

# DeZavala-Shavano Veterinary Clinic

## Health and Safety Program Training Instructor's Guide

### A. Purpose of Program

To help protect the health and safety of all staff members as well as comply with OSHA standards and regulations by implementing safe work practice policies, providing personal protective equipment, and informing staff members of the hazards they may encounter in the work environment and how to best protect themselves against these hazards.

### B. Background of OSHA

OSHA stands for Occupational Safety and Hazard Administration and is a federal government agency that regulates businesses to make sure that employees are provided with a safe and healthy work environment. OSHA has implemented standards and policies in which employers are to expected to follow in the course of establishing a safe and healthy work environment for employees. One of the regulations of OSHA is the Hazard Communication Standard (HCS) which provides each employee with The Right To Know the hazards present in the workplace and how to communicate these hazards to others as well as protect against such hazards.

### C. Compliance with OSHA

In order to provide staff members with a healthy and safe work environment and to be in compliance with OSHA requirements, the Clinic has implemented the following programs which comprise this training program.

- Hazard Communication Program
- Accident Prevention Program
- Job Hazard Assessment
- Emergency Action Plan
- Fire Prevention Plan
- Other Health and Safety Information

### D. OSHA/SDS Manual

A binder containing the individual elements of the Health and Safety Program is available for all staff members and other interested parties. This binder which is titled "OSHA/SDS Manual" is located in the treatment area and can be reviewed or used anytime the Clinic is in operation. **The OSHA/SDS Manual must not be removed from the Clinic for any reason** and must always be returned to the designated place after being examined or used.

INSTRUCTOR: Identify the OSHA/SDS Manual and explain the following nine sections

- Section 1: Hazard Communication Program
- Section 2: Accident Prevention Program
- Section 3: Job Hazard Assessment
- Section 4: Emergency Action Plan
- Section 5: Fire Prevention Plan
- Section 6: Other Health and Safety Information
- Section 7: Identified Hazardous Products
- Section 8: Material Safety Data Sheets
- Section 9: Employee Training Program

## **E. Personnel in Charge of Health and Safety Program**

Richard Harrison, Health and Safety (H&S) Manager, is in charge of administering the Program. Doctors are to be familiar with the Program and train new staff members, provide additional training to current staff members and assist the H&S Manager in answering any questions regarding the Program.

## **F. Hazard Communication Program**

INSTRUCTOR: Identify the elements of the Hazard Communication Program

### **1. Purpose**

To inform all affected employees about the dangers of all hazardous chemicals used by the Clinic and to comply with OSHA's HCS.

### **2. Container Labeling**

INSTRUCTOR: Identify the elements of proper product labeling and show examples

- Labels to be clear and understandable; written in English.
- Original containers to have the product's name, hazard warning and name and address of manufacturer.
- Secondary containers must be labeled with the product's identity and any hazard warning.
- Identity of product on labels to be identical to the product's SDS product identification.

### **3. SDS (Material Safety Data Sheet)**

INSTRUCTOR: Identify the elements of SDS's and have the staff member look up examples

- SDS's are information sheets received from each individual manufacturer that contain government required specifications about that product.
- SDS's provide detailed information on each hazardous product, including its potential hazardous effects, its physical and chemical characteristics, and recommendations for appropriate protective and clean-up measures.
- A SDS must be on file for each hazardous product.

NOTE: Most products contained in the Clinic are in their final form or packaged and thus are not considered hazardous to adults. Only a very few products such as oxygen, alcohol, methanol, some cleaning agents as well as some chemotherapy agents are considered hazardous to employees in the Clinic. However, the Clinic would like to have on hand the SDS of any product in which an infant or young child could come into contact with either by physical touch, inhalation or ingestion should the information be needed.

- SDS product identification should be the same as the label of the corresponding product.
- SDS's are listed by number first then alphabetically in section 8 of the OSHA/SDS Manual.
- Notify H&S Manager if a SDS is not available.

#### 4. Employee Information and Training

Employees will be trained on the various aspects of the Health and Safety Program at the beginning of employment and as new hazardous chemicals and/or tasks are used in the Clinic.

#### 5. Hazardous Non-Routine Tasks

Hazardous non-routine tasks are tasks done on an intermittent basis which are considered potentially hazardous. Examples include painting, changing A/C filters, moving and/or servicing equipment, fertilizing plants, and minor construction projects. A listing of these hazardous non-routine tasks and safety information is contained in the HCP of the OSHA/SDS Manual.

#### 6. List of Hazardous Products

A list of hazardous products kept or used in the Clinic is provided in Section 7 of the OSHA/SDS Manual.

#### 7. Employer Checklist

An annual employer checklist is contained in the OSHA/SDS Manual for the Clinic to evaluate and comply with all the requirements of the HCP.

### G. Accident Prevention Program

#### 1. Purpose

To help prevent or minimize injury to employees by providing personal protective and safety equipment for all employees to use along with practicing safe work practices.

#### 2. Summary and Location of Personal Protective and Safety Equipment (PPE)

INSTRUCTOR: Identify each PPE and its location in the Clinic

Summary of Personal Protective and Safety Equipment
<u>Eye and Face Protective Equipment</u> <ul style="list-style-type: none"><li>• <b>Face shields and safety goggles</b>--located in grooming area back wall cabinet</li><li>• <b>Eyewash station</b>--located on wall to left of rear exit</li><li>• <b>Face masks (particulate)</b>--located between dental sinks</li></ul>
<u>Hand Protective Equipment</u> <ul style="list-style-type: none"><li>• <b>Kevlar and leather gloves</b>--located in treatment area cabinet overhead left of sink</li><li>• <b>Latex gloves</b>--located in drawer of each exam room, drawer of treatment area exam tables, and in cabinet on far wall of treatment area</li><li>• <b>X-ray gloves</b>--located on shelf next to x-ray machine</li></ul>
<u>Hearing Protective Equipment</u> <ul style="list-style-type: none"><li>• <b>Ear plugs</b>--located in cabinet over sink in grooming area</li></ul>

#### Body Protective Equipment

- **X-ray apron**--located on shelf next to x-ray machine and in dental area between dental sinks
- **X-ray monitoring badge**--located on x-ray apron or in drawer in treatment area; badges are name-specific
- **Plastic apron**--located on hook next to bath tub in grooming area

#### Floor Safety Equipment

- **Wet floor signs**--located in janitor's closet
- **Non-slip rubber mats**--located at main entrance of waiting area, back door, and both kennel outside doors

#### Restraint Equipment

- **Muzzles**--located on top of fridges in treatment & pharmacy areas, and in 2<sup>nd</sup> cabinet in grooming area
- **Leashes**--located in treatment area, kennel and reception area
- **Rabies catch pole**--located next to fridge in treatment area

#### Other Safety Equipment

- **Chemical spill kit**--located in cabinet under treatment table 2
- **Step ladders**--located in ICU, dog and cat kennel wards
- **Stretcher**--located in ICU
- **Fire extinguishers**--located in cat ward by exit, in break room, in hallway beside doctors' offices, upstairs at top of stairs, and in pharmacy beside janitorial closet.
- **First aid kit**--located in treatment area in cabinet left of sink
- **Sharps containers**--located throughout clinic in exam rooms, lab/pharmacy and treatment area
- **OSHA/SDS (Safety Data Sheets) Manual**--located in treatment area in 2<sup>nd</sup> cabinet left of sink

### 3. Eye and Face Protection

INSTRUCTOR: Identify general hazards that may affect the eye and face and PPE to use as well as instructions on use and maintenance of eyewash station

- Chemicals or flying objects from equipment may injure eyes or face.
- Safety glasses and/or a face shield should be used when performing tasks that involve the possibility of flying objects or chemicals.
- Use eyewash station to help flush out object or chemical that gets in eye(s).
- Instructions on use of eyewash station:
  - Hold affected eye open with one hand
  - Turn on eyewash with spout turned upward
  - Place affected eye in stream of water
  - Flush for 15 minutes
  - Repeat if needed
- Eyewash to be kept clean and available for use at all times; inspected and flushed weekly to help ensure proper functioning when needed.

### 4. Mouth and Nose Protection

INSTRUCTOR: Identify general hazards that may affect the mouth and nose and PPE to use

- Chemicals or particulate matter (i.e. bacteria from dental cleanings) may enter the mouth or nose through inhalation or ingestion.

- A particulate face mask should be worn over nose and mouth at all times when working with chemicals or performing tasks such as a dental cleaning where fumes or particles may be inhaled or ingested.

## 5. Hand Protection

INSTRUCTOR: Identify general hazards that may affect the hands and PPE to use

- Conditions hazardous to hands are animal bites or scratches, sharps (needles, scalpels, glass microscope slides), chemicals, friction surfaces such as leashes, and heat or radiation exposure.
- Preventative work practices: restrain animals, clean up chemical spills, use proper-fitting appropriate hand protection equipment based on task, and practice good housekeeping to keep work area free of unnecessary items that may cause hand injuries.
- First aid measures: Rinse hand injury with clean water and try to control the bleeding by applying pressure to the wound. If bones are broken, immobilize the hand. For chemical and heat burns, hold the affected part under cold running water. For more serious injuries such as dismemberment, keep the severed part cool and take it with you when you seek medical attention. Severed parts can often be successfully reattached.

## 6. Foot Protection

INSTRUCTOR: Identify general hazards that may affect the feet and PPE to use

- Chemicals, sharp objects such as scalpels and needles, and the continual presence of animals are inherent hazards to feet.
- Protect feet by wearing closed-toed shoes.

## 7. Hearing Protection

INSTRUCTOR: Identify general hazards that may affect hearing and PPE to use

- Prolonged exposure to loud noises as in the kennel area are may cause hearing loss over time.
- Wear ear plugs in noisy areas.

## 8. Body Protection

INSTRUCTOR: Identify general hazards that may affect the body and PPE to use

- Exposure to x-ray emissions and chemicals may cause injury to the body.
- Use a lead-lined apron with name-specific badge when taking x-rays and use a plastic apron when working with chemicals such as a mitaban dip.
- The lights in the reception area will be turned off when the x-ray machine is in use. Do not enter the treatment room without appropriate protective gear until the lights are turned back on.
- Use the shower to wash off any major chemical spills from your body.
- Remove contaminated clothing as quickly as possible to prevent chemical burns to the skin.

## 9. Safe Lifting

INSTRUCTOR: Identify weight restrictions and proper lifting

- Do not lift anything that is too heavy or cumbersome for you. The maximum recommended weight one

should carry by themselves is 40lbs, which is the size of the largest bag of pet food kept in the Clinic. However, if this is too heavy for you, seek assistance to handle such objects rather than risk injury.

- Instructions for proper lifting:
  - Plan the lift by determining how heavy the load is and how far it must be carried. Is a lifting device needed and available? Is a second person needed and available to help?
  - Grasp the item firmly, using protective equipment when needed (such as moving a hot item).
  - Hold the load close to your body.
  - Bend with your knees and keep your back straight.
  - Lift with your legs, not your back.
  - Avoid twisting or jerky movements.
  - For a two-person lift, have one person give instructions.
- Remember, back injury is cumulative...each time you lift the wrong way some damage is done.

## 10. Preventing Slips, Trips and Falls

INSTRUCTOR: Identify hazards that can contribute to slips, trips, and falls and proper safe work practices and PPE to use.

- Wet surfaces such as spills, animal excrement, and freshly mopped floors, step stools and ladders as well as clutter in walking areas can cause someone to be injured by slipping, tripping or falling.
- Keep floors free of spills, including animal excrement, and clutter.
- Place non-slip rubber mats at entrances.
- Prominently display yellow Wet Floor caution sign during wet conditions or when the floor was recently mopped to alert others to be careful in that area.
- When using a step stool or ladder to reach items out of reach be sure to follow manufacturer's safety instructions and do not step higher than the recommended level.
- Do not use chairs or stools with rollers as a step stool or ladder.

## 11. Preventing Spread of Disease

INSTRUCTOR: Demonstrate reasons and proper technique for washing hands

Wash hands regularly, especially after contact with an animal, so as not to spread diseases to other pets or your own pets. Also, keeping hands clean will help prevent the spread of diseases and/or conditions such as ringworm to your own body or someone else's. Be sure to keep clothes clean by washing them after each wear. Change clothes immediately that become contaminated.

## 12. Caution Around Pets

INSTRUCTOR: Identify warning signals and proper safe work practices to follow when around pets

- The following visual and auditory warning signals can alert you to the possible aggression of a pet:
  - Growling
  - Snapping
  - Barking
  - Baring teeth
  - Flinching
  - Hissing
- Use appropriate protective equipment and/or seek assistance when warning signals are observed.

- Never risk trying to handle an aggressive pet by yourself, especially without protective equipment.
- Pay attention to patient warnings on records, the computer, and cage cards (i.e. green-lined aggressive pets, vaccine reactions, deaf, etc.) to alert you to special conditions of the pet.
- Use caution when handling or petting animals. Remember animals are often frightened by new environments and may bite or scratch. Be careful when backing a pet into a corner...they may become aggressive to defend themselves. If you do pick up or pet an animal, be sure to approach slowly, giving the pet time to warm up to you.
- Listen to veterinary nurse or doctor instructions when holding a pet and use proper restraint techniques to protect yourself, others and the pet from harm.
- Pets in the Clinic for a Rabies quarantine are to be kept in a pad-locked cage and only to be handled by trained staff members.
- When possible, remove the pet from the waiting area as quickly as possible by taking them into an exam room (appointments) or to the back (procedures, boarding, etc.) to avoid conflict with another pet and possible injury to the pet or others.
- Be careful when using tools around animals where the pet, you or others could be injured if the pet makes a sudden movement and hits the tool.

INSTRUCTOR: Advise employees of pre-exposure Rabies series to be offered at no charge to staff members once available from a local source

## H. Job Hazard Assessment

The following is a list of tasks staff members in different job positions are anticipated to perform on a regular basis. Because this list is not exhaustive, staff members are expected to use this information as a guideline for similar situations.

INSTRUCTOR: Go over the following list of job hazards for each job position

### 1. All Staff Members

Weigh pets

- Exposure: Bites/scratches
- Protective measures: Observe animal for warning signals. Seek assistance or use restraint devices such as Kevlar gloves, muzzle, or rabies catch pole if animal exhibits warning signals.

Take and retrieve pets to/from kennel area

- Exposures: Bites/scratches
- Protective measures: Observe animal for warning signals. Seek assistance or use restraint devices such as Kevlar gloves, muzzle, or rabies catch pole if animal exhibits warning signals.

Assist clients or other staff members with holding animals

- Exposure: Bites/scratches
- Protective measures: Observe animal for warning signals. Seek assistance or use restraint devices such as Kevlar gloves, muzzle, or rabies catch pole if animal exhibits warning signals.

Refill bottles and dispensers

- Exposure: Chemicals
- Protective measures: Wear latex gloves. Keep flammable substances such as alcohol away from heat sources. Don't mix chemicals. Label secondary container using OSHA label.

Clean counters and other areas around clinic

- Exposure: Chemicals
- Protective measures: Wear latex gloves for general cleaning. For extensive cleaning, also wear particulate face mask. Use chemicals as directed on container. Do not use Methanol if pregnant.

Clean up animal excrement

- Exposure: Bacteria, viruses, and intestinal parasites possibly present. Chemicals.
- Protective measures: Wear latex gloves. Use chemicals as directed on container. Wash hands thoroughly after clean-up. When cleaning cages or using pressure sprayer, wear particulate face mask, safety glasses and latex gloves.

Wet or Mopped floors

- Exposure: Slips or falls
- Protective measures: Use minimal water by wringing out mop. Place Wet Floor sign out to warn others of wet condition.

Pick up trash around clinic

- Exposure: Sharps
- Protective measures: Don't stick hand down into trash or compress trash in any manner.

Stock and carry food to clients' car

- Exposure: Back injury
- Protective measures: Do not exceed established weight limit. Observe proper carrying techniques. Seek assistance when needed.

## **2. Client Relations**

Maintain computers

- Exposure: Electricity
- Protective measures: Turn off and unplug computers before service.

## **3. Animal Caretaker**

Transfer pets to backyard and another cage

- Exposure: Bites/scratches
- Protective measures: Observe animal for warning signals. Seek assistance or use restraint devices such as Kevlar gloves, muzzle, or rabies catch pole if animal exhibits warning signals.

Clean kennel cages

- Exposure: Bacteria, viruses and intestinal parasites possibly present. Chemicals.
- Protective measures: Wear particulate face mask, safety glasses and latex gloves. Use chemicals as directed on container. Wash hands thoroughly after clean-up.

Bathe animals, including mitaban dips

- Exposure: Chemicals, bites/scratches
- Protective measures: Wear latex gloves, plastic apron and face shield (or safety glasses with particulate face mask in lieu of face shield). Use chemicals as directed on container. Observe animal for warning signals. Seek assistance or use restraint devices such as Kevlar gloves, muzzle, or rabies catch pole if animal exhibits warning signals.

Operate cage dryers

- Exposure: Electricity
- Protective measures: Inspect for damaged wires prior to operation. Keep away from water sources.

Administer injections (i.e. insulin) and other medicines

- Exposure: Needle stick and bites/scratches
- Protective measures: Keep needle capped until time of administration. Use one-hand technique to recap needle and dispose in sharps container after use. Observe animal for warning signals. Seek assistance or use restraint devices such as Kevlar gloves, muzzle, or rabies catch pole if animal exhibits warning signals.

General work in kennel area

- Exposure: Hearing loss
- Protective measures: Wear hearing protection when noise level too loud to speak at normal volume.

#### **4. Veterinary Nurses and Doctors**

Clean teeth

- Exposure: Bacterial and viral particulates
- Protective measures: Wear particulate face mask, safety glasses and latex gloves.

Perform physical exam on pets

- Exposure: Bites/scratches
- Protective measures: Use proper restraint technique and observe animal for warning signals. Seek assistance or use restraint devices such as Kevlar gloves, muzzle, or rabies catch pole if animal exhibits warning signals.

Restrain animals

- Exposure: Bites/scratches
- Protective measures: Use proper restraint technique and observe animal for warning signals. Seek assistance or use restraint devices such as Kevlar gloves, muzzle, or rabies catch pole if animal exhibits warning signals.

Maintain and operate autoclave

- Exposure: Heat, electricity, chemicals
- Protective measures: Allow autoclave to cool after cycle is complete. Make sure electrical connections are secure. Wear latex gloves when cleaning.

Maintain and operate laboratory equipment

- Exposure: Chemicals, electricity
- Protective measures: Make sure electrical connections are secure. Wear latex gloves when cleaning.

Maintain and operate x-ray equipment

- Exposure: Radiation, electricity
- Protective measures: Wear x-ray apron with name-specific x-ray monitoring badge. Make sure electrical connections are secure. Do not operate x-ray equipment if pregnant.

NOTE: Lights in reception and treatment area will be turned off to warn others that x-ray equipment is in use. Do not enter x-ray area until lights are turned back on.

#### Maintain and operate x-ray processor

- Exposure: Chemicals, electricity
- Protective measures: Wear particulate face mask, safety glasses, and latex gloves when mixing and cleaning chemicals. Make sure electrical connections are secure.

#### Operate anesthetic machine and induction chamber

- Exposure: Gas exposure, flammable source exposure
- Protective measures: Make sure oxygen tanks are securely tightened on machine. Make sure carbon filter is attached on exhaust hose. Keep heat sources away from equipment.

#### Maintain and operate oxygen tank(s)

- Exposure: Flammable/explosive exposure
- Protective measures: Wash hands prior to handling tank. Keep heat sources away from tank(s).

#### Operate other equipment around clinic such as heating pad, electrocardy, IV pump, pulse oximeter, etc.

- Exposure: Electricity, heat
- Protective measures: Make sure electrical connections are secure and keep away from flammable chemicals and materials.

#### Clean instruments

- Exposure: Chemicals, sharps
- Protective measures: Wear latex gloves when exposed to cleaning chemicals. Remove disposable sharps prior to placing any instruments into cleaning solutions. For non-disposable sharps such as scissors and towel clamps, use caution and gently retrieve from cleaning solution.

#### Bathe animals, including mitaban dips

- Exposure: Chemicals, bites/scratches
- Protective measures: Wear latex gloves, plastic apron & face shield (or safety glasses with particulate face mask in lieu of face shield). Use chemicals as directed on container. Observe animal for warning signals. Seek assistance or use restraint devices such as Kevlar gloves, muzzle, or rabies catch pole if animal exhibits warning signals.

#### Transfer lab specimens to sample cups

- Exposure: Chemicals
- Protective measures: Wear latex gloves prior to handling formaldehyde sample cups. Place sample cup on secure surface when opening and closing. Use forceps to place or remove specimen from sample cup.

#### Draw blood or other bodily materials (fecal matter, urine, aspirates)

- Exposure: Needle stick, bites/scratches
- Protective measures: Wear latex gloves. Keep needle capped until time of administration. Use one-hand technique to recap needle and dispose in sharps container after use. Wash hands thoroughly afterwards. Observe animal for warning signals. Seek assistance or use restraint devices such as Kevlar gloves, muzzle, or rabies catch pole if animal exhibits warning signals.

#### Place catheter

- Exposure: Needle stick, bites/scratches
- Protective measures: Keep needle capped until time of administration. Use one-hand technique to recap needle and dispose in sharps container after use. Observe animal for warning signals. Seek assistance or use restraint devices such as Kevlar gloves, muzzle, or rabies catch pole if animal exhibits warning signals.

#### Administer injections or medicines

- Exposure: Needle stick, bites/scratches
- Protective measures: Keep needle capped until time of administration. Use one-hand technique to recap needle and dispose in sharps container after use. Observe animal for warning signals. Seek assistance or use restraint devices such as Kevlar gloves, muzzle, or rabies catch pole if animal exhibits warning signals.

#### Administer chemotherapy agents

- Exposure: Chemicals, needle stick, bites/scratches
- Protective measures: Wear latex gloves prior to handling chemotherapy agent. Do not handle chemotherapy agents if pregnant or immune-suppressed. Keep needle capped until time of administration. Use one-hand technique to recap needle and dispose in sharps container after use. Observe animal for warning signals. Seek assistance or use restraint devices such as Kevlar gloves, muzzle, or rabies catch pole if animal exhibits warning signals.

## I. Emergency Action Plan

INSTRUCTOR: Identify the elements of the Emergency Action Plan

### 1. Purpose

To help ensure staff member safety from fire and other emergencies.

### 2. Staff Member Notification

In the event of an emergency, employees are to be notified by verbal announcement and/or alarm.

### 3. Preferred Means of Reporting Fires and Other Emergencies

Emergencies which are not reasonably containable are to be reported by phone to 911. Emergency phone numbers are posted at each area phone. If the Clinic phones aren't working, use a neighboring office phone or a mobile phone to contact emergency personnel. Some emergencies may require surrounding office suites to be notified so they may have the opportunity to evacuate.

### 4. Emergency Escape Procedures

Any staff member identifying an emergency may call for an evacuation when warranted. Calmly exit the Clinic through the front or back door exits and meet at the marquee sign in front of the building. Do not return into the building unless instructed by a member of management to do so.

### 5. Emergency Shut-Down Procedures

When time allows and it is reasonably safe to do so, emergency shut-down procedures should be done to

help minimize the loss of life and property and help restore business functions after an emergency.

- Doctors are to assist other staff members to help expedite shut-down procedures.
- Veterinary Nurses are to lock up the controlled drug cabinet and shut down medical equipment (laboratory equipment, anesthetic equipment, oxygen tanks--potentially explosive, etc.)
- Client Relations personnel are to retrieve the most current IntraVet backup disk, shut down computers and close patient record cabinets.
- Animal Caretakers are to remove all pets from area.

## 6. Accounting of All Staff Members After an Emergency Evacuation

A member of management is to perform a visual accounting of all staff members who were on duty at the time of the emergency within 15 minutes of evacuation.

## 7. Rescue and Medical Duties of Staff Members

No rescue and/or medical duties are required. Any rescue and/or medical assistance is strictly on a voluntary basis. Local municipal emergency medical and fire facilities are available for rescue and/or medical assistance and should be contacted as warranted.

## 8. Extinguishing Fires

**INSTRUCTOR:** Identify difference between extinguishable and non-extinguishable fires and operation of portable fire extinguisher

Extinguishable fires:

- Fire is limited to original material ignited, contained such as in a waste basket, has not spread to other materials, and the flames are not higher than the fire fighter's head.
- Fire has not depleted the oxygen in the room, produces small quantities of toxic gases, no respiratory equipment is needed.
- Heat is being generated, but room temperature is slightly increased, visibility still good even with smoke accumulating on ceiling, no personal protective equipment required.

Non-extinguishable fires:

- Fire involves flammable solvents, has spread over 60 ft<sup>2</sup>, is partially hidden behind a wall or ceiling, cannot be reached from standing position.
- Fire cannot be fought without respiratory protection due to smoke and products of combustion.
- Radiated heat is easily felt on exposed skin making it difficult to approach within 10-15 ft of the fire (effective range of the portable fire extinguisher), one must crawl on floor due to heat or smoke, smoke is quickly filling the room.

Designated staff members are to extinguish small, incipient fires

- A portable ABC rated fire extinguisher is mounted on the wall between treatment area and kennel Doors.
- Operating the fire extinguisher (P.A.S.S.):
  1. **P**ull pin on fire extinguisher to release trigger
  2. **A**im nozzle at base of fire
  3. **S**queeze handle on fire extinguisher
  4. **S**weep at bottom of fire

All other staff members evacuate.

Designated staff members perform emergency shut-down procedures as time and safety allow.

## 9. Plans for Various Emergencies

- **Chemical Release**
  - Small, non-vaporous-use chemical spill kit to clean up or follow SDS clean-up procedures for Chemical.
  - Large, highly vaporous-contact fire department and evacuate building (perform emergency shut-down procedures as time and safety allow).
- **Electrical Outage**
  - remain in Clinic unless instructed by member of management to evacuate.
  - turn off equipment during electrical storms to prevent power surges.
- **Storm Response**
  - Find centrally located shelter with no windows (i.e. stairwell, break room).
  - Move persons to shelter.
  - Perform emergency shut-down procedures as time and safety allow.
  - Member of management to take visual attendance.

## J. Fire Prevention Plan

INSTRUCTOR: Identify the elements of the Fire Prevention Plan

### 1. Purpose

To minimize the possibility of a fire emergency.

### 2. Major Workplace Fire Hazards

- Oxygen--highly explosive. Oxygen tanks are to be turned off when not in use and to be stored in the stairwell closet with a chain around each tank. Keep oxygen away from heat sources.
- Alcohol--flammable. Keep alcohol in appropriate labeled containers and away from heat sources.
- Methanol--flammable. Keep methanol in appropriate labeled containers and away from heat sources.

### 3. Housekeeping

- Good daily housekeeping is essential to prevent flammable material from being left in a work area.
- Each staff member is expected to maintain and clean his/her area before the end of their shift.
- The break room is also to be cleaned each day with special attention that the coffee pot is turned off.
- Trash is to be removed at the end of each work day. Trash cans are located throughout the Clinic.
- Equipment should be properly used and maintained with inspections for loose fittings or damaged components done on a quarterly basis.

## K. Other Health and Safety Information

INSTRUCTOR: Identify other health and safety information affecting staff members.

- Do not store human foods in the same refrigerator as blood products or other biohazards.
- Do not eat or drink in an area where contamination of human food may be possible.
- Report any unsafe conditions to the H&S Manager or another member of management as soon as possible.
- Report injuries sustained on the job immediately to a doctor or the practice manager in order to get the needed medical attention, improve recovery time, and prevent further injury.

--Report **any** work-related injury immediately to a doctor or practice manager. Even if medical attention is not required, the incident should still be reported so it can be documented and determined if the clinic needs to notify the worker's compensation company. (The clinic worker's compensation policy requires any injury that causes an employee to be off work more than one day OR involve a claim for an occupational disease be reported immediately. Failure to report the injury to them in a timely manner can result in an administrative violation and cause the clinic to be fined.)

--Unless the injury is an emergency or may cause loss of life or limb, please report the injury to the practice manager **before** seeking professional medical attention so the proper paperwork can be completed.

--When seeking medical care, be sure to ask the health care provider **in advance** if their office accepts worker's compensation. If not, a referral will need to be obtained from the worker's compensation company.

--If you are required by your health care provider to miss work, you will not be allowed to return to work unless you have written approval from the health care provider releasing you to return to work. If there are restrictions for medical reasons, these restrictions must be noted on the release.

## L. Safety Inspection Checklists

INSTRUCTOR: Advise the staff member of the scheduled inspection of the following items:

- Eyewash Station--inspect and flush weekly and document.
- Fire Extinguisher--inspect gauge level monthly and document.
- Electrical and Mechanical Equipment--inspect connections and fittings quarterly and document.

## M. Safety Committee

INSTRUCTOR: Advise the staff member of the formation of a Safety Committee comprised of a representative from each work area which meets quarterly to assess the effectiveness of the Health and Safety Program and make changes as needed.

## N. Documentation of Training

INSTRUCTOR: Have the staff member answer questions on the Health and Safety Training Quiz and sign the Documentation of DeZavala-Shavano Veterinary Clinic Health and Safety Program Training form. Place the completed quiz and original signed form in the staff member's personnel file and a copy of the form in Section 9 of the OSHA/SDS Manual.