http://psych.ucsf.edu/login.aspx> Click on Langley Porter then Policies and Procedures to get to most manuals including the Environment of Care manual. Hardcopies are also available on each floor and contains a copy of the LPPI Main Building Emergency Action Plan. The Emergency Essentials Resource Manual also contains your Program Emergency Action Plan, Emergency Action Instructions, Fire Plan, Emergency Conditions & Basic Staff Response and Utility System Failure & Basic Staff Response ready to use. **All staff must be familiar with, know how to obtain and know where to find the EOC manual and the Emergency Essentials Resource Manual,**

**The Environment of Care Manual is also available at the following LPPI Locations:**

<b>Floor</b>	<b>Location</b>
First Floor	Reception / Front Desk (LP-101) Medical Education Office (LP-140)
Second Floor	The Registration Office (LP-267)
Third Floor	The Chairman's Office (LP-342)
Fourth Floor	Adult Inpatient Unit (LP-411) Partial Hospitalization Program (LP-A415) AIP Administration Office (LP-471)

The Program is administered by the Environment of Care Committee and by the Langley Porter Safety Officer, Emma Perez, and includes representatives from appropriate programs to address all Environment of Care issues. The committee members collaborate with the Safety Officer and set program priorities, identify concerns, implement corrective actions, and track progress towards continuously improving work conditions.

The Environment of Care Committee shares information on a regular basis through several methods:

- New employee and annual safety training
- Environment of Care Manual
- EH&S newsletter
- Information updates that address immediate concern
- Program Specific Training
- Your Program/unit Manager
- Safety Alerts/Security Alerts

Technical manuals that address specific concerns are available for your review. These include:

- Environment of Care Manual
- Emergency Essentials Resource Manual
- Infection Control Manual
- UCSF Radiation Safety Manual
- UCSF Radiation Protection Handbook
- UCSF Chemical Safety Manual

It is vital that all employees remember Safety is a shared responsibility. You are required to have a valid identification badge on at all times while on duty at UCSF-Langley Porter.

### ***Support to Langley Porter Program***

The UCSF Office of Environment Health and Safety (EH&S) provides technical support to the Langley Porter Safety Officer and the Environment of Care Workgroup. EH&S assists Langley Porter Facilities Office in complying with the Joint Commission requirements and environment, health and safety regulations. Their services include:

- Development and implementation of proper health and safety procedures.
- Maintaining regulatory/administratively required records.
- Accident and incident investigation
- Emergency eyewash and shower testing and inspection
- Environmental monitoring
- Environmental sanitation
- Emergency Response
- Ergonomics advice
- Hazardous waste management
- Hospital safety
- Hosting of regulatory agencies and coordination of inspections
- Indoor air quality monitoring
- Laser safety management
- Non-ionizing radiation equipment monitoring
- Occupational exposure monitoring to hazardous materials
- Patient care area monitoring
- Radioactive material management program oversight
- Respiratory protection program

- Safety training of staff
- Local exhaust ventilation systems evaluation and monitoring

For information or assistance, call EH&S at 476-1300, or contact LPPI Safety Coordinator at 476-7257.

## **INJURY AND ILLNESS PREVENTION PROGRAM**

Cal/OSHA requires each employer to have an Injury and Illness Prevention Program (IIPP). The Langley Porter IIPP includes the following major components:

- Safety authority and responsibility
- Employee compliance with all appropriate safety regulations and policies
- Communication of safety information
- Hazard identification through periodic workplace inspections
- Hazard mitigation or correction of potentially unsafe conditions
- Accident investigations
- Every employee must be trained in general safety issues as well as hazards specific to each person's job, and whenever new job assignments, hazardous materials, processes, procedures, or equipment are introduced.
- Documentation of safety training, inspections, and all other aspects of IIPP compliance

***Everyone has a role in workplace health and safety.*** Success requires the cooperation and commitment of Campus, Langley Porter and Medical Center employees. As a UCSF employee, your role is to:

- Become familiar with the potential hazards of your work and work area.
- Understand and use measures for minimizing occupational exposures to infectious agents. These can include:
  - ⇒ Engineering controls such as laboratory hoods, isolation rooms, and engineered sharps injury protection devices (ESIP) - guards on sharps.
  - ⇒ Safe work practices such as using equipment properly, not recapping sharps, and cleaning up spills before someone slips.
  - ⇒ Use of personal protective equipment (PPE) such as gloves, gowns, face shields, goggles, and N95 respirators.
  - ⇒ Cough and sneeze etiquette, keep hands away from mouth, eyes & nose. View "Why Don't We Do It In Our Sleeves" at [www.coughsafe.com/media.htm](http://www.coughsafe.com/media.htm)
  - ⇒ Personal hygiene and hand washing.
- Report unsafe conditions. Do not undertake a job that appears unsafe.
- Report any work-related injury and illness to your supervisor.
- Know emergency plans and procedures in your work area.
- Participate in required inspections, emergency drills, monitoring and training programs.

These requirements are integrated into the Environment of Care Program.

## **HOW TO REPORT A SAFETY CONCERN**

If you identify an environmental health and safety concern, you can report it by one of the following means:

- Report it to your supervisor.
- Report it to a member of the Environment of Care Committee.
- Report it to the Langley Porter Safety Officer, Emma Perez by calling 476-7597.
- Report it to Langley Porter Building Safety Coordinator, Marcia Gardiner by calling 476-7257.
- Report it to Langley Porter's EH&S Safety Specialist, by calling Office of Environment, Health and Safety at 476-1300.
- Describe the situation on the "Employee Safety Information Form" and submit the Form to the Office of Environmental Health and Safety. The information can be submitted without providing a name and the Form will be treated as an anonymous notification. If your name is provided, the investigator will provide you with a copy of the written report that is submitted to the EH&S Safety Specialist and LPPI Safety Officer.



A copy of the "Employee Safety Information Form" is located in the Environment of Care Manual.

## **HOW TO REPORT A WORK-RELATED INJURY OR ILLNESS**

All Langley Porter staff and registered volunteers who become injured or ill while performing their duties must report the injury or illness.

- 1) Report to your supervisor.
- 2) Your supervisor will complete a Supervisor's Report of Employee Injury.
- 3) Notify Employee Health at 885-7580. Employee Health Service is located at 2380 Sutter Street on the 3<sup>rd</sup> Floor, San Francisco.
- 4) If emergency care is needed, you will be directed to Long Hospital Emergency Department at Parnassus.
- 5) As an injured worker, you may elect to be treated by another clinician after the first 30 days from the reported date of injury.

An injured employee or registered volunteer may be treated by his/her personal treating physician if he/she has pre-designated this in writing to Employee Health Service before any injury occurs. For information on pre-designation of personal treating physician or any other questions pertaining to worker's compensation, contact Employee Health Service

## **PATIENT SAFETY STANDARDS**

### **THE JOINT COMMISSION: NATIONAL PATIENT SAFETY GOALS AND UNIVERSAL PROTOCOL**

#### ***The Joint Commission***

The Joint Commission (TJC) is responsible for accrediting the Langley Porter Psychiatric Hospital and Clinics. This accreditation is required to administer our training programs and by many third party payers.

The accrediting survey covers all aspects of:

- Patient care (assessment, care planning, coordination of care)
- Ethics
- Medication management
- Infection control
- Physical environment
- Performance improvement
- Staff training & competency
- Medical record documentation
- Patient rights
- Leadership
- Human Resources
- Medical Staff
- Information systems



#### ***National Patient Safety Goals***

The purpose of TJC's National Patient Safety Goals (NPSGs) is to promote specific improvements in patient safety. The requirements highlight problematic areas in health care and describe evidence and expert-based solutions to these problems. The requirements focus on system-wide solutions, wherever possible. Goals and requirements are guided and prioritized by a Sentinel Event Advisory Group and are developed from actual events that occurred in hospitals and clinics.

#### ***What Is Your Responsibility Related to Patient Safety?***

- Comply with the National Patient Safety Goals that are applicable to your patients and the care you provide.
- If you have a concern about patient safety or quality at Langley Porter, report this to your manager or supervisor.
- Use the Incident Reporting System to report adverse or unusual events: Psychiatry Intranet- <https://ir.ucdmc.ucdavis.edu/IR/?s=ucsflp>

If you have any patient safety or quality concerns, you can report your concern directly to The Joint Commission without fear of reprisal by calling (800) 994-6610 or emailing [complaint@jointcommission.org](mailto:complaint@jointcommission.org).

## **Questions Regarding National Patient Safety Goals**

If you have any questions about the National Patient Safety Goals, please contact:  
Andrea DeRochi, Patient Care Services  
[andread@lppi.ucsf.edu](mailto:andread@lppi.ucsf.edu), 476-7874

Patient Care Safety Standards are implemented at Langley Porter Hospital to reduce medical/health care errors and other factors that contribute to unintended adverse patient outcomes in healthcare. Implementing these standards involve the participation of all managers, staff, management, patients, and patients' families.

