



Visiting Nurses
Hospice
Private Services

OSHA
Occupational Safety and
Health Administration
2022

OSHA Mission

OSHA's core mission is to ensure a safe and healthy workplace for every working man and woman in the Nation in order to reduce the number of work-related injuries and fatalities

- Since it was created in 1971, occupational deaths decreased by 50%.
- Work related injuries decreased by 40%



All Care's Requirements for OSHA



All Care requires all staff:

- Review the OSHA educational PowerPoint accessed via the All Care links web page
- The Quiz for OSHA is located online at the end of the presentation.
- The Quiz can be completed, signed, dated and submitted online.
- The deadline for completing OSHA is **Thursday, December 15th**

OSHA Learning Objectives

- Provide staff with the basic knowledge needed to practice safely in the home and office environment.
- Identify safe practices to reduce potential exposure to infectious disease and steps to take if exposure occurs.
- Identify safe practices for proper disposal of medications and sharps in the community.
- Incorporate safe ergonomics into daily routine.
- Practice safe phone and texting practices while operating a motor vehicle.
- Provide staff with the information needed to ensure compliance with the Health Insurance Accountability and Affordability Privacy Regulation (HIPAA).
- Emergency Preparedness for employees.

OSHA



Fire Safety



OSHA Fire Safety

Fire Safety : Know your office building

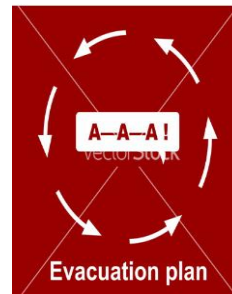
- Be familiar with the emergency exits
- Know where the fire alarms are located
- Know where the fire extinguishers are located



OSHA Fire Safety

Know **your** office building's evacuation plan and meeting place once you have exited the building

The Lynn office has a designated meeting place which is located at the corner of Broad & Union Street - South side of the building close to the courtyard.



OSHA Fire Safety

IN CASE OF AN EMERGENCY -- RACE

R = RESCUE/Get everyone away from immediate danger.
DO NOT RETURN

A = ALARM/Report fire/pull alarm

C = CONFINE/Close doors and windows to help keep fire
and smoke from spreading

E = EXTINGUISH/Fight the fire only if it's small and
confined to a small area

OSHA Fire Safety

Remember: If a Fire Strikes



Sound the alarm—even for a small fire.

- Leave immediately and close doors behind you.
- If you encounter smoke, try another escape route.
- If you must escape through smoke, crawl on your hands and knees keeping your head one to two feet (30 to 60 centimeters) above the floor, where the air will be cleanest;
- Test the doorknob and spaces around the door with the back of your hand. If the door is warm, try another escape route. If it's cool, open it slowly. Close it quickly if smoke pours through;
- **Always use the stairs—never use elevators unless directed by the Fire Department**
- **Move as far away from the building as possible after exiting the building**

OSHA Fire Safety

Using portable fire extinguishers – PASS

Keep your back to a clear exit and stand six to eight feet away from the fire and remember the acronym PASS;

- **P** - **Pull** the pin that unlocks the operating lever;
- **A** - **Aim low** – point the nozzle or hose at the base of the fire;
- **S** - **Squeeze** the lever above the handle to discharge the extinguishing agent;
- **S** - **Sweep** the nozzle or hose from side to side. Keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out;



OSHA

Personal Safety



OSHA: Personal Safety

- Providing care in the community requires a heightened safety awareness.
- You can protect yourself and prevent personal harm by following safety rules.
- This is important if you are going from home to home or walking from the parking lot to the office.



OSHA: Personal Safety

Safety Tips before the visit include:

- Plan morning visits to areas of questionable safety.
- Do not carry a purse. Before leaving your home, lock your purse in your trunk.
- Store your car keys in an easily accessible location.
- Be alert and aware of your surroundings at all times.
- Consider using the “buddy” system when walking to and from the office building after dusk.

OSHA: Personal Safety

Traveling safety tips:

- Keep your car well maintained.
- Never let your fuel tank read below a quarter of a tank.
- Avoid driving in a luxury car.
- Follow driving rules, wear a seat belt, follow speed limits.
- Keep doors locked while driving.



OSHA: Personal Safety

Be prepared to defend yourself!

