

**Adena Health
Contractor Orientation and
Safety Education**



Adena Health Badges

- Provide the Adena Health project manager the contractor's name and work location (inside, outside, etc.) to acquire an access/ identification badge from security.
- Return badges at the end of the project or pay a \$25 fee (not applicable to 1 day adhesive badges).
- Wear access/ identification badges on the upper chest, facing forward and clearly visible.





Dress Code

- Clean and wipe off clothes and shoes before entering Adena Health buildings.
- If clothing is excessively dusty from construction it is not permitted to be worn in the hospital.
- Do not wear clothing with rips, tears, holes, questionable and/or offensive wording or pictures.





Parking

- Parking areas are determined in pre-construction meetings.
- Number of company vehicles will be limited and this will also be determined in pre-construction meetings.
- No personal vehicles are allowed.





Contractor Guidelines

- Contractors working on Adena Health property will follow Adena Health policies and will only use authorized entry points, elevators, restrooms, and eating areas.
- Prior to commencement of any project the Contractors Project Manager will obtain and review the following policies with all contracted personnel (policies may be obtained from the Adena Health Director of Facility Planning and Construction or Adena Health Safety Officer):
 1. Construction and Renovation Policy 800.016
 2. Hot Work Permit Policy 900.005
 3. Maintaining Fire/Smoke Rated Assemblies Policy 900.006
 4. Confined Spaces Program 800.032
 5. Lockout/Tagout Hazardous Energy Control, 800.026
 6. Electrical Equipment Safety, 800.010



Contractor Guidelines continued

Important Contact Numbers

Department Name	Phone Number
Switchboard Operator	740-779-7500
Construction Manager	740-779-7502
Safety Officer	740-779-8681
Building/Plant Supervisor	740-779-7506
Facility Operations	740-779-7368 or 7509
Infection Prevention	740-779-8658
Adena Security	740-779-7505
Environmental Services	740-851-3237



Contractor Guidelines continued

- Before entering Adena Health property, please make sure you are wearing your:
 - Adena Health Badge
 - Hard Hat
 - Safety glasses and/or other PPE
 - Complete the Adena Health Construction Daily Worksite Inspection Checklist (Click on Daily Checklist on the Contractor home page)



Contractor Guidelines continued

- No smoking in any buildings or outdoor areas owned and/or operated by Adena Health
- Eating and drinking shall be limited to designated break areas (water is ok inside the construction area)





Contractor Guidelines continued

- Patients, staff and visitors **ALWAYS** have the right-of-way in elevators and hallways
- Clear pathways for patients, staff and visitors
- Do not slow down day-to-day Adena Health operations





Contractor Guidelines continued

- Use provided hand-cleaning products often, especially if the work space is in or near patient care
- Reduce noise as much as possible



- Provide the highest level of customer service to our patients, staff and visitors



General Privacy Guidelines

- DO NOT look in patient or procedure rooms
- Follow the “3 second look” rule
- Avoid foul language and extremely loud conversations
- Respect all Adena Health patients’, staff and visitors’ privacy
- If a complaint is reported by a patient, visitor or staff member for inappropriate behavior or breach of privacy,



Adena Health reserves the right to remove any contractor that is reported for inappropriate behavior or privacy breaches.



After-Hours Work Guidelines

To complete after-hours work, notify the Adena Health Project Manager at least **24 hours in advance**





Utility Shutdowns

- Notify Facility Operations during normal business hours at 740-779-7368 of shutdowns for electrical, plumbing, smoke detection and fire/sprinkler systems
- Scheduled shutdowns require a **2-week notification in writing (including email)**
- Unanticipated shutdowns require a 48-hour notification
- In the event of an unplanned utility outage immediately notify the following during normal business hours:
 1. Facility Operations at 740-779-7368 and Security at 740-779-7505
 2. Adena Health Safety Officer at 740-779-8681 or call the Switchboard Operator at 740-779-7500 and ask to be put through to the Adena Health Safety Officer cell phone for a utility outage emergency
 3. After normal business hours call 740-779-7500 and have the Maintenance Technician on call/duty paged and notify Security