The **Langley Porter Patient and Staff Safety Committee** monitors the environment to identify and manage actual and potential risks to patient safety. The goals are to recognize and acknowledge risks to patient safety, initiate actions to reduce these risks, and implement internal reporting mechanisms for what has been found and the actions taken. The focus is placed on the processes and the systems in place that create unsafe situations.

Your role is to report medical/healthcare errors to the Patient Safety Committee. A few examples of reportable incidents are:

- deaths or injuries
- Medication Errors
- Sentinel Events
- Fatal falls

Reportable incidents are not exclusive of those listed above, but include anything that poses a risk to patient safety.

## **HOW TO REPORT AN ADVERSE EVENT**

If you identify an incident which has impacted safety or could have impacted safety, report it by one of the following means:

- Report it to your Supervisor
- Report it to a member of the Patient Safety Committee
  - Simmy Palecko, Associate Director of Patient Care Services/ Patient Safety Committee (Chair)
  - Andrea DeRochi, Director of Patient Care Services / Risk Management Officer
  - Emma Perez, Safety Officer
  - Betsy Yuan, Pharmacist
- Complete a "Confidential Report of Incident" and forward it to your supervisor.
- Complete an on-line Incident Report on the Psychiatry Intranet at:  
<https://ir.ucdmc.ucdavis.edu/IR/?s=ucsfip>

## **BUILDING UTILITIES/ SERVICES**

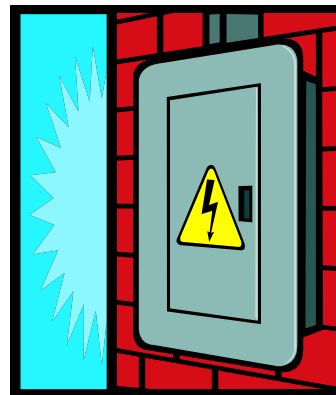
### **WHAT ARE BUILDING UTILITIES?**

#### ***Utilities include:***

- Electrical systems
- Emergency power system
- Elevators
- Heating, ventilation and air conditioning
- Plumbing and water distribution
- Fire protection and detection systems
- Boiler and steam system
- Telephone (including Red Centrex) and overhead paging system
- Sewage systems
- Information systems networks

#### ***Building Utility Failures***

Langley Porter power comes from the UCSF Campus Power/Cogeneration Plant. It is supplied with electricity and gas from PG&E. If gas and electricity supplies are disrupted diesel fuel can be used to generate electricity. If there is any disruption in the quantity of power that can be supplied, patient care areas have first priority for electricity. LPPI also has its own generator that only supplies the Annex including the in-patient care unit, red outlets, fire/life safety systems and laboratories. The Campus power plant has enough fuel on hand to supply power for 7-8 days and the LPPI generator fuel supply is enough for 24-30 hours if fuel cannot be replenished.



Problems or failures of any of the building utilities may disrupt the normal function of Langley Porter Hospital. Most utility problems and failures are covered in "Utility System Failure and Basic Staff Response Chart." A copy is posted in all program areas in the yellow flip chart and is in the Environment of Care Manual. If you have any questions, call Langley Porter Facilities Manager at 467-7597.

If electrical power is interrupted, the emergency generator will activate and power will be restored to the Annex, laboratories, fire/life safety and red emergency outlets within 10 seconds. Emergency generator is tested weekly usually on a Tuesday morning and all you may notice is a blink of the lights. Please address any specific area questions to Building Services.



Non-hospital facilities may only be provided with life safety power. Learn what emergency power exists in your work area. This information can be found in your Program/Unit Department Emergency Action Plan or in the Environment of Care Manual.

## **Utility Emergencies**



Red power outlets are connected to the hospital's emergency generators and will remain active during power outages. Do not use red outlets for non-critical devices during power outages; medical equipment used for patient care gets the highest priority during power outages.

Red phones (also referred to as *Centrex* phones) are emergency phones, and should only be used when the regular phone lines are not working.

## **MEDICAL EQUIPMENT**

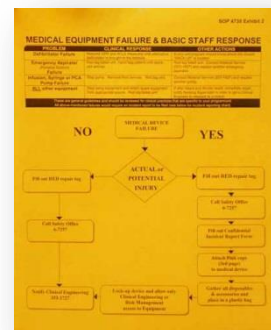
### **WHAT IS MEDICAL EQUIPMENT?**

Medical equipment is any equipment used for patient care. Medical Center Clinical Engineering oversees the safety of inventoried medical equipment at Langley Porter. Questions regarding medical equipment, should be directed to the Building Safety Coordinator at 476-7257.

### **MEDICAL EQUIPMENT FAILURE**

Should medical equipment fail, refer to the "Medical Equipment Failure Chart (Orange chart). To report medical equipment failures

- \* Remove the item from service and complete the red repair tag
- \* Attach the tag to the equipment
- \* Call the Building Safety Coordinator at 476-7257



Should medical equipment fail and possibly cause patient injury immediately do the following:

- \* Gather the equipment and all accessories. Take it out of service and do not use. Lock equipment up in office or storage area.
- \* Complete the Red Repair Tag
- \* Attach the tag to the Equipment
- \* Call Building Safety Coordinator at 476-7257
- \* Complete an online incident report (lpdocsrv\\clinical\\incident reporting
- \* Attach the pink copy of the Incident Report to the equipment



## **COMPRESSED MEDICAL GAS CYLINDERS**

Cylinders containing compressed oxygen and other medical gases are used in the clinical unit and in research labs. To safely work with compressed gas cylinders, you need to be aware of the potential hazards and use the proper techniques for safe handling.

- Empty or full cylinders must not be left unattended at elevator entrances or stored in corridors or public areas.
- All cylinders must be clearly marked as to their contents – do not use unlabeled cylinders.
- Know the hazards of the contents of the cylinder and follow appropriate safe use practices for the chemicals inside.
- Do not allow grease or oil to come into contact with oxygen cylinders valves, regulators, gauges or fittings.
- All tanks, no matter how small, whether empty or full; must be secured during storage to prevent them from sliding or falling. Chains, straps, stands designed for the purpose should be used.
- Ensure that compressed gas cylinders are ALWAYS stored in a carrier or rack and never left in a corridor.
- Small cylinders that are used during patient transport must be in holders specifically designed for them, and must be fastened securely to the bed, gurney, wheelchair or cart. .
- Cylinders containing gas in a liquid state should always be upright to prevent liquid from entering the regulator or equipment.
- Oxygen cylinders used in patient care areas must be changed out after any use to insure subsequent users have access to completely filled cylinder.



### **For More Information:**

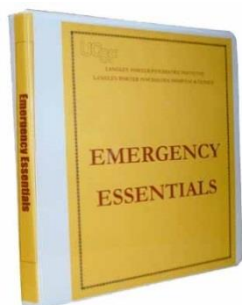
Laboratories contact EH&S at 476-1300

Patient Care Units contact Respiratory Care Service at 353-1350

Alternatively, you can contact Langley Porter Safety Officer at 476-7597

## KEY RESOURCES

Langley Porter has many safety resources for you, including the UCSF Campus Emergency Flip Chart, Emergency Conditions and Basic Staff Response Chart, and the safety cards worn with your UCSF ID badge.,



***Emergency Essentials***

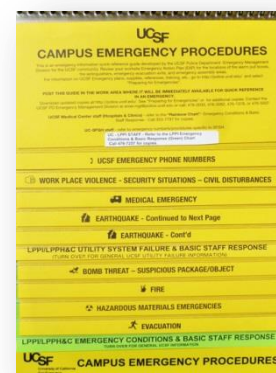


***Environment of Care Manual***

Additionally, there is the Emergency Essential Resource Manual and the Environment of Care manual. Other Safety resources are also available on the Psychiatry intranet site found at <http://psych.ucsf.edu/login.aspx>.

## EMERGENCY CONDITIONS AND BASIC STAFF RESPONSE CHART

The Emergency Conditions and Basic Staff Response Chart is an important source for emergency information. The chart is designed to make it easy to find emergency numbers and procedures and designated in GREEN on the Yellow Flipchart. Yellow Flipcharts and Response Charts are posted in areas where all Langley Porter staff and employees can easily view them. Employees are expected to know where to find flip charts in their work areas.



## INCIDENT REPORTING SYSTEM

### ***What is an incident?***

Any occurrence that is not consistent with the routine operation of UCSF and that potentially may, or actually did, result in injury, harm or loss to any patient, visitor, student, or volunteer.

The purpose of the Incident Report (IR) is to:

- Provide detailed information regarding an adverse or unusual event or injury occurring to patients or visitors at LPPI
- Notify the immediate supervisor and the category manager of the occurrence

- Notify senior leaders of any incident ranked as “Serious” or “Patient Death”
- Notify the Department of Risk Management, when appropriate, in an attempt to facilitate communication, resolve potential problems, and minimize liability for professional negligence or property loss or damage
- Assist in identification of system issues that have quality, safety or risk implications

### Entering an Incident

You can access the Incident Report System via the Psychiatric Intranet Website. Incident reports can be made anonymously.

Go to “FORMS”; “Langley Porter” select Incident Reporting System,  
<https://ir.ucdmc.ucdavis.edu/IR/?s=uksfip>

- The *Incident Report* (IR) is a confidential and privileged communication between the Langley Porter and its attorneys, and must be appropriately handled to protect that privilege
- Do not copy an IR (this includes copying and pasting into another document)
- Do not show or send an IR to an unauthorized person

### Safety Cards (worn with ID badges)

Safety cards contain information on most overhead pages and contact information for emergency services. Safety Cards are free and available; please call the Safety Coordinator at 476-7257.



### Emergency Preparedness

An emergency is defined as a natural, unintentional, or intentional incident that significantly disrupts the environment of care. An emergency is also an incident that significantly disrupts care and treatment or results in sudden, significant changes, or increased demands for the organization's service.

Emergencies can be either human-made or natural (such as a water failure/disruption or an earthquake), or a combination of both, and they exist on a continuum of severity. A disaster is a type of emergency that, due to its complexity, scope, or duration, threatens the organization's capabilities and requires outside assistance to sustain patient care, safety, or security functions. Preparing yourself will ensure your safety enabling you to continue to provide exemplary patient care.

## **EMERGENCY MANAGEMENT**

Emergency codes will be announced on the overhead page system and are used to indicate a specific type of emergency condition. You may need to know how to announce an emergency condition at your location as well as how to respond to a code announcement. The emergency codes and your expected responses are listed on “Emergency Conditions and Basic Staff Response” charts. Langley Porter conducts two Emergency Exercises each year.

UCPD is the UCSF Campus Police Department and serves UCSF Campus & Langley Porter buildings. They can be reached by dialing **9-911** for emergencies and 476-1414 for non-emergencies.

## **FIRES**

This section covers fire prevention and how to respond to a fire in your work area.

### ***Preventing Fires***

Do your part to help prevent fires in the Langley Porter. Here are some important fire prevention guidelines:

- No open flames. Having an open flame is not allowed at the Langley Porter.
- No smoking. UCSF has a campus-wide no smoking policy.
- No obstructions. Ensure evacuation corridors, fire alarm pull stations, and fire extinguishers are never blocked or obstructed.
- Do not keep a door open with a door wedge if it would normally be in a closed position.
- Do not store anything within 18 inches of overhead sprinklers.
- Ensure that compressed gas cylinders are ALWAYS stored in a carrier or rack and never left in a corridor. Store and handle flammable and combustible materials in accordance with hazardous material protocols and material safety data sheets.
- Understand your departmental plan on how to safely respond to a fire or fire alarm activation.
- Contact Psychiatric Building Services or the Langley Porter Facilities Manager for purchases of furniture, fabrics and equipment to meet flame resistance requirements.
- Use microwave ovens appropriately. Microwave ovens must only be used to warm up food, nothing else, and must not be left on unattended.

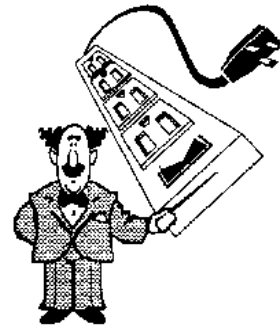


## **CONTROL ELECTRICAL HAZARDS**

Inadequate electrical wiring and equipment has contributed to fires in the past. What can you do to prevent fires in Langley Porter?

- \* Inspect equipment periodically. Be alert for wiring, cords, or equipment that emits smoke, excessive heat, or odors. Look for frayed cords and split or damaged insulation. Report suspected conditions to your supervisor.

- \* Unplug any faulty equipment. If a high hazard exists, consider cutting off the plug to prevent further use.
- \* Do not use extension cords or residential grade power strips to replace permanent wiring. Contact Building Services to obtain approved Hospital Grade Power Strips without cost used to protect computers and sensitive equipment from power surges.
- \* Do not insert adapters to outlets and overload the adapters.
- \* Heaters are not allowed except under special conditions. Contact [Psychiatry Building Services](#) for more information.
- \* Halogen light lamps are not allowed under any circumstances.
- \* Fans in patient care areas must be 3-prong type.
- \* Refrigerators and microwave ovens must be plugged directly into wall receptacle and approved for use by Psychiatry Building Services.
- \* Toasters and heating plates are prohibited.
- \* Coffee makers are not allowed except under special conditions. Contact Psychiatry Building Services for more information

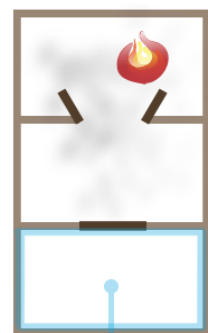


## **FIRE AND LIFE SAFETY**

### **“CODE RED”**

*Code Red* is an overhead page indicating that there is a fire or fire alert somewhere in the building. If you hear the “code red” overhead page, follow proper evacuation procedures based on your location:

- *Defend in place (401 Parnassus Ave).* This means you should stay with patients and take necessary steps to ensure their safety, including using a fire extinguisher or evacuating the patients to the next smoke compartment beyond the double doors, and do NOT evacuate building unless instructed to do so..
- **All other locations (the Hut & Butler Buildings):** Evacuate to department assembly area away from building.



**Smoke compartment**  
Closing the double-doors prevents smoke from spreading



## **“RACE”**

If you encounter a fire, remember **RACE**:

- **R**: Remove everyone from the area and into an adjacent smoke compartment beyond the next set of double doors away from the fire.
- **A**: Announce the fire to everyone in the area, pull fire alarm boxes, and dial 9-911.
- **C**: Contain the fire by extinguishing it and closing the windows and doors to seal off the fire and smoke in the area.
- **E**: Extinguish/Evacuate the area of the fire immediately. Only attempt to extinguish the fire if it is no larger than a small waste basket and you have been trained to use a fire extinguisher.



## **“PASS”**

When using a fire extinguisher, remember **PASS**:

- **P**: pull the pin that engages the extinguisher.
- **A**: aim at the base of the fire, not at the pluming smoke.
- **S**: squeeze the lever.
- **S**: sweep the fire with a sweeping motion.



**Fire extinguishers cabinets are required to be locked on the inpatient unit**  
**ANY LOCKED FIRE EXTINGUISHER CABINET CAN BE OPENED WITH ANY LPPI KEY.**



## **“CODE BLUE”**

“Code Blue” is to indicate if a person experiences a cardiac arrest or respiratory failure. In the 401 Parnassus building, the Code Blue team will respond to the emergency. In offsite locations, City and County of San Francisco paramedics will respond.

*If you see a person who appears to be in cardiac or respiratory arrest at **401 Parnassus**, take the following actions:*



- Look at the sticker on the telephone and dial the Code Blue phone number: dial 6-1234 or 9+911
- Give the location of the patient: “Code Blue in LPPI, \_\_\_\_\_ floor, room number \_\_\_\_\_.” If someone has told you to make the Code Blue call, please confirm that you have heard and understand the instruction.
- The page operator will page the Code Blue team and announce “Code Blue + location” on the overhead paging system..
- Begin emergency cardiopulmonary resuscitation (CPR) immediately and continue until relieved by the Code Blue Team.
- Clear the emergency site of all-unnecessary equipment and furniture so the emergency team has room to work upon arrival.

*If you see a person who appears to be in cardiac or respiratory arrest in an **Offsite Building**, take the following actions:*

- Look at the sticker on the telephone and dial the Code Blue phone number or 9+911 as indicated:
- Give the street address and location: “Code Blue in (provide the street address), \_\_\_\_\_ floor, room number \_\_\_\_\_”.
- Begin emergency cardiopulmonary resuscitation (CPR) immediately and continue until relieved by City and County of San Francisco Paramedics.
- Clear the emergency site of all-unnecessary equipment and furniture so the emergency team has room to work upon arrival.



## **“OTHER MEDICAL INCIDENTS 9-911”**

For non-cardiac or non-respiratory incidents such as trips and falls where the patient, visitor or employee is clearly not in cardiac or respiratory arrest dial **9-911** from the nearest phone. The responding dispatcher will ask you a series of questions in order to determine the appropriate response. Do not move the victim or attempt to take them to the Emergency Department.

### **“CODE DRY”**

“Code Dry” is to indicate water to an area in the building has been suspended, and there could be an interruption in the building drinking water or sewer system or the water is no longer potable due to contaminants. Take the following actions:

- Immediately cease use of water for all non-essential tasks
- Conserve water and minimize patient washing, extensive housekeeping and toilet flushing to the extent feasible. Use waterless soap cleaners.
- Check the amount of bottled water that is available. Conserve water consumption.
- Emergency bottled water is available and will be distributed as needed and directed by the Emergency Management Team.
- Do **NOT** flush toilets. Triple bag all restroom waste. Dispose of as medical (Red Bag) waste.

### **“CODE GREEN”: Emergency Psychiatric Assistance Needed**

“Code Green” only applies to Langley Porter. It is an indication of a psychiatric and security patient assist crisis situation. Code Green alarm devices are located in many locations on the Ground, 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> floor.

Know their locations in your work areas. Code Greens can also be activated by

- calling 9-911
- Say: “Code Green LPPI” and give location (*ie: 4-South, LPA225, LP 159*)

Look for the green “Code Green” sticker on your phone. If you don’t have one, contact the Building Safety Coordinator at 476-7297.

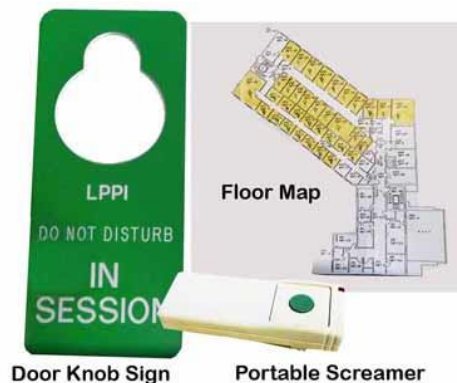
When emergency psychiatric assistance is needed staff will activate an emergency “Code Green” alarm/panic button or call 9-911 to report a code green situation. Upon panic button activation or a 9-911 call:

- A silent alarm is sent to UCPD who will respond immediately to the building.
- A Code Green announcement, identifying the location will be made on the paging system.
- Clinical staffs who are trained should respond to the announced location if able to do so.
- Only respond if you have been trained in managing psychiatric assaultive situations.
- Trained Langley Porter staff, Security Services and the UCSF Police will arrive to provide assistance.

### **Portable Screamer alarms**

Portable “Screamer” alarms emit sounds to alert others to an urgent need. These alarms **do not** communicate to the police, fire or other emergency responders and can be carried on a person.

These alarms are not a substitute for hardwired panic buttons, calling “9-911” or for taking preventive measures to keep yourself and others safe.



For more information or to be assigned a portable screamer alarm, contact Out Patient Practice Manager at 476-5010 or Langley Porter at 476-7248.

If a “Screamer” alarm sounds:

- Open doors and find out where the alarm is sounding from. If you are not able to do so safely, call 9-911 and keep yourself safe.
- Dial 9-911 to report activate a Code Green.
  - “Code Green” –Trained staff should respond to location or patient restraint or other clinical psychiatric assistance needed.

### “CODE GRAY”

“Code Gray” is to indicate that there is a violent security situation. The location of the “Code Gray” situation will be announced with the overhead page system. Code Gray alarm devices are located at the Lobby Front Desk and can also be activated by calling 9-911. Please take the following precaution:

- This is a “police/security personnel only” response; **STAY AWAY** from this location.
- If you are in an area that is identified as a “Code Gray” location, Security Services and the UCSF Police will arrive to provide assistance.
- Alert your co-workers and the public, and retreat to a safe area if possible.

Any questions should be directed to LPPI Safety Officer or UC Police.

### “CODE SILVER”

“Code Silver” Armed intruder/active shooter, there is a report of an armed intruder with possible shots fired within the Langley Porter.. Follow area plans for immediate personal life safety measures.

- Get out (of the area if safe)
- Hide Out (close lights and blinds, secure and barricade the doors, silence cell phone)
- Knock out (if no alternatives).

UCPD and/or Medical Center Security Services will provide training for departments. Please contact the Safety Officer at 476-7597, or Risk Management Officer at 476-7874.

## **“OPERATION EXIT”**

“Operations Exit” Code indicates you must prepare to evacuate or must begin evacuation procedures immediately. Listen for further instructions on the paging system and prepare to go to the emergency assembly area.

- Be ready to evacuate to the emergency assembly area
- Evacuate patients who can be removed. Remain with patients who cannot be removed.
- Follow procedures in your program/unit Emergency Action Plan.

## **“CODE TRIAGE” (formerly Operation Triage)**

“Code Triage” will be announced if there is a large influx of patients expected at the Medical Center and/or Langley Porter due to an emergency condition or other incident. Langley Porter will not triage patients, but patients may be sent to LPPI from the Medical Center for psychiatric or other clinical services. An event which affects normal Langley Porter operations, which may include loss of utilities. In the event of Code Triage:

- The Incident Command Center in LP-169 (Reading Room) will be activated.
- The Labor Personnel Pool will be activated in LP111 and all available staff can report there to volunteer.
- Information will be provided on a local or long distance emergency hotline
  - ◊ The Emergency Hotline number 502-4000 or 1-800-873-8232.

Your duties before the emergency are:

- Know your role before an emergency. Discuss your role with your supervisor, know your departments Emergency Action Plan (EAP).
- Know if you must return to work if you are off-duty and there is a large-scale disaster.

Your duties during the emergency are:

- Take care of your patients first. Complete patient care activities and assure that he/she is safe.
- Initiate your disaster duties (EAP) as assigned by your program/unit.
- If you are *not* responsible for patients report to the Personnel Pool for further assignment

## **“CODE TRIAGE NBC”**

Similar to a Code Triage in response, this code identifies patients coming into the hospital exposed to a *nuclear, biological, or chemical* substance. The First Receiver team will be activated.

## **“SHELTER IN PLACE”**

A “Shelter in Place Code is an alert in the event of a Nuclear, Chemical or Biological event or release in the immediate environment surrounding the hospital, or some hazard occurring around the perimeter of the building. All staff are advised to take the following actions.

- Close all windows and doors in your immediate work area
- Do not let anyone enter into your work area or into the building until there is a “Shelter in Place- ALL CLEAR” announcement that it is safe to enter and exit the building.
- Be aware that the buildings ventilation systems may be shut down by facilities for the duration of the event. This includes fume hood exhaust vents.

## **“CODE IT”**

“Code IT” is a code to announce malfunction of any information technology system including the telephones, computers and healthcare systems. If the telephone system is down please verify that the nearest “red” phone is working and check the attached phone list for numbers for emergencies requiring UC Police Department assistance such as Code Green, Gray, Blue etc.

## **“CODE PURPLE”**

A “Code Purple” overhead page is an Langley Porter **and** UCSF Medical Center alert if a child is suspected missing or abducted. All staff is advised to take the following actions:

- \* If you hear a “Code Purple” announcement, look for individuals with a child.
- \* Staff should position themselves near stairwells and exits to other buildings. Please stay in the corridors until the code is clear.
- \* Push the elevator button on your floor to slow it down. Check the passengers on the elevators and stairwells for suspicious persons or behaviors.
- \* If you suspect someone is “suspicious”, observe the person. Provide a physical description and direction of travel immediately to 9+911.

Or, if you are comfortable, ask the “suspicious person” to wait. Call 9+911 for assistance.

## **“CODE PINK”**

A “Code Pink” is a Langley Porter and UCSF Medical Center alert if an infant is suspected missing or abducted baby or infant. Be aware of the 3<sup>rd</sup> floor corridor that joins Langley Porter to Long Hospital. All staff is advised to take the following actions:

- Look for individuals carrying an infant, a bag containing an infant-sized object or a small bundle.
- Please check corridors or make yourself visible until the code is clear. Staff should position themselves near stairwells and exits to other buildings.

- Push the elevator button on your floor to make it stop. Check the passengers on the elevators and stairwells for suspicious persons or packages.
- If you suspect someone is “suspicious”, observe the person. Provide the physical description and direction of travel immediately to 9+911.
- Call 9+911 for assistance.

## **EARTHQUAKE PREPAREDNESS**

### ***Before an earthquake***

- \* Review your Department Emergency Action Plan
- \* Prepare an emergency plan with family and friends
- \* Know the location and use of emergency supplies in your program area
- \* Review the Langley Porter Safety and Prohibited Items Checklist to insure the items in your office comply with seismic bracing and Life Safety requirements.
- \* Email Psychiatry Building Services at [lpibuildingservices@ucsf.edu](mailto:lpibuildingservices@ucsf.edu), or call 476-7300 LPPI Building Service, to start a work order request for seismic bracing.

### ***Earthquakes***



Earthquakes are the number one hazard priority for the City & County of San Francisco as well as Langley Porter. In the event of an earthquake, your immediate response should be to **duck, cover, and hold**:



- **DUCK** or **DROP** down onto the floor.
- Take **COVER** under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture. If you are in a room with windows be sure your back is to the windows.



- If you take cover under a sturdy piece of furniture, **HOLD** on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

For more information regarding earthquake preparedness please visit [“Preparing for Emergencies”](#) on the [UCSF Police Department](#) website.

Here are some simple steps to keep you prepared:

**Always have your UCSF staff identification badge in your possession.** Never leave work without your UCSF ID badge. Your ID may possibly provide you with reentry into the City and onto the UCSF Campus in the event that access points have been temporary closed.



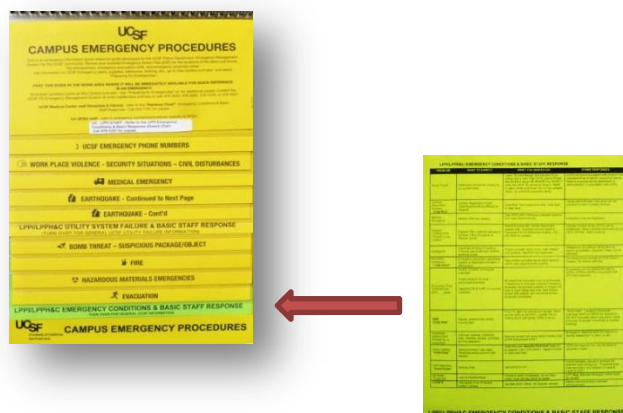
**Hospital Incident Command System (HICS)/Hospital Command Center (HCC).** During a declared Langley Porter and Medical Center-wide emergency incident/event, HICS may be activated and may operate out of a HCC (LP-169.) HICS provides command, control, and coordination of the emergency incident/event that is divided into 5 main areas: Command, Operations, Planning, Logistics, and Finance.



**Know when to fill out the Plant and Personnel Emergency Status Report (PPERS) – In the event Code Triage and Operation Exit.** In the event of an overhead announcement of a “Code Triage NBC” fill out PPERS for your program as designated by the person-in-charge, and deliver it to HCC, LP-169.

**Know where your Department Emergency Supplies are located.** When an emergency incident/event occurs locating your departments emergency supplies and orange bag will enable you to respond quickly and effectively. Ensure that these supplies are stored, secured, stocked, and maintained properly on a semi-annual basis.

**Familiarize yourself with the Yellow Campus Emergency Conditions flip chart, and the Green Tab of the Basic Staff Response Chart.** The Green tab is for Langley Porter Specific Emergency Conditions and Basic Staff Response Chart. Review Utilities Tab for specific Langley Porter utilities management.



**Participate in emergency drills, trainings, and exercises.** Test and understand your department’s emergency functions through a discussion-based or operations-based exercise



and volunteer to participate in Emergency Exercises. Attend any emergency training and volunteer to participate in Emergency Exercises.

**Stay informed.** After an emergency incident/event disaster, get information concerning the status and needs of the Langley Porter / UCSF Campus by calling 502-4000. Please note, updates to the Hotline occur periodically as new information develops. Please continue to call this number to ensure you are informed of the most current/latest. If local phones are not working, properly then please call 1-800-873-8232. In the interim, stay tuned to your local news television stations, internet resources, or KCBS 740 AM for emergency broadcast information.

- Sign up for “WarnMe” notification to cell phones, e-mails, voicemail notifications at: [warnme.ucsf.edu](http://warnme.ucsf.edu).

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## If you are currently working or planning to work at San Francisco General Hospital (SFGH) or UCSF Veterans Administration (VA) Hospital

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**IMPORTANT:** If you are UCSF Staff currently working or planning to work at San Francisco General Hospital (SFGH) or UCSF VA you must also abide by SFGH/UCSF VA policies.

Download and read the following:

- [Staff Responsibility for Fire/Life Safety for SFGH](#)
- Life Safety Management for SFGH

## UCSF Police Department and Medical Center Security Services

UCSF Police Department (UCPD) and Medical Center Security Services are available 24 hours a day, 7 days a week. You are encouraged to call either UCPD or Security Services for all non-emergency, safety and security issues. UCPD and/or Security Services will coordinate all emergency communications for safety and security concerns.

**Emergency**

**9-911**

**Security**

**885-7890**

**UCPD**

**476-1414**

**(Call ALL of these numbers 24 hours a day, 7 days a week)**



UCPD and Medical Center Security Services also offers Workplace Violence Prevention, **Emergency Preparedness**, and **Crime Prevention** training for all employees. Contact the LPPI Safety Officer at 476-7597 or Risk Management officer at 476-7874 for more information.

## **Crime Prevention**

Reminder! All employees are required to wear their UCSF identification badges while at work.

### **Office security**

Most thefts at UCSF are crimes of opportunity and can be prevented by following some simple advice:

- Always secure your belongings
  - **Lock** purses and other personal **valuable**s in a desk drawer or cabinet
  - Do not leave personal items such as cell phones and electronic devices **such as laptops, ipads and iPods in the open**.
- Lock your office doors whenever you leave your office, even if it is just for a **quick errand**.
- Report all suspicious activities to Medical Center Security **immediately**.



### **Personal safety**

Remember, Medical Center Security is available 24 hours a day, 7 days **at 5-7890**. Early communication is essential to a safe environment for all.

## **INFECTIOUS DISEASES**

This section covers information in regard to Aerosol Transmissible Diseases (ATDs) and Bloodborne Pathogens (BBPs).

The California Code of Regulations (Title 8-5193 & 5199) requires that all healthcare providers and personnel exposed to blood & blood products and/or potentially exposed to an ATD complete BBP and ATD training.

Langley Porter's Bloodborne Pathogen Exposure Response, Prevention, and Control Plan (BBPECP) and Aerosol Transmissible Disease Exposure Control Plan (ATD ECP) provide information to minimize the risk of healthcare worker exposure to communicable diseases in the occupational environment. The main components of these plans include the identification of staff at risk for occupational exposure, implementation of controls and work practices to minimize the risk of exposure and the definition of procedures to be followed when exposures occur.

**Both plans can be found in the Environment of Care manual and at the Psychiatry Intranet at <http://psych.ucsf.edu/login.aspx>.**

## ***Transmission & Signs/Symptoms***

### **AEROSOL TRANSMISSIBLE DISEASES**

ATDs are transmitted through the air via aerosols generated through coughing, sneezing, talking, and certain medical procedures or can be transmitted from mucous membranes (i.e. nose and mouth) and contaminated surfaces and equipment.



Signs and Symptoms of ATD may include:

- Persistent Cough
- Runny nose
- Fever, Chills
- Headache, stiff neck

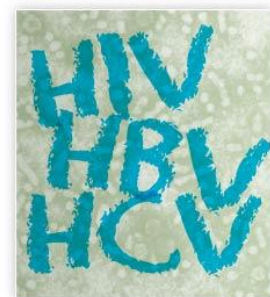
Signs & Symptoms of TB may include:

- Prolonged productive cough lasting greater than 3 weeks
- Flu-like illness lasting longer than two weeks at any time during the year
  - Fever
  - Night sweats
  - Chills, muscle aches
  - Weakness and malaise
- Coughing up blood
- Other respiratory symptoms

### **BLOODBORNE PATHOGENS**

Langley Porter's BBP ECP focuses on three major infectious bloodborne agents:

- Human immunodeficiency virus (HIV)
- Hepatitis B virus (HBV)
- Hepatitis C virus (HCV)



HIV, HBV and HCV are commonly transmitted through blood contamination and body fluid exchange, including:

- Needle sticks
- Sexual contact
- Splash of body fluid containing blood to eyes or mucous membranes
- Accidental transfusion of infected blood

Signs & Symptoms:

- **HIV:** Fevers, headaches, tiredness, and weight loss.
- **HBV** and **HCV:** Jaundice, fatigue, loss of appetite, nausea, and abdominal pain.

## **Who's at Risk?**

Anyone who:

- Works directly with patients
- Handles patient's specimens
- Comes across visibly bloody substances
- Handles patient care equipment

## **How do we prevent occupational exposure to ATDs and BBPs?**

- Standard Precautions
- Administrative controls, education, and work practices
- Engineering controls & sharps protection
- Proper personal protective equipment
- Vaccine Administration Program
- Medical Surveillance
- Exposure Investigation Procedures
- Resource Management Procedures



## **PATIENT PRECAUTIONS**

### ***Standard Precautions***

People with HIV, HBV, and/or HCV will not always look and feel sick. Standard precautions should always be used when working with all patients, including:

- Hand hygiene (wash your hands!)
- Safe injection practices
- The use of personal protective equipment (gloves, goggles, gowns, masks)
- Proper cleaning and sterilization of equipment
- Regularly disinfecting surfaces



Use hospital-approved disinfectant cleaner to clean and disinfect **all** patient care equipment between uses with different patients.



Always use the cleaner according to label instructions.

Responsibility for the cleaning of surfaces in the patient care and diagnostic area are determined at the area level. In most cases, the person using the equipment is responsible for cleaning it.

You should also look for signs and labels indicating potential Bloodborne pathogen hazards; the biohazard symbol must be clearly visible on all carriers, equipment, containers, and waste storage areas that may be contaminated with Bloodborne pathogens.

### ***Transmission Based Precautions for ATDs\****

Transmission-based Precautions for ATDs are designed for patients with symptoms and/or documented or suspected infection with an ATD such as influenza, Varicella, meningitis, tuberculosis, Pertussis. A full list of ATDs is located in the Infection Control Policy Manual,

## **ENGINEERING CONTROLS**

### ***Safe Syringe Technologies***

UCSF has adopted a *Safe Syringe* policy and offers *engineered safety injury protection* (ESIP) devices for procedures requiring needles. You **must** use these devices, unless a licensed healthcare professional directly involved in a patient's care determines that use of the device will jeopardize the patient's safety or the success of the procedure being performed.

Safe syringe devices are:

- Sheathable
- Blunable
- Retractable



All sharps **must** be placed for disposal in an appropriate sharps container.

## **EXPOSURE INVESTIGATION**

### ***BBP Exposures including Needle Sticks & Splashes***

In the event of an accidental needle stick or other sharps exposure, or splash of body fluids to eyes or mucous membranes you should take the following action, **in this order**:

1. Wash **needle sticks** or cuts with soap and water/flush splashes to the nose, mouth, or skin with water/irrigate eyes with clean water, saline, or sterile **irrigates**.
2. Call the Needle Stick Hotline at 415-353-7842 (STIC).
3. Report the incident to your supervisor.



The Needle Stick Hotline is available 24 hours a day, 7 days a week and should be used to report on-the-job needle-sticks, bloodborne pathogen-related lacerations and splashes, and other exposures as directed by the Institutional Bio-Safety Committee.

*Note: The Needle Stick Hotline is now staffed with a live operator.*

If there is a confirmed exposure to a bloodborne pathogen, the Needle Stick Hotline will provide you with guidance and medical options including post-exposure testing and source testing.

If you forget the Needle Stick Hotline number, it can be found in the Yellow Flip Chart, and on safety cards.

### ***ATD Occupational Exposures***

Langley Porter investigates all exposure incidents to staff and patients.

Employee Procedure Summary:

- Report exposure to supervisor
- Promptly identify suspected patient
- Apply appropriate patient precautions
- Notify the UCSF Hospital Epidemiology Infection Control Department

Patients, Staff, and Visitor Controls:

- Place patient in appropriate room (AIIR when indicated)
- Patients will wear a surgical mask until room is available.
- Visitors will wear a surgical mask or equivalent during visit.

## **VACCINE ADMINISTRATION**

### ***ATD Vaccines***

Vaccinations are available to all staff with a risk for an occupational exposure to the following aerosol transmissible diseases: influenza, measles, mumps, rubella, diphtheria, pertussis and varicella-zoster. The vaccinations are provided through UCSF Occupational Health Service in accordance with the UCSF Vaccination Policy and vaccine specific protocols. Vaccines are at no cost to the employee.

As a continuing reminder, the most effective way to prevent infection from an influenza virus is through annual flu vaccination. Annual influenza vaccination protects Langley Porter staff, our patients, and the integrity of the UCSF workforce.

### ***Hepatitis-B Vaccine***

There is a safe and effective vaccine against Hepatitis-B. Occupational Health Services provides this vaccine **free** to any UCSF employee who is exposed to body fluids as part of their job.



This vaccination is highly recommended for anyone who:

- Works with and around blood, blood products, body fluids, and /or human tissue
- Works directly with patients
- Handles patient specimens
- Comes across visibly bloody substances
- Handles direct patient care equipment

For more information about Langley Porter's Vaccination Administration program please refer to <http://occupationalhealthprogram.ucsf.edu/>.

## **Medical Surveillance**

Medical services for immunity testing, vaccination, screening, post exposure evaluation, treatment and follow-up to aerosol transmissible diseases. The medical services are provided through the UCSF Occupational Health Service in accordance with the UCSF Communicable Disease Policy and infectious agent specific surveillance protocols.

## **Tuberculosis Screening (TB)**

Tuberculosis screening is required **annually** for employees working in patient care areas. Depending on your medical history, screening may involve a skin test, a questionnaire or both.

The TB screening program enhances physicians and public health agencies ability to control disease spread, develop prevention/intervention strategies and policies and respond to events involving potential exposure to TB.

## **WORKING SAFELY**

Supervisor and managers are responsible for training personnel in safe work practices specific to the job, but it is up to you to follow safe work practices, and ask questions when you are unsure.

This section provides guidelines and suggestions for working safely.



## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Wearing proper personal protective equipment (PPE) can minimize the spread of an infectious disease.

Some people may feel self-conscious about the way they look when wearing personal protective equipment. Don't be! Wear your PPE with pride, knowing that you are keeping yourself and everyone you come in contact with safe!



Proper PPE includes:

- Eyewear
- Masks
- Gowns
- Gloves
- N-95 respirators
- Powered air purifying respirators (PAPR)

A PAPR is not disposable and should be cleaned and disinfected between uses. A hospital-approved detergent disinfectant must be applied and allowed to air dry.



The most effective way to control respiratory hazards is to follow correct administrative, work practices and prescribed engineering controls. When additional protection is needed, respiratory protection (respirator) and appropriate PPE will be used to further ensure that individuals are not exposed to ATDs.

Information regarding the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment can be found on the *Standard and Transmission Based Precautions* policy and the appropriate Transmission Based Precaution signs located outside the patient's room.

## ***Respirator Protection***

If you work with TB patients (or suspected TB patients), you must be medically cleared and fit-tested for an N-95 respirator.

If you pass the medical clearance for an N-95 respirator but find that the N-95 does not fit your face securely, you may be able to use a powered air purifying respirator (PAPR).

PAPRs provide a higher level of respiratory protection than a fit tested N-95. PAPRs are now **required** for high hazard procedures which involve patients requiring airborne precautions.

Contact Occupational Health Services or EH&S to be fit-tested for an N-95 respirator or inquire about using powered air purifying respirator.



## HAZARD COMMUNICATION

Langley Porter, as with all hospitals, uses many hazardous materials.

### You have the right to know:

- With what hazardous materials you are working
- To what hazards you are exposed
- What precautions you need to take to protect yourself

### You are responsible for:

- Following safe work practices
- Ensuring completion of hazard assessment
- Completion of PPE training (LPPI and job specific)
- Protecting yourself and those around you
- Reporting unsafe conditions



## Hazard Communication Standard

New changes to the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard are bringing the United States into alignment with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). The new OSHA Standard requires employers to train all employees on new label elements and Safety Data Sheet (SDS) format by December 1, 2013.

### Hazard Communication Standard Labels










OSHA has updated requirements for [labeling of hazardous chemicals](#) under its Hazard Communication Standard (HCS). All manufacturer labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown below. For more information visit: [www.osha.gov](http://www.osha.gov)

<b>CODE</b> Product Name _____	} (Product Identifier)	<b>(Hazard Pictograms)</b>  <b>(Signal Word)</b> <b>Danger</b>
<b>Company Name</b> Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____		
Keep container tightly closed. Store in a cool, well-ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion proof electrical equipment. Take precautionary measures against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.		<b>(Hazard Statements)</b> Highly flammable liquid and vapor. May cause liver and kidney damage.
<b>(Precautionary Statements)</b> <b>In Case of Fire:</b> use dry chemical (BC) or Carbon Dioxide (CO <sub>2</sub> ) fire extinguisher to extinguish. <b>First Aid</b> If exposed: Call Poison Center. If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.		



## Hazard Communication Standard Pictograms

The new Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed (see below). Each [Hazard Communication Pictogram](#) consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

<b>Health Hazard</b>  <ul style="list-style-type: none"> <li>■ Carcinogen</li> <li>■ Mutagenicity</li> <li>■ Reproductive Toxicity</li> <li>■ Respiratory Sensitizer</li> <li>■ Target Organ Toxicity</li> <li>■ Aspiration Toxicity</li> </ul>	<b>Flame</b>  <ul style="list-style-type: none"> <li>■ Flammables</li> <li>■ Pyrophorics</li> <li>■ Self-Heating</li> <li>■ Emits Flammable Gas</li> <li>■ Self-Reactives</li> <li>■ Organic Peroxides</li> </ul>	<b>Exclamation Mark</b>  <ul style="list-style-type: none"> <li>■ Irritant (skin and eye)</li> <li>■ Skin Sensitizer</li> <li>■ Acute Toxicity</li> <li>■ Narcotic Effects</li> <li>■ Respiratory Tract Irritant</li> <li>■ Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<b>Gas Cylinder</b>  <ul style="list-style-type: none"> <li>■ Gases Under Pressure</li> </ul>	<b>Corrosion</b>  <ul style="list-style-type: none"> <li>■ Skin Corrosion/Burns</li> <li>■ Eye Damage</li> <li>■ Corrosive to Metals</li> </ul>	<b>Exploding Bomb</b>  <ul style="list-style-type: none"> <li>■ Explosives</li> <li>■ Self-Reactives</li> <li>■ Organic Peroxides</li> </ul>
<b>Flame Over Circle</b>  <ul style="list-style-type: none"> <li>■ Oxidizers</li> </ul>	<b>Environment (Non-Mandatory)</b>  <ul style="list-style-type: none"> <li>■ Aquatic Toxicity</li> </ul>	<b>Skull and Crossbones</b>  <ul style="list-style-type: none"> <li>■ Acute Toxicity (fatal or toxic)</li> </ul>

## Hazard Communication Safety Data Sheets

Material Safety Data Sheets (MSDS) will now be called [Safety Data Sheets \(SDS\)](#) and will look like the following:



## **Common Warning Symbols**

If you come across any of these common hazard symbols on containers, packages, or wrapped materials, be aware that the item is hazardous and requires special care.

- Radiation
- Toxics & poisons
- Biohazards
- Compressed gases
- Flammables
- Corrosives



radiation



toxics & poisons



biohazards



compressed gases



flammables



corrosives

Warning label. Hazard warning labels must be on all containers that contain a hazardous material. These labels identify:

- ◇ Name of the manufacturer of the product
- ◇ Name of the product or hazardous material
- ◇ Hazardous exposure that might result from use
- ◇ How to protect yourself from the exposures

## **Spills**

Department staff can clean up small spills, provided they have been trained and have the proper equipment. A small spill is generally considered less than 1 liter, or roughly the size of a large soft drink cup.

*Always* call 9-911 for the following spills:

- Spills of unknown material
- Mercury spills
- Formalin spills
- All large spills (larger than one liter)

**1 liter is roughly  
the size of a  
large soft drink**



## **Secure the area immediately.**

- Put up warning signs or caution tape or close the door.

Restrict access to the area; only staff who are trained to clean up the spill should be allowed access.

***If you encounter a spill:***

***Identify the spilled material.***

**Safety Data Sheet (SDS):**

An SDS must be provided by the manufacturer, importer or distributor of products that contain hazardous materials. The SDS must contain seven points:

- ◇ Name of the manufacturer
- ◇ Hazardous ingredients
- ◇ Physical and chemical characteristics
- ◇ Fire, explosion, health hazard and reactivity data
- ◇ Spill, leak, and first aid procedures
- ◇ Use of protective equipment and ventilation
- ◇ Other pertinent information



SDSs must be available 24 hours per day. Access to a central repository or an electronic database is acceptable; online access is found at [www.ehs.ucsf.edu](http://www.ehs.ucsf.edu)

At Langley Porter, SDSs can be found in a few locations:

- Front Desk, Main Lobby
- Nursing station (clinical unit)
- Office of Environment, Health and Safety
- Internet
- Long Emergency Department

**Methods to request SDSs at UCSF are:**

- ◇ Contact the manufacturer and request current SDSs. There is usually a phone number on the container label.
- ◇ EH&S Web Site. (at <http://ehs.ucsf.edu/ergonomics-program-0>) or
  - ⇒ Go on the internet to access the UCSF Campus Home Page
  - ⇒ Open the alphabetical A to Z listing of UCSF Departments
  - ⇒ Select Environment, Health and Safety
  - ⇒ Open the SDS file
  - ⇒ Select the file of your choice.
- ◇ “SDS On-Line” is the UCSF SDS Management System. Other good sources are Vermont, Cornell and Cambridge. TOMES is an excellent source of information.
- ◇ Hospital emergency departments have on-line access.
- ◇ Contact the Office of Environment, Health and Safety and request assistance.

▪ **Unknown substances:**

- If you're not sure what material spilled, check the label on another container of the same material and refer to the substance's material safety data sheet (SDS).
- If you still cannot identify the spilled substance, do not try to clean it yourself. Secure the area and call 9-911 for assistance.

- **Hazardous substances:**
  - If the spill is less than a liter AND you are trained to clean the hazardous substance AND you have the proper equipment, follow the instructions provided in your training. Otherwise, call 9-911 for assistance.
- **Safe substances:**
  - Clean the spill following the guidelines provided.



## **Hazard Awareness**

You could be exposed to hazardous materials which include chemical, bio-hazardous, or radioactive materials in several ways.



### **Inhalation**

At room temperature some chemicals are gases and others are liquids that evaporate quickly to form vapors. Gases and vapors can be inhaled or breathed.



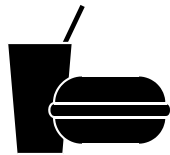
### **Skin Contact or Absorption**

Liquids can splash, splatter, or spill on your hands or other part of your body or if you do not wear proper protective clothing. Upon contact you could experience a chemical burn, rash, itching, or dryness and cracking depending on the type of chemical.



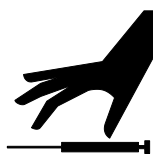
### **Eye contact**

Liquids may splash in your eyes and your eyes may get very red, irritated, or burned depending on the hazardous material.



### **Ingestion**

Chemicals may be ingested or eaten if you do not wash your hands after use. Hazardous materials can be transferred from your hands onto food, drinks and cosmetics. Never store chemicals food containers and do not eat or apply cosmetics in work area hazardous materials are handled.



### **Injection**

Hazardous materials may be injected into your skin by needles or sharp objects if you are not careful.

If you handle hazardous materials properly, you will minimize to possibility of being exposed. Know the proper procedures for performing each job that involves handling chemicals.

## ***Protection from Exposures***

Protect yourself at all times. Remember to plan ahead and put on personal protective equipment (PPE) to protect yourself from the possibility of occupational exposures to hazardous materials. Wear proper protective equipment that is resistant to the hazardous material encountered during work.

- \* If you could spill or splash it on your hands, wear the appropriate gloves.
- \* If there could be an eye splash, wear goggles for chemicals. Wear a faceshield for blood exposures.
- \* If you could spill or splash it on your body, wear an apron or appropriate gown.
- \* If you could spill it on your feet, wear appropriate shoe covers.



### **If You Spill the Hazardous Material on Yourself.**



- \* Wash with copious amounts of water for 15 minutes.
- \* Tell your supervisor.
- \* Call Employee Health Services for an appointment.
- \* If after hours, go to Long Emergency Room and call Employee Health Service and let them know of the incident.
- \* Your exposure will be assessed and further instruction will be given based on the assessment.

## ***How to Dispose of Waste***

**Radioactive and Chemical Waste** is disposed as follows. General principles for waste management are:

- \* Store in a container that is compatible with the waste
- \* Accurately label the container
- \* Place the container into a secondary container to collect any material that leaks or drips
- \* Store waste in a designated location
- \* Complete EH&S Hazardous Chemical Waste Removal and fax to 476-0581 or mail to EH&S, Box 0942.
- \* If immediate pick-up is needed, call the Office of Environment Health and Safety at 476-0544.

**Biological Waste** is picked up by Langley Porter Environmental Services Staff.

- Store in a lidded container or sharps container that is compatible with the waste.
- Accurately label container with Biohazard label and use red bag.
- Store biological waste in designated secure location.
- Environmental Services will only pick-up properly sealed red bags.
- If immediate pick-up is needed, call Environmental Services at 476-7206.

**Universal Waste** is a new classification of waste that is more common and poses a lower risk to people and the environment than hazardous waste. Examples include batteries, cathode ray tubes (CRTs) and lamps. Disposal procedures are outlined below.

- 1) Batteries are devices consisting of one or more electrically connected electrochemical cells, which are designed to receive, store and deliver electric energy. Examples are the rechargeable nickel-cadmium batteries; silver button batteries; mercury batteries; small sealed lead acid batteries (burglar alarm and emergency light batteries); most alkaline batteries and carbon-zinc batteries. Langley Porter Building Services, 476-7300, for battery disposal collection.
- 2) Cathode ray tubes (CRT) are subject of universal waste regulations. CRT's convert an electronic signal into a visual image and include computer monitors, televisions, some camcorder and other electronic devices. This type of equipment usually exceeds regulatory limit for lead and cannot be placed into ordinary trash. They are disposed by filling out an Equipment Inventory Modification Form or Campus Material Management Campus Storehouse Requisition form. Contact Building Services at 476-7300 for further information.
- 3) Lamps are defined as the bulb or tube portion of an electric lighting device. A lamp is specifically designed to produce radiant energy, most often in the ultraviolet, visible and infrared regions of the electromagnetic spectrum. Examples include but are not limited to incandescent, fluorescent, halogen, high intensity discharge, neon, mercury vapor, high-pressure sodium and metal halide lamps. Contact LPPI Building Services at 476-7300 for any lamp changes, breakages and disposal.

## **LIVING GREEN AT UCSF**

UCSF is known as a leader in health care, research, and academic excellence. In addition, we take our commitment to the environment very seriously. We have aggressive sustainability goals concerning carbon emissions, waste, water, toxics, and sustainable food and are working hard to make these goals a reality.

UCSF has a policy goal to reduce our solid waste going to landfill to zero by 2020. This is only possible if we reuse, recycle, or compost almost everything. This goal does not include regulated medical waste or hazardous waste which you'll learn about later in the training. It does mean that Langley Porter staff must more diligently segregate all waste more appropriately with the intent to best reduce waste going to a landfill.

You have seen our blue, green, and black waste containers in the cafeteria, public areas and more recently inpatient and treatment rooms.

What goes where?

Please take the time to separate your waste into the correct containers.

### **RECYCLE**

Aluminum foil & cans  
Cardboard  
CD's & Disks  
Clean Paper (dry)  
(staples & paper clips okay)  
Phonebooks  
Pipette Tip Boxes  
Plastic & Glass bottles  
Reagent Bottles (dry)  
All Rigid Plastics





## COMPOST

Paper Cups & Plates  
Paper Towels & Napkins  
Coffee Grounds & Filters  
Food & Tea Bags  
Paper Milk Cartons  
Pizza & Donut Boxes  
Waxed Cardboard

If it came from a plant, tree or animal,  
it is to be composted.

*Compost receptacles can be found at campus  
cafes; Individual office composting is starting  
gradually in selected buildings*



These are items that cannot be composted or recycled. Ideally, we want to reduce the purchase of items to avoid disposal. If you do see them, know that they go into the black containers.

## GARBAGE

Ceramic Mugs & Dishes  
Incandescent Light Bulbs  
Juice Boxes  
Plastic Binders  
Plastic Bags & Wrap  
Pretzel & Chip Bags  
Rubber bands  
Styrofoam  
Tyvek



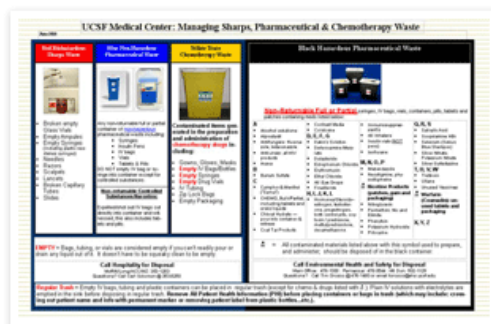
Some materials are recyclable but require special handling.  
Batteries and toner cartridges can be dropped off at specific UCSF locations.  
Burned out fluorescent tubes are handled by UCSF building maintenance staff and taken to a mercury recovery facility.  
Users of compact fluorescent light bulbs must take them to a hardware store that accepts them. There is no charge. Incandescent or halogen light bulbs go into the garbage. Please visit our website for more information and the training video.  
<http://livinggreen.ucsf.edu/learntosort>.

Waste reduction is a key component of our LivingGreen strategy at UCSF. By incorporating recycling and composting into our daily routine, you can help protect the long term health of not only the campus, but San Francisco, California and the planet.



## MANAGING SHARPS, PHARMACEUTICAL & CHEMOTHERAPY WASTE

There are several types of hazardous containers found throughout the Langley Porter. Some of these containers may not be found in your area, but if you come across these containers be aware that they have been designed to help segregate waste into specific waste streams to minimize cost and to insure proper handling.



Please refer to the *UCSF EH&S Managing Sharps, Pharmaceutical & Chemotherapy Waste* poster for detailed information concerning proper disposal.

### Red Bins: Sharps Waste

- Broken empty glass vials
- Broken capillary Tubes
- Razors
- Slides
- Scalpels
- Lancets
- Needles
- Empty ampules
- Empty syringes (including plastic needleless syringes)



### Yellow Bins: Trace Chemotherapy Waste

Contaminated items generated in the preparation and administration of chemotherapy drugs including:

- **\*Empty** IV bags/bottles
- **\*Empty** syringes
- **\*Empty** drug vials
- IV tubing



- Contaminated **Ziploc** bags
- Contaminated Empty packaging
- \*\*PPE: Gowns, gloves, masks

*\*Note: Full or partial containers (IV bags, syringes, vials, etc.) containing chemotherapy drugs should be placed in a **black** bin.*

*\*\*Note: These latter two items may also be discarded in the extra-large yellow trace contaminated chemotherapy waste receptacles lined with yellow plastic chemotherapy waste bags.*

### **Blue Bins: Non-Hazardous Pharmaceutical Waste**

Any non-returnable **full or partial container** of *non-hazardous* pharmaceutical waste including:

- Syringes
- Insulin pens
- IV bags
- Vials
- Tablets & pills

**DO NOT** empty an IV bag or syringe into the bin unless it is a controlled substance.



### **Black Bins: Hazardous Pharmaceutical Waste**

Any non-returnable **full or partial container** of *hazardous* pharmaceutical waste including:

- Syringes
- IV bags
- Vials
- Tablets and pills
- Patches containing meds

UCSF EH&S *Managing Sharps, Pharmaceutical & Chemotherapy Waste* poster for detailed information about hazardous pharmaceutical waste.



## **ERGONOMICS**

Ergonomics is the science of designing workplaces to fit the people that do the job. The goal is to promote health and safety by reducing risk factors including repetitive motion, static postures, awkward positions, excessive force and inadequate rest.



The Langley Porter Ergonomics Program provides ergonomic evaluations, equipment recommendations and design input at no cost to employees or departments. Employees working in the office environment also have access to an online ergonomic self-assessment that includes training and immediate feedback with recommendations.

For more information regarding the Ergonomics Program or contact the Langley Porter Safety Officer. To take the Ergonomics training go to the [EH&S website](#).

### **Guidelines for good computer workstation ergonomics**

- Keep your feet flat on floor
- Ensure your back is supported by the back of your chair
- Keep your knees at or slightly below hip level
- Keep your elbows 90 to 100 degree angles
- Your mouse and keyboard should be on a keyboard tray and within comfortable reach

### **Preventing repetitive stress injuries**

To decrease the risk of repetitive stress injuries, take a 20 to 30 second break every 30 minutes to stretch and rest your muscles.

### **Preventing back injuries**

Prior to attempting a lift or moving an object remember these proper lifting techniques:

#### **Before lifting**

- Evaluate the load
- Consider alternatives
- Stand close to the object
- Squat
- Look up
- Ask for help

#### **During the lift**

- Lift with your legs
- Keep abdominal muscles tight
- Turn entire body, do not twist
- When moving heavy items such as carts and machinery, remember that it is better to **push** rather than pull.

## **PHONE NUMBERS: EMERGENCY AND RESOURCES**

### **Emergency**

Code Blue (See sticker on phone)

Langley Porter and Other Designated Parnassus Buildings .....	476-1234
Offsite Buildings.....	9+911
Emergency (Fire, Police, Security, Medical and Hazardous Material Spill) .....	9+911
(Cell Phones, dial direct) .....	415 476-6911
Medical Assistance (non-Code Blue) . .....	9+911
Exposure Hotline (Pager).....	353-7842(STIC)
Code Triage and Campus Emergency Hotline	
UCSF Campus .....	502-4000
If 502-4000 is non-operable.....	1-800-873-8232

### **Resources**

Building Services .....	476-7897 or 476-7300
Campus Police (Non-Emergency) .....	476-1414
Clinical Engineering (Parnassus Medical Center).....	353-1727
Communicable Disease Program.....	514-3861
Employee Health Services.....	885-7580
Environmental Services.....	476-7206
Faculty and Staff Assistance Program ( <a href="http://ucsfhr.ucsf.edu/assist/services">http://ucsfhr.ucsf.edu/assist/services</a> ).....	476-8279
Hospital Assistant (HA) .....	476-7296 or 443-7747
Infection Control.....	353-4343
(Urgent Infection Control need).....	443-2644
Langley Porter Safety Officer .....	476-7597
Medical Center Security.....	885-7890
Medical Equipment Malfunction .....	476-7257
Office of Environmental Health and Safety.....	476-1300
Exposure Hotline (Formerly Needlestick Hotline).....	353-7842