Should you encounter an aggressive or assault situation:

- Push the car alarm button
- Scream
- Yell FIRE or NO loudly
- Kick shin, instep, or groin
- Act insane
- Blow a whistle



OSHA: Personal Safety

Cell Phone Use

- It is illegal to TEXT while driving in the state of MA.
- Cell phone use while driving is an unsafe practice.
- Nothing is so “critical” that it cannot wait until you can find a safe place to “pull over” to make or respond to a call.
- Make it a part of your practice to respond/call between visits.



OSHA: Personal Safety

Animal Safety in The Home

If a pet makes a clinician feel unsafe staff has the right to ask that an animal be secured while the clinician is in the home.

Recognize signs that the dog/animal might attack:

- Tail High and Stiff
- Ears UP
- Growling, showing teeth

OSHA: Personal Safety

If a Dog/ Animal appears threatening:

DO NOT:

- Turn away, run away, make eye contact, scream or yell
- Slowly put something between you and the animal
e.g. visiting bag
- Stay as still as possible and avert eyes

If you suffer a bite:

- Wash wound with soap and water
- Contact your direct supervisor immediately

OSHA

Infection Control



COLD VIRUS



VIRUS INFLUENZA



DNA VIRUS



STAPHYLOCOCCUS



BLOOD VIRUS



H.I.V. VIRUS



COMPUTER VIRUS

OSHA: Infection Control

Hand washing is the most appropriate intervention for preventing infections

- **Wet your hands** with clean, running water (warm or cold) and apply soap.
- **Rub your hands** together to make a lather and scrub them well; be sure to scrub the back of your hands, between your fingers, and under your nails.
- **Continue rubbing** your hands for at least 40 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- **Rinse your hands** well under running water.
- **Dry your hands** using a clean towel or air dry them.



OSHA: Infection Control

Hand Sanitizers

- Alcohol-based hand rubs (ABHRs) are an effective means of decreasing the transmission of bacterial pathogens.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol.

How do you use Hand Sanitizers?

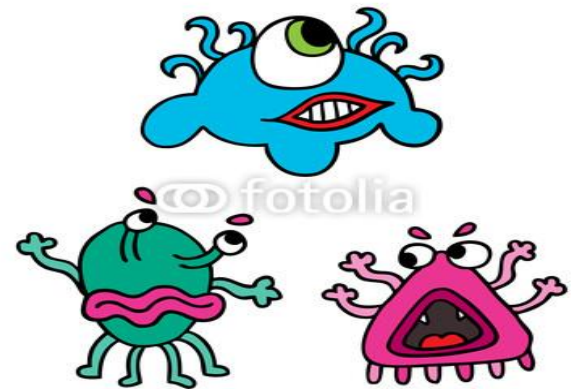


- Apply the product to the palm of one hand.
 - Rub your hands together for a full 20-30 seconds.
 - Rub the product over all surfaces of your hands and fingers until your hands are dry.
- ❖ **NOTE:** Alcohol is not effective against *Clostridium difficile* spores.

OSHA: Infection Control

Infection Control Strategies Related to Patient Care Focus

- Contact transmission
- Airborne transmission
- Droplet transmission



OSHA: Infection Control

Cleaning of Equipment

- Infection control policy addendum outlines the procedures to be used to assure equipment used “across multiple patients” is cleaned properly to prevent cross contamination and community acquired infections across our patient population.
- Equipment includes but is not limited to:
 - BP cuffs
 - Stethoscopes
 - Ultrasounds
 - Oximeters
 - Scales
 - Thermometers



OSHA: Infection Control

Cleaning of Equipment

Procedure to disinfect:

- Discard any disposable parts (thermometer sleeve, BP paper cuffs, etc.)
- Thoroughly clean and disinfect each portion of the equipment with your alcohol wipes.
- Let equipment air dry.
- Practice proper bag technique.

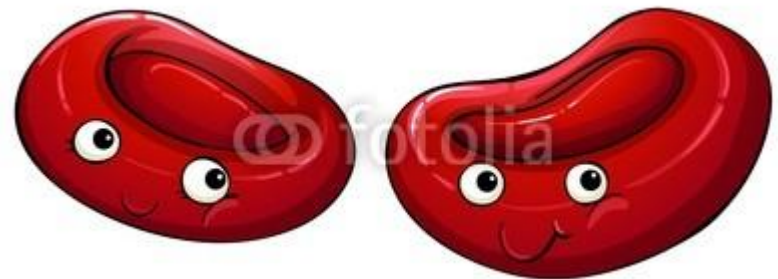


OSHA: Infection Control

Contact Transmission: Blood borne Pathogens

Diseases that are transmitted by blood are:

- Hepatitis B virus (HBV)
- Hepatitis C virus (HCV)
- Human Immunodeficiency Virus [HIV]



OSHA: Infection Control

Blood Borne Pathogens Transmission

➤ Contaminated sharp punctures your skin



➤ Infectious materials splash or come in contact with your broken skin, eyes, nose, or mouth.