Infection Control Risk Assessment (ICRA)

- Complete the Infection Control Risk Assessment (ICRA) before the project's start to minimize patient risk to dust, moisture, and debris.
- To obtain this form, the ICRA inspection monitor form and a copy of the Construction and Renovation Policy 800.016 contact the Adena Health Project Manager or Adena Health Safety Officer.
- The ICRA must include:
 1. Start and planned completion dates
 2. Project description
 3. Additional requirements (if applicable)
- When the contractor portion is complete return the form via email to the Adena Health Project Manager, Safety Officer or Infection Prevention Manager. When all three have approved and signed off the Infection Control Permit will be issued. An electronic copy will be retained by Adena Health.





ICRA continued

- A laminated copy of the Infection Control Permit must be posted at the project site until project completion
- If the project exceeds the stated completion date, the Adena Health Project Manager must contact Infection Prevention for an extension
- ICRA inspection monitor forms must be completed daily or weekly (frequency to be determined by Infection Prevention Manager)
- Completed forms are to be returned to the Adena Health Safety Officer





ICRA continued

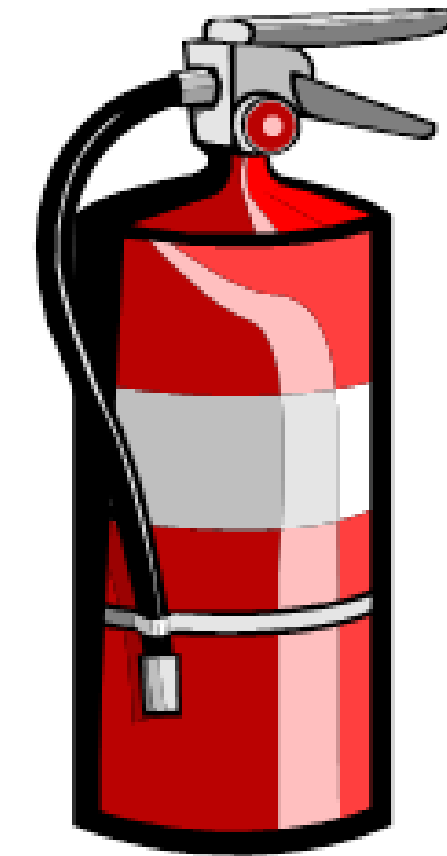
- Infection Prevention staff, Environmental Health & Safety staff, or the department Director/Supervisor have the authority to stop the project if any part of the ICRA is violated
- Contact the Adena Health Project Manager immediately if problems arise
- Project may resume when issues are resolved to the satisfaction of the party that shutdown the project





Interim Life Safety Measures (ILSM)

- If construction, renovation, or alteration activities might cause a failure in existing Life Safety Code building features, including but not limited to:
 1. Emergency Exits
 2. Access for emergency services
 3. Fire extinguisher equipment
 4. Fire alarms
 5. Fire suppression systems
- The ILSM grid is part of the Pre-Construction Risk Assessment (PCRA) and may be obtained from the Adena Health Project Manager or Adena Health Safety Officer (740-779-8681).
- Fill out the ILSM grid during project development and monitor continuously until the project's completion when required. Completed monitoring forms are to be returned to the Adena Health Safety Officer. Contact the Adena Health Safety Officer if you feel the dust you create may affect the smoke alarm system.





Containment Measures

The Adena Health Project Manager is responsible for:

- Collaborating with the Department Director/Manager to ensure all patients will be moved prior to commencement of work
- Collaborating with Adena Health Plant/Building Supervisor to ensure HVAC system isolation (blocking return air grills and duct work when necessary) is complete prior to commencement of work to avoid dust contamination of surrounding areas
- Coordinating use of HEPA filtration units for negative air pressure to exhaust air



Containment Measures continued

The Contractor is responsible for:

- Cleaning and sealing ceiling vents.
- Wiping down tools and equipment with a damp cloth or bagging them before bringing them through the hospital. This includes tool/trash carts, covers and wheels.
- Using fire-rated plastic for all short term jobs.
- Taping barrier seams to make sure they are fully sealed – **NO DROOPING!**
- Installing temporary floor-to-deck barriers as needed.
- Installing solid-wall barriers for longer projects as needed.
- Using tightly sealed barriers/control cubes to contain all work, including holes in the walls, ceilings and floors.



Containment Measures continued

Contractor responsibilities continued:

- Properly sealing doors into barrier areas with zipper

DO NOT use control cubes with broken zippers

- Sealing wall/ceiling/floor openings with an approved UL sleeve and Hilti, STI or 3M UL listed fire stop systems (obtain copy of Maintaining Fire/Smoke Rated Assemblies policy 900.006 from Adena Health Dir Facility Planning and Construction or Adena Health Safety Officer).
- Do any assembly or cutting of pipe, wood or other materials inside the designated work area or outside of the building.
- Use walk-off mats (sticky or moistened carpet mats) between your work area and the rest of the building (peel sticky mats to the next layer as soon as they lose adhesive quality).
- Vacuum carpet mats daily.



Containment Measures High Risk Areas

Use the following special requirements for high risk areas:

- Construct an anteroom to ensure an airtight enclosure of the project site
- Use HEPA filtration units for negative air pressure within the work site
- Check ventilation filters regularly for leaks or clogs
- Use PPE as needed
- Remove disposable coveralls and disposable booties before leaving the demolition area
- Use HEPA vacuums (inside anteroom) to vacuum clothing/booties upon exit of project site when disposable coveralls are not required

PPE Requirements

Hard Hat(worn with bill forward unless you are welding)



Safety Glasses (must be ANSI Z87 approved with fixed side shields)



These are minimum PPE requirements. Additional PPE may be required based on the task and/or scope of work performed. See your supervisor if you are unsure of the PPE required for the task(s) you are performing.



Leather hard sole work boots(Steel toed safety shoes are preferred, but not required.)



PPE Requirements continued

These are minimum PPE requirements. Additional PPE may be required based on the task and/or scope of work performed. See your supervisor if you are unsure of the PPE required for the task(s) you are performing.

Respiratory protection (applicable for they type of work being done)



Gloves (applicable for the type of work being done)



PPE Requirements continued



Hearing protection in areas where the noise level exceeds 85 db. (If you have to raise your voice to be heard by someone within 3' of you, the noise level is above 85 db.)



Waste Guidelines

- Dispose of all waste.
- Construction site waste must be disposed of daily. If waste is being removed from occupied buildings it must be done using a covered dumpster.
- Contractors requiring waste collection on site must coordinate with the Adena Health Project Manager.
- Location, size, duration and frequency of dumps must be communicated to the Adena Health Project Manager.



- If a construction chute is used, it must be sealed to prevent the accidental spread of debris





Cleaning Guidelines

- Establish traffic patterns to prevent dust from being taken outside the construction area and clean up all dust immediately
- Clean all areas adjacent to the project site often, using a damp mop (change water often) or HEPA vacuum to control dust
- Do not use a broom as it stirs up dust





Cleaning Guidelines continued

- When project is complete, clean the work area
- When work area is clean, carefully remove barriers
- Contact Environmental Services (740-851-3237) to clean the completed project area before allowing patients to return





Electrical Safety Guidelines

- Ensure all electrical equipment is UL rated and in good working condition
- Do not plug equipment into red outlets
- A Ground Fault Circuit Interrupter (GFCI) must be plugged into the outlet before plugging in any other equipment and cords.





Machine and Power Tool Safety

- Hand and power tools are a common part of our everyday lives and are present in nearly every industry. These tools help us to easily perform tasks that otherwise would be difficult or impossible. However, these simple tools can be hazardous and have the potential for causing severe injuries when used or maintained improperly. Special attention toward hand and power tool safety is necessary in order to reduce or eliminate these hazards.

- Five Basic Rules to Prevent Injuries:

1. Keep all tools in good condition with regular maintenance
2. Use the right tool for the job
3. Examine each tool for damage before use and do not use damaged tools
4. Operate tools according to the manufacturers' instructions
5. Properly use the appropriate PPE





Machine and Power Tool Safety

Continued

- Tool Selection is Very Important:
 1. Select the right tool for the job
 2. Consider the tools shape and size – the tool should be comfortable to hold
 3. Do not select undersized tools for the job
 4. Consider the quality of the tool including its sharpness for cutting
 5. Select power tools designed to have minimal vibration
 6. Select power tools that provide guarding and other safety features such as an automatic shutoff, safety trigger, shield or kickback guard.
 7. Select electric power tools that are double-insulated
 8. Select power tools that have the Underwriters Laboratories symbol
 9. Select spark-resistant tools when working around flammables or explosive material
 10. Select insulated hand tools when working around electricity
 11. Select battery powered tools for wet locations





Machine and Power Tool Safety

Continued

- Using Hand Tools:

1. Select and use the appropriate PPE (i.e., safety glasses, leather gloves, steel toed shoes)
2. Read and follow the manufacturer's instructions
3. Create a safe work area by keeping people at a safe distance and removing objects that may get in the way
4. Use the tool as it is attended to be used (i.e., don't use a screwdriver as a punch, pry or wedge)
5. Disconnect electric cords when working on or around electric appliances
6. Use the correct size tool for the job (i.e. match the screwdriver with the screw head)
7. Pull wrenches and levers towards yourself-this will provide better control





Ladder Safety Guidelines

- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing.
- Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.





Ladder Safety continued

- Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.



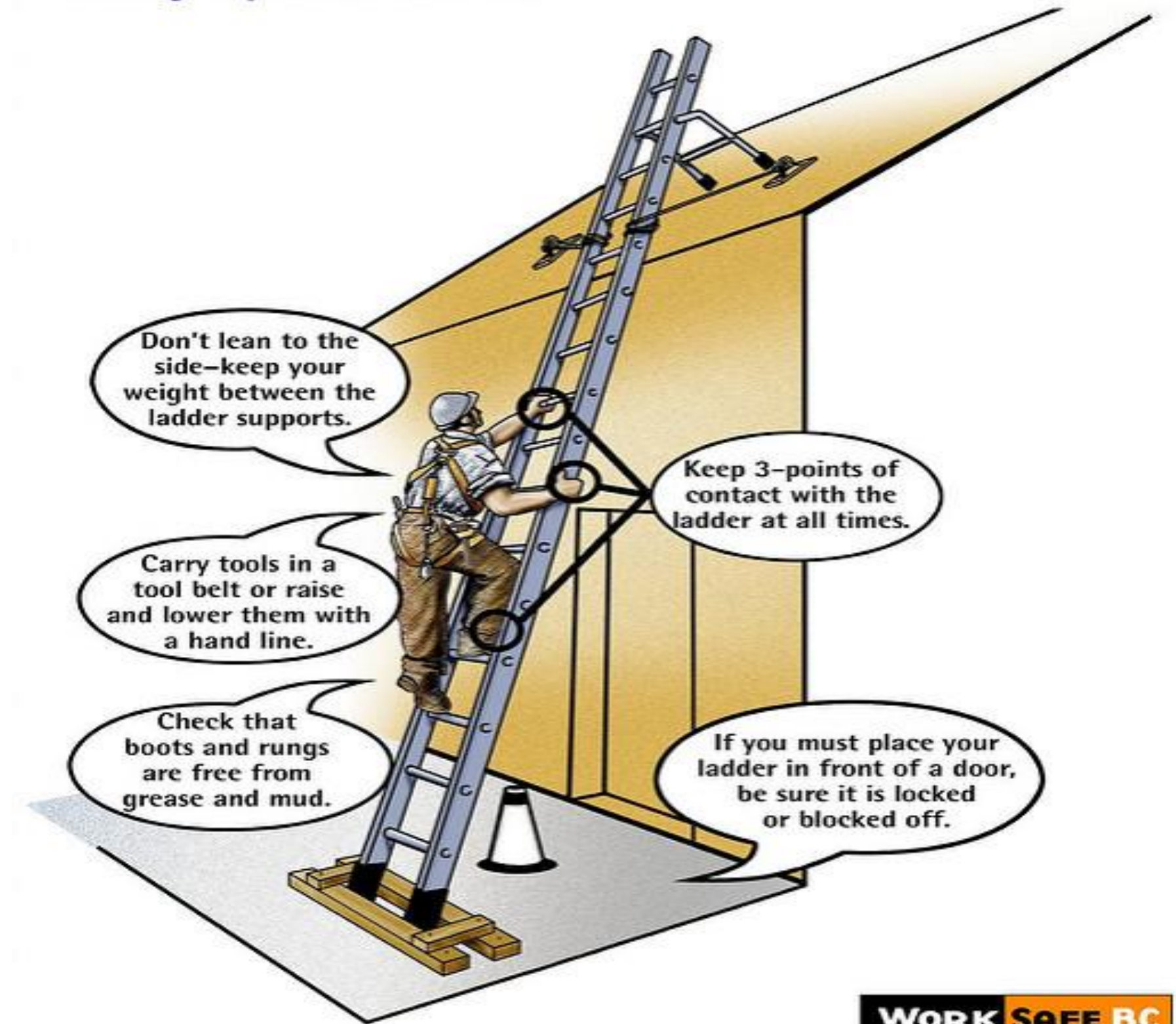
Ladder Safety continued

- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.
- An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support. Do not stand on the three top rungs of a straight, single or extension ladder.

Ladder Safety continued

The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface. A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.

Safety Tip 2: Ladder Use





Ladder Safety continued

- Be sure that all locks on an extension ladder or any elevated work platform are properly engaged.
- Do not exceed the maximum load rating of any elevated work platform or ladder. Be aware of the load rating and of the weight it is supporting, including the weight of any tools or equipment.





Fall Prevention Guidelines

- Fall protection is required for any work conducted at a height of 6' or greater
- Wear a harness and always stay connected
- Make sure your harness fits
- Use guardrails or lifelines
- Inspect all fall protection equipment before use
- Guard or cover all holes, openings, and skylights
- DON'T disconnect from the lifeline
- DON'T work around unprotected openings or skylights
- DON'T use defective equipment

Information on ladder safety and fall prevention obtained from [osha.gov](https://www.osha.gov)



Safety Data Sheets

- Contractors will provide Safety Data Sheets (SDS) to the Adena Health Safety Department Coordinator for any materials that will be used on site
- The SDS for any materials in the Adena Health area where work is being performed will be made available to the Contractor upon request.
- Please submit SDS requests to the Adena Health Safety Department Coordinator

Jennifer Abner





Hazardous Chemical Guidelines

- Do not use any extremely hazardous chemicals, aerosol sprays, or cleaning products that produce heavy fumes or odors, without first notifying the Adena Health Safety Officer (740-779-8681)
- Observe all safety and environmental precautions when using hazardous chemicals on Adena Health property
- Dispose of all chemicals off site. If you bring it – take it away when you leave (including empty cans, bottles, etc.)



Hot Work Permits

- Obtain a Hot Work Permit for all welding, cutting, grinding or any other type of work that might create a spark
- Obtain Hot Work Permits through Security (740-779-7505)
- See Adena Health Hot Work Permit Policy 900.005 for details

Front

HOT WORK PERMIT

The supervisor, in issuing this permit, certifies that all the safety factors have been considered and cared for satisfactory. Return this permit upon completion of the job which it is to cover to the authorizing supervisor. The supervisor will write "complete", date and initial across the face of the permit.

AREA OF HOT WORK: _____

WORK TO BE DONE: _____

	YES	NO	N/A
1. Read the Hot Work Permit Procedure			
2. Work area and equipment has been made free of flammable, combustible, and hazardous materials.			
3. Gas Test taken.			
4. Is a fire extinguisher on the job?			
5. Smoke alarms covered?			
6. Lines disconnected and/or blanked?			
7. Is a fire watch provided?			
8. Adjoining equipment and operations considered ok from standpoint of possible effect on the job.			
9. Other necessary precautions SPECIFY _____			

APPROVAL I have personally checked the conditions necessary and as specified I authorize this "Hot" work to begin.

APPROVED BY _____ DATE _____ TIME _____

HOT WORK PERMIT IS GOOD FOR _____ HOURS ONLY. THIS PERMIT CAN BE ISSUED FOR ONLY ONE SHIFT. IT BECOMES VOID AT THE END OF WORK SHIFT DAY.

Back

HOT WORK PERMIT

DO NOT REMOVE THIS TAG!

TO DO SO WITHOUT AUTHORITY WILL MEAN DISCIPLINARY ACTION!

IT IS HERE FOR A PURPOSE

Remarks: _____

SEE OTHER SIDE



Hot Work Permits continued

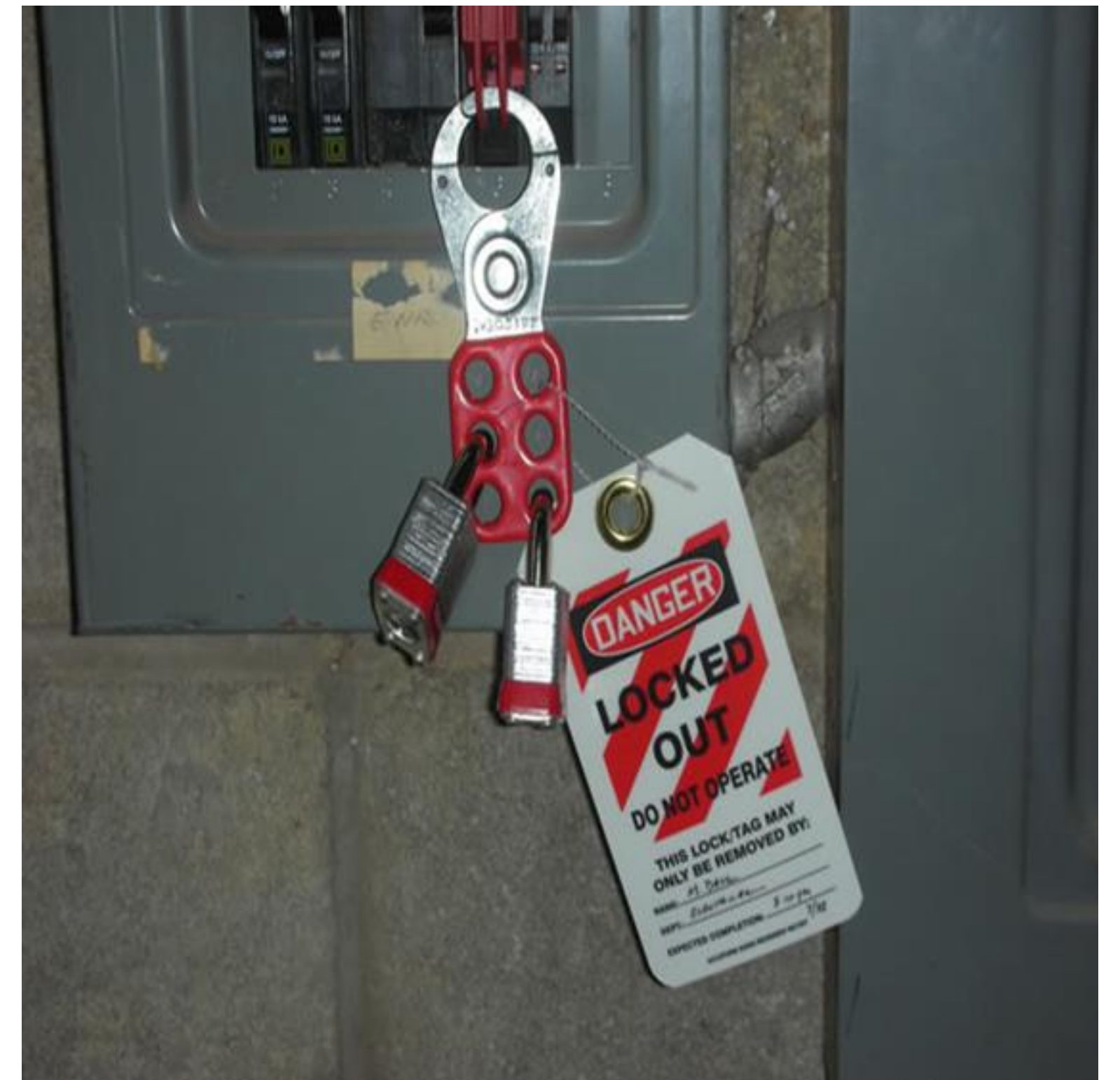
- Once the Hot Work Permit is obtained, the contractor must contact Security (740-779-7505) in person before and after the work is completed to sign off on where the work is being performed so the fire alarm system can be isolated if necessary
- The Hot Work Permit must be returned to the issuer once Hot Work is completed
- The Contractor must provide fire extinguishers and blankets (if necessary)





Lockout/Tag-out Guidelines

- Facility Operations approves the lockout/tag-out of equipment before work on the equipment is performed and a point of contact is established.
- When Adena Health personnel lockout/tag-out a piece of equipment for a contractor, the contractor is also required to add a lock or tag using a multilock device.
- All locks must have a tag with contact information.

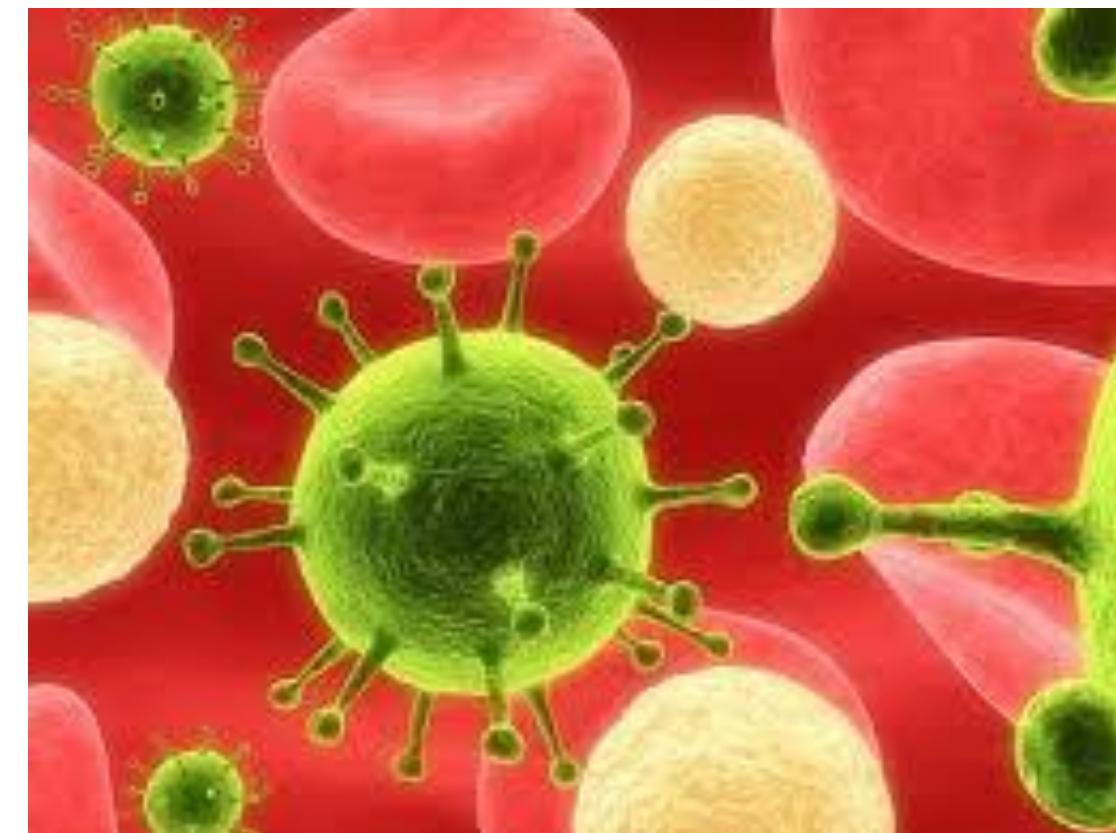




Confined Space Guidelines

- Coordinate a permit for all entries into any confined space through your Adena Health Project Manager. Obtain a copy of Adena Health Confined Spaces Program Policy 800.032 and use permits and forms as appropriate.
- The Contractor will inform the Adena Health Project Manager of contracted personnel procedures for entering confined spaces.
- The Adena Health Project Manager will inform the Contractor of all the procedures and precautions in or near the confined space and will conduct a debrief with the Contractor at the end of the job to learn of any hazards found or created during entry.

- Bloodborne pathogens are viruses (such as HIV and Hepatitis B & C) found in blood or certain body fluids
- A person has to come in direct contact, usually through a needle stick, to become infected
- You cannot get a bloodborne pathogen infection by casual contact






Bloodborne Pathogens Guidelines continued

If you are exposed to blood or body fluids:



1.  what you are doing
2. Dispose of any sharps involved in an approved sharps container
3. Wash the exposed area with soap and water
4. Report it to your Supervisor





Injury Guidelines

- Contracted employees must notify their Supervisor of injuries and follow company policy and procedures.
- The Supervisor must notify the Adena Health Project Manager and provide an incident report.
- In the event that a construction accident occurs, the construction supervisor present at the time will contact 911 for any medical emergency as deemed necessary.
- It is important to know the physical address of the location of the jobsite in the event you need to call 911.
- The construction supervisor will also contact Adena Security at 740-779-7505 and request hospital security to be dispatched to the accident scene.





Ohio Emergency Codes

Code Red

Code Adam

Code Black

Code Gray

Code Orange

Code Blue

Code Pink

Code Yellow

Code Violet

Code Silver

Code Brown

Code Green

Code Email

Fire

Infant/Child Abduction

Bomb/Bomb Threat

Severe Weather

Hazardous Material Spill

Medical Emergency - Adult

Medical Emergency - Pediatric

Disaster

Violent Person

Person with Weapon / Hostage Situation

Missing Adult Patient/Visitor

Evacuation of Building

Check your email for Instructions



Ohio Emergency Codes continued

- Code Red: FIRE
- Follow the **RACE / PASS** guidelines
 - **R:** Rescue people in the fire area
 - **A:** Activate the Alarm (pull box)
 - **C:** Contain the fire (close doors)
 - **E:** Evacuate (people from the area)



PASS

PULL
AIM
SQUEEZE
SWEEP



Ohio Emergency Codes continued

- When a code is announced over the public address system you must:
 1. Cease any electrical and hot work
 2. Secure ladders and clear all equipment from the hallways
 3. Follow the direction of the Adena Health Project Manager, Adena Security, Adena Health Safety Officer and/or Department Director/Manager



Workplace Violence

Adena Health strictly prohibits violence in the workplace by any individual, in any form. Violence can be defined as any physical assault, threatening behavior or verbal abuse occurring in the work setting or related to the workplace.



- Report all incidents of workplace violence immediately.
- For Main Campus – Contact Security/Human Resources Department to report threatening behavior. **Call 27555, state CODE Violet** and location for violent/potentially violent or escalating behavior.
- For Regional Sites – Contact the Site Manager and the Main Campus Security Officer on duty or Human Services Department to report threatening behavior.
- If you are in an isolated area and are unable to reach a phone, use whatever is available to draw attention to you, i.e. pull a fire alarm box, etc.
- If you are aware of potential workplace violence (i.e. restraining order, incidence of violence outside the workplace), notify your department director and the Main Campus Security Officer on duty.
- A Workplace Violence “Tool Kit” was created that has additional information that may be needed. The tool kit has policy references, various forms, additional contact information etc. You can find this toolkit by accessing the Adenanet and clicking on the following: [Departments/ Safety/ Workplace Violence](#).

workplace
violence

**Thank You
for Promoting
a Safety
Culture**



If you have any questions, please contact any member of the Environmental Health & Safety Team

**Director, Environmental Health & Safety
(System Safety Officer)**

Rogena Hiles x28681 or rhiles@adena.org

Safety Department Coordinator

Jennifer Abner x28166 or jabner@adena.org

Regional Safety Coordinator

Erik Davis X27403 or edavis@adena.org

Emergency Management Coordinator

Thomas Royster x27394 or troyster@adena.org