

GSAA 2019 DEPARTMENT SPECIFIC SAFETY TRAINING

Employee Name: _____ Employee I.D. #: _____ Department: _____

Job Title: _____ Shift: Day Evening Night Date Completed: _____

FACILITY Union City UC Landing Fremont San Leandro Merced Sleepy Hollow

Please review your Department's Safety Plans, if applicable, and the Online Safety Policies. Then complete the following questions and submit the test to your manager.

Managers: please verify that your employee has successfully completed the test and review any incorrect answers with your employee. Once complete, please forward a copy to HR Compliance for processing and placement in the employee's file.

SAFE ENVIRONMENT MANAGEMENT

- Where are the most current Environment of Care/Emergency Management policies located?

- What is the phone number for all non-medical emergencies (ex. Fire, security assistance)?

- If a hazard in your area is identified, who should this hazard be reported to?
 - Your manager
 - Area Compliance Leader
 - Compliance Hotline
 - Nobody
- Circle the work practices that protect you from injury in your department (circle all that apply to your job)
 - Using PPE
 - Using safe Needle devices
 - Participating in fire, disaster, and infant/child security drills
 - Reporting hazards and unsafe conditions to your manager.
 - Using proper body mechanics or ergonomics when lifting or working at your computer

SECURE ENVIRONMENT MANAGEMENT

- What should you do in an active shooter situation?
 - Run toward the sound of the gunfire to see if it is really a shooter.
 - Keep light on in your office so the shooter can see you.
 - Pull the fire alarm to scare the shooter
 - Run(escape), Hide(barricade), Fight(resist)
- If there is an irate visitor in your department causing distress and is escalating, what do you do?
 - Raise your voice and tell them to calm down.
 - Cancel their membership
 - Tell them to wait so they can get a second opinion.
 - Call Security to have them De-Escalate the situation
- When treating a patient and the situation becomes volatile and potentially dangerous, you should:
 - Continue to treat the patient because you've been doing this for years and you can handle the situation.
 - Call in another nurse or another staff member to help you to continue to treat the patient.
 - Immediately pause, plan and prepare so you can stay safe.
 - Get yourself to a safe place and call security and as a team, re-assess the situation and decide the safest and best way to treat the patient.

HAZARDOUS MATERIALS AND WASTE MANAGEMENT

- The current chemical inventory and Safety Data Sheets (SDS) for the chemicals in your department are located: _____.
- If you need to look up the hazards of a chemical in your department. Do you look up the:
 - Safety Office
 - ask your supervisor
 - Manufacturer Guide
 - SDS

10. What quantity is considered a small spill in your department: _____
11. If you have eyewash/deluge shower in your department, name their location(s)?

12. If you get a chemical in your eyes or on your skin how long should you flush the affected area for:
 (a) 5 minutes (c) 20 minutes
 (b) 10 minutes (d) 15 minutes
13. Vials, IV's, syringes, ointments and creams containing any amount of medication (full or trace), must be disposed of in:
 (a) Sharps Container (b) Biohazard Container (c) Pharmaceutical Container
14. RCRA Hazardous Waste receptacles are black in color and can be found in most departments. Where can the hazardous waste bin be found in your department

EMERGENCY MANAGEMENT

15. Your role in a disaster or a disaster drill is: _____
 (a) Report conditions in your dept. to the HCC (c) Initiate the department staff recall roster
 (b) Send non-essential personnel to the Labor Pool (d) All of the above
16. Who is authorized to order an evacuation of the hospital?
 (a) Administration (c) Engineering and Fire Department
 (b) House Supervisor (d) All of the above
17. If the building must be fully evacuated, where will your department meet to account for all staff in your department? _____
18. Where is the location of the Hospital Command Center (HCC)? _____
19. What is the phone number to your HCC? _____

FIRE PREVENTION MANAGEMENT

20. In the event of a fire alarm, where does your department evacuate to?

21. If a Code Red is called AWAY from your department you should:
 (a) Evacuate to outside Assembly Area. (c) Remain in your department until told to
 (b) Place door stops in doors, so you can evacuate quickly if needed. (d) evacuate from the Incident Commander and close all doors and windows.
22. Why are door stops not allowed?
 (a) Compromises/eliminates component of fire rated walls (d) All above
 (b) It allows patients to escape (e) a and b
 (c) Compromises/eliminates smoke compartments
23. Where is the closest fire alarm pull station in your department: _____

MEDICAL EQUIPMENT MANAGEMENT

24. If a piece of medical equipment malfunctions, you should:
- (a) Take it out of service
 - (b) Call the Kaiser Service Desk at 8-395-1143 or 888-457-4872 and request service
 - (c) Apply a Red Broken Equipment sticker to the device
 - (d) All of the above
25. If a piece of medical equipment has an outdated PM sticker, you should:
- (a) Report equipment to Clinical Technology by calling the Help Desk at 8-395-1143 or 888-457-4872 and continue to use equipment if needed
 - (b) Throw equipment into the trash.

UTILITY SYSTEMS MANAGEMENT

26. Oxygen cylinders are considered **FULL** when (depending on the tank)?
- (a) The arrow is in the GREEN
 - (b) The seal is NOT broken
 - (c) The arrow is between the green and red
 - (d) Both (a) and (b)
27. How many **FULL** O2 cylinders (grab and go) can you have stored in an area/smoke compartment?
- (a) 10
 - (b) 15
 - (c) 12
 - (d) You can have as many as you need
28. Full oxygen cylinders must be separated (stored in a different rack) from empty or used oxygen cylinders.
- TRUE FALSE

29. What kind of plug strips are allowed in the hospital and how is the plug strip identified?

30. If you are injured at work, no matter how insignificant it is, you must...
- (a) Go home
 - (b) Go to the Emergency Room
 - (c) Report it to your supervisor
 - (d) Tell your family
31. Slips, trips and falls contribute to 50% of all accidents. What measures can be taken to reduce the risk of injury?
- (a) Keeping department clutter free
 - (b) Keeping eyes on task; do not walk and text
 - (c) Ensuring walkways remain unobstructed
 - (d) All of the above
32. When would you call a Safety Stop?
- (a) Unsafety condition
 - (b) At Risk behavior
 - (c) Unsafe Practice
 - (d) All of the above
33. What would you do if a Safety Stop was ignored:
- (a) Confirm you were heard
 - (b) If possible, remove yourself from the hazard
 - (c) Escalate
 - (d) Re-enforce/restate your concern
 - (e) All of the above

Signature of Employee _____	Date _____

Signature of Supervisor/Manager _____	Date _____

Score _____	A passing score is 90%; you may miss only 3 questions.

***Note:** You must also complete the following KP Learn Courses every calendar year

Course	Description	KP Learn Module Number
Safety Training: CA - Hospital/MOB - Annual/REFRESHER - OSHA Safety/EOC/Waste/PWV 2019	REFRESHER; For all CALIFORNIA and HAWAII staff who work in a clinical building (HOSPITALS and CLINICS); meets refresher training requirements for OSHA Safety, Environment of Care, Waste Disposal, Prevention of Workplace Violence	00804320
Slip, Trip and Fall Prevention 2019	This course provides training on Slip, Trip, and Fall (STF) risks and Kaiser Permanente's STF Prevention Program. This module meets the Federal (29 CFR 1910 Subpart D) and California (8 CCR 3273) for walking-working surfaces.	00804635

***Note:** If your work duties expose you to **Formaldehyde, Ethylene Oxide or Silver Nitrate Sticks** you must complete the corresponding KP Learn Modules below to fulfill your Annual Department Specific Training.

Course	Description	KP Learn Module Number
Formaldehyde	If your work duties expose you to Formaldehyde	00804629
Ethylene Oxide	If your work duties expose you to Ethylene Oxide	00804625
High Level Disinfectants	If your work duties expose you to any of the following: <ul style="list-style-type: none"> ▪ Glutaraldehyde ▪ Ortho-phthalaldehyde (OPA) ▪ Cidex OPA-C ▪ Rapicide PA – Part A ▪ Resert ▪ Trophon EPR Sonex-HL 	00805428