OSHA: Infection Control

Risk of acquiring the disease is very low if injured by a contaminated Sharp

- HEP B: Has the highest conversion rate of 6 to 30%.
- There is Hepatitis B vaccine that has been proven effective and recommended for all health care workers
- HEP C: Conversion rate for contracting HEP C after an exposure is 1.8 %. Currently, there is not a vaccine for HEP C.
- HIV: Lives outside of the body for a very short time. The chance of acquiring HIV after a needle stick is 0.3%

However: PREVENTION IS THE BEST METHOD



OSHA: Infection Control

Best Practice Workplace Standards



- Wear Gloves;
- Handle sharps with care, never recap, bend or break used needles;
- Utilize safety cap after injection is complete;
- Carry a sharps container at all times and discard it when it is 2/3 full;
- Teach patients to discard sharps (including lancets) in a puncture resistant, leak proof container (TIDE Bottle) per city/town policy;
- Clinical staff must secure sharps container lid with tape prior to placing in biohazard waste bins in the office;

OSHA: Infection Control

If exposure occurs

➤ Needle stick:

1. Bleed area
2. Wash area immediately
3. Contact your manager



➤ Exposure to contaminated body fluid

1. Immediately wash exposed area with soap and water
2. Immediately flush mucous membranes with water
3. Contact your manager

OSHA Infection Control

- **Public Health Alert**

- Hepatitis A virus is on the rise in Massachusetts in persons experiencing homelessness, unstable housing, and Substance Use Disorders.
- MDPH has recently reported an increase of Hepatitis A infection in the population and recommends education of high-risk individuals

OSHA: Infection Control

Transmission of Hepatitis A

- Hepatitis A Virus is found in the stool and enters the body through the mouth after someone handles something contaminated.
- Remind patients that effective sanitation plays an important role in preventing new cases.
- DPH is offering a single dose of monovalent Hepatitis A vaccine to interrupt transmission.

OSHA: Infection Control

Airborne and Droplet Pathogens are transmitted through contaminated air or surfaces

- Airborne : exposure to contaminated air
 - Tuberculosis
 - Chickenpox
- Droplet: contact with contaminated surfaces
 - Influenza
 - Common cold
 - COVID 19



OSHA: Infection Control

Tuberculosis

- Healthcare workers are considered an “at risk” population for contracting TB
- Know the important facts about tuberculosis including

Transmission

Signs and Symptoms

Protection

Latent TB vs. Active TB



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OSHA: Infection Control

Tuberculosis Facts

- The bacteria that cause tuberculosis are spread from one person to another through tiny droplets released into the air via coughs and sneezes.
- The most common signs and symptoms experienced by individuals with active TB in addition to a persistent cough include:
 - Weakness or fatigue
 - No appetite
 - Fever
 - Weight loss
 - Chills
 - Sweating at night

OSHA: Infection Control

Tuberculosis Facts

- Staff visiting patients with active or suspected TB must wear the “fit tested” respirator mask.
 - This mask will protect you from airborne TB pathogens
 - You must be refitted for the mask if you have had significant weight loss or added or removed a beard
- Patients receiving treatment (medications) are no longer considered contagious 2 to 3 weeks after beginning and following the medication regime, but this may vary.
- The entire medication treatment course lasts 6 to 9 months
- Staff visiting patients with latent TB are not required to wear the “fit tested” respirator mask

OSHA: Infection Control

Latent Tuberculosis

A person with Latent TB:

- Usually has a skin test or blood test result indicating TB infection;
- Has a normal chest x-ray and a negative sputum test;
- Has TB bacteria in his/her body that are alive, but inactive;
- Does not feel sick;
- Cannot spread TB bacteria to others;

OSHA – COVID 19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus** it is transmitted by droplets

Symptoms

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Headache/Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- This list does not include all possible symptoms.

OSHA -- What is PPE

Definition of RE-USE of PPE Mean?

PPE - Personal Protective Equipment and is extremely important in decreasing the transmission of this Virus.

What does RE-USE of PPE mean?

Removal and later re-use of certain types of PPE (surgical mask, N95, eye protection) by the same person.

- Re-Use requires additional steps in the donning and doffing process plus disinfection or isolated storage of the used PPE in order to protect the user, the subsequent patient visited by the re-user, and others
- Removed PPE that has NOT been soiled or damaged may be re-used by a single wearer
- Enhanced hand hygiene is needed during re-use as people do not recognize how often they touch their face.

During the pandemic you are required to wear the following PPE at every visit regardless if COVID Negative status:

- Surgical Masks or KN95/Goggles or Face Shield/ Gloves

OSHA -- RE-USE of Equipment

Goggles and Face Shields

- Eye protection should be discarded if damaged (e.g., face shield can no longer fasten securely or if visibility is obscured and reprocessing does not restore visibility).
- If you touch or adjust your eye protection, you must immediately perform hand hygiene.
- If you need to remove your eye protection, you should leave patient care area.
- Carefully remove goggles or face shield by grabbing the strap and pulling upwards and away from your head. **DO NOT TOUCH THE FRONT OF THE GOGGLES OR FACE SHIELD**

OSHA -- RE-USE of Equipment

Surgical Masks/KN95

- Removing a mask for reuse: Perform hand hygiene prior to removing mask. Handling it by the loops, place removed surgical masks into a designated paper bag, exposed side down, then use hand hygiene.
- Donning a reused mask: Wear gloves to pick up a used mask using a scooping motion, apply it to the face, then remove gloves and use hand hygiene. Store mask in a paper bag.
- Surgical masks can ONLY be worn on the face due to contamination on the inside with the user's germs, and on the outside with the patient's germs.

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OSHA – COVID 19

Donning and Doffing

Healthcare workers must adhere to Standard and Transmission-based precautions when caring for patients with COVID 19.



OSHA – COVID 19

Donning

Donning (putting on the gear):

More than one donning method may be acceptable. Training and practice using your healthcare facility's procedure is critical. Below is one example of donning.

- 1. Identify and gather the proper PPE to don.** Ensure choice of gown size is correct (based on training).
- 2. Perform hand hygiene using hand sanitizer.**
- 3. Put on isolation gown.** Tie all of the ties on the gown. Assistance may be needed by another HCP.
- 4. Put on NIOSH-approved N95 filtering facepiece respirator or higher (use a facemask if a respirator is not available).** If the respirator has a nosepiece, it should be fitted to the nose with both hands, not bent or tented. Do not pinch the nosepiece with one hand. Respirator/facemask should be extended under chin. Both your mouth and nose should be protected. Do not wear respirator/facemask under your chin or store in scrubs pocket between patients.*
 - » **Respirator:** Respirator straps should be placed on crown of head (top strap) and base of neck (bottom strap). Perform a user seal check each time you put on the respirator.
 - » **Facemask:** Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears.
- 5. Put on face shield or goggles.** When wearing an N95 respirator or half facepiece elastomeric respirator, select the proper eye protection to ensure that the respirator does not interfere with the correct positioning of the eye protection, and the eye protection does not affect the fit or seal of the respirator. Face shields provide full face coverage. Goggles also provide excellent protection for eyes, but fogging is common.
- 6. Put on gloves.** Gloves should cover the cuff (wrist) of gown.
- 7. HCP may now enter patient room.**

OSHA - COVID 19

Doffing

Doffing (taking off the gear):

More than one doffing method may be acceptable. Training and practice using your healthcare facility's procedure is critical. Below is one example of doffing.

- 1. Remove gloves.** Ensure glove removal does not cause additional contamination of hands. Gloves can be removed using more than one technique (e.g., glove-in-glove or bird beak).
- 2. Remove gown.** Untie all ties (or unsnap all buttons). Some gown ties can be broken rather than untied. Do so in gentle manner, avoiding a forceful movement. Reach up to the shoulders and carefully pull gown down and away from the body. Rolling the gown down is an acceptable approach. Dispose in trash receptacle.*
- 3. HCP may now exit patient room.**
- 4. Perform hand hygiene.**
- 5. Remove face shield or goggles.** Carefully remove face shield or goggles by grabbing the strap and pulling upwards and away from head. Do not touch the front of face shield or goggles.
- 6. Remove and discard respirator (or facemask if used instead of respirator).*** Do not touch the front of the respirator or facemask.
 - » **Respirator:** Remove the bottom strap by touching only the strap and bring it carefully over the head. Grasp the top strap and bring it carefully over the head, and then pull the respirator away from the face without touching the front of the respirator.
 - » **Facemask:** Carefully untie (or unhook from the ears) and pull away from face without touching the front.
- 7. Perform hand hygiene after removing the respirator/facemask** and before putting it on again if your workplace is practicing reuse.

OSHA -- Disinfecting Equipment

How to clean and disinfect your goggles or face shield:

Adhere to recommended manufacturer instructions for cleaning and disinfection. When manufacturer instructions for cleaning and disinfection are unavailable, such as for single use disposable face shields/goggles, consider:

1. While wearing gloves, carefully wipe the *inside*, followed by the *outside* of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
2. Carefully wipe the *outside* of the face shield or goggles using a wipe or clean cloth saturated with EPA-registered disinfectant solution (Lysol Cleaner, Clorox Cleaner/Wipes). The list of approved disinfectant can be found here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
3. Wipe the outside of face shield or goggles with clean water or alcohol to remove residue.
4. Fully dry (air dry or use clean absorbent towels).
5. Remove gloves and perform hand hygiene.

REMEMBER TO DISCARD ANY PPE THAT HAS BEEN SOILED OR DAMAGED

OSHA: Influenza Vaccine Policy



OSHA: Influenza Vaccine Policy



- All Care's goal is to minimize the transmission of the Influenza Virus in the workplace by providing Occupational Health to their employees. This program will assist in preventing transmission to members of our staff, patients, clients and community.
- An annual Influenza Vaccination has been found to be both safe and effective in reducing the risk of health-care workers related flu transmission.
- All Care adopts the recommendations of the CDC which suggests that all health care workers be vaccinated annually.

OSHA: Influenza Vaccine Policy

- All Care strongly recommends that all employees be vaccinated the against Influenza Virus on an annual basis.
- All Care will offer scheduled Flu Clinics if the employee chooses to be vaccinated.
- If the employee chooses to receive or has received the vaccine else where other than our company it will be required that the employee sign a declination form and provide proof of the administered vaccine.
- If the employee chooses not to receive the Vaccine from any source, they will be required to complete and sign a declination form.
 - Field staff electing not to receive the Flu vaccine will be mandated required to wear a mask while providing care to patients or clients
 - Masking requirement will remain in effect for the recommended Flu season

OSHA



Ergonomics



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OSHA: Ergonomics

- According to the Bureau of Labor Statistics: More than one million workers suffer back injuries each year.
- Back injuries account for one of every five workplace injuries or illnesses.



OSHA: Ergonomics

Protect your back using common sense and good body mechanics when lifting.

OSHA: Ergonomics

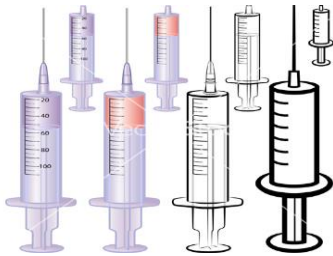
When lifting DO:

- ✓ Plant your feet firmly - get a stable base.
- ✓ Bend at your knees - not your waist.
- ✓ Tighten your abdominal muscles to support your spine.
- ✓ Get a good grip - use both hands.
- ✓ Keep the load close to your body.
- ✓ Use your leg muscles as you lift.
- ✓ Keep your back upright, keep it in its natural posture.
- ✓ Lift steadily and smoothly without jerking.
- ✓ Breathe - If you must hold your breath to lift it, it is too heavy
- **GET HELP**



OSHA

Safe Disposal of Medications and Sharps



OSHA

Medication Disposal

FDA Recommended Guidelines

- Follow specific disposal instructions on the drug label if available.
- If no instructions given: throw drugs in household trash
BUT FIRST :
 - Empty container contents into an undesirable substance such as coffee grounds or kitty litter
 - Place in a sealable bag or container to prevent leaking or breaking out of the garbage bag



OSHA

Medication Disposal

FDA Recommended Guidelines

- programs. Take advantage of community drug take back p
- Call your town city halls for information
- Scratch out all identifying information on the label before disposing of the container



OSHA

Chemotherapeutic agents

- Unused chemotherapeutic agents should be returned to the pharmacy where the prescription was filled.
- Chemotherapy stays in body for hours or even days and can be found in vomit, stool, urine and sweat.
- Always wear disposable gloves when handling soiled items and wash items immediately in hot water.

OSHA

Hazardous spills

- All patients with liquid chemotherapy in the home including IV medication should have a home hazardous drug spill kit.
- Clean small hazardous drug spills (less than 1 teaspoon) immediately wearing 2 pairs of nitrile gloves from the spill kit and blot the spill dry with clean gauze. Clean the area three times with soap and water.
- For larger spills, follow the instructions on the spill kit. Clean the spