Adena Health System
Contractor Orientation and Safety Education
Adena Health System (AHS) Badges

- Provide the AHS project manager the contractor’s name and work location (inside, outside, etc.) to get an AHS badge from security.

- Return badges at the projects end or pay a $25 fee (not applicable to 1 day adhesive badges).

- Wear AHS badges on the upper chest, facing forward and clearly visible.
AHS Dress Code

- Clean and wipe off clothes and shoes before entering AHS 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.
AHS 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.
AHS Contractor Guidelines

- Contractors working on AHS property will follow AHS 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 AHS Construction Manager or 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
## Important Contact Numbers

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switchboard Operator</td>
<td>740-779-7500</td>
</tr>
<tr>
<td>Construction Manager</td>
<td>740-779-7502</td>
</tr>
<tr>
<td>Safety Officer</td>
<td>740-779-8681</td>
</tr>
<tr>
<td>Building/Plant Supervisor</td>
<td>740-779-7506</td>
</tr>
<tr>
<td>Facility Operations</td>
<td>740-779-7368 or 7509</td>
</tr>
<tr>
<td>Infection Prevention</td>
<td>740-779-7568</td>
</tr>
<tr>
<td>Adena Police/Security</td>
<td>740-779-7505</td>
</tr>
<tr>
<td>Environmental Services</td>
<td>740-779-7968</td>
</tr>
</tbody>
</table>
AHS Contractor Guidelines continued

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

- No smoking in any buildings or outdoor areas owned and/or operated by Adena Health System

- Eating and drinking shall be limited to designated break areas (water is ok inside the construction area)
AHS 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 AHS operations
− 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
AHS 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 AHS patients’, staff and visitors’ privacy
- If a complaint is reported by a patient, visitor or staff member for inappropriate behavior or breach of privacy, YOU WILL BE REMOVED FROM THE PROJECT
AHS After-Hours Work Guidelines

To complete after-hours work, notify the AHS Project Manager at least **24 hours in advance**
AHS 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. Safety Officer at 740-779-8681 or call the Switchboard Operator at 740-779-7500 and ask to be put through to the 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
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 AHS Project Manager or AHS 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 AHS 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 AHS.
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 AHS 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 AHS Safety Officer.
- Infection Prevention staff, Safety staff, or the department Director/Supervisor have the authority to stop the project if any part of the ICRA is violated
- Contact the AHS Project Manager immediately if problems arise
- Project may resume when issues are resolved to the satisfaction of the party that shutdown the project
AHS 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 AHS Project Manager or 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 AHS Safety Officer. Contact the AHS Safety Officer if you feel the dust you create may affect the smoke alarm system.
AHS Containment Measures

- The AHS Project Manager is responsible for:
  1. Collaborating with the Department Director/Manager to ensure all patients will be moved prior to commencement of work
  2. Collaborating with AHS 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
  3. Coordinating use of HEPA filtration units for negative air pressure to exhaust air
AHS Containment Measures continued

- The Contractor is responsible for:
  1. Cleaning and sealing ceiling vents.
  2. 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.
  3. Using fire-rated plastic for all short term jobs.
  4. Taping barrier seams to make sure they are fully sealed – NO DROOPING!
  5. Installing temporary floor-to-deck barriers as needed.
  6. Installing solid-wall barriers for longer projects as needed.
  7. Using tightly sealed barriers/control cubes to contain all work, including holes in the walls, ceilings and floors.
AHS Containment Measures continued

- Contractor responsibilities continued:
  8. Properly sealing doors into barrier areas with zipper - 
     DO NOT use control cubes with broken zippers.
  9. 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 AHS Construction Manager or Safety Officer).
  10. Do any assembly or cutting of pipe, wood or other materials 
      inside the designated work area or outside of the building.
  11. 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).
  12. Vacuum carpet mats daily.
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/boots upon exit of project site when disposable coveralls are not required
AHS PPE Requirements

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.

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

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

- **Leather hard sole work boots** (Steel toed safety shoes are preferred, but not required.)
AHS 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 the type of work being done)

Gloves (applicable for the type of work being done)
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.)
AHS 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 AHS Project Manager.
- Location, size, duration and frequency of dumps must be communicated to the AHS Project Manager.
AHS Waste Guidelines continued

- If a construction chute is used, it must be sealed to prevent the accidental spread of debris
- 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.
AHS Cleaning Guidelines continued

- When project is complete, clean the work area
- When work area is clean, carefully remove barriers
- Contact Environmental Services (740-779-7968) to clean the completed project area before allowing patients to return
AHS 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 or cords
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.
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.
• 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.
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.
AHS 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.
AHS 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
Safety Data Sheets

- Contractors will provide Safety Data Sheets (SDS) to the AHS Safety Officer for any materials that will be used on site.

- The SDS for any materials in the AHS area where work is being performed will be made available to the Contractor upon request. Please submit SDS requests to the AHS Safety Officer.
AHS 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 AHS Safety Officer (740-779-8681).

- Observe all safety and environmental precautions when using hazardous chemicals on AHS property.

- Dispose of all chemicals off site. If you bring it – take it away when you leave (including empty cans, bottles, etc.)
- 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 AHS Hot Work Permit Policy 900.005 for details
- 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).
AHS 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 AHS 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.
AHS Confined Space Guidelines

- Coordinate a permit for all entries into any confined space through your AHS Project Manager. Obtain a copy of AHS Confined Spaces Program Policy 800.032 and use permits and forms as appropriate (Appendix A & B).

- The Contractor will inform the AHS Project Manager of contracted personnel procedures for entering confined spaces.

- The AHS 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.
AHS Bloodborne Pathogens Guidelines

- 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. **STOP** 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
AHS Injury Guidelines

– Contracted employees must notify their Supervisor of injuries and follow company policy and procedures

– The Supervisor must notify the AHS Project Manager and provide an incident report
AHS Emergency Codes

- Code Red        Fire
- Code Adam       Infant/Child Abduction
- Code Black      Bomb/Bomb Threat
- Code Gray       Severe Weather
- Code Orange     Hazardous Material Spill
- Code Blue       Medical Emergency - Adult
- Code Pink       Medical Emergency - Pediatric
- Code Yellow     Disaster
- Code Violet     Violent Person
- Code Silver     Person with Weapon / Hostage Situation
- Code Brown      Missing Adult Patient/Visitor
- Code Green      Evacuation of Building
- Code Email      Check your email for Instructions
AHS 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)
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 AHS Project Manager, Adena Police/Security, Safety Officer and/or Department Director/Manager
This completes the presentation – What Now?

The following slide is a sign-off sheet for this presentation. It is slide 49. You DO NOT have to print the entire presentation.

− Click on Print
− Enter 49 in the Pages/Slides box
− Click on print again
− Bring the hard copy of the completed form to the AHS Safety Office (check in with Adena Police/Security for directions), or scan and email to rhiles@adena.org
− Go back to the Contractor home page and click on TAKE TEST
− Both of these items are required
AHS Contractor Orientation/Safety Education
Sign-Off Sheet

I, ________________________, have read and fully understand the information provided in this packet/presentation. I have been offered instruction on the information in the event clarification was needed and have also been offered the opportunity to ask questions.

Signature: ________________________

Company: ________________________

Date: ________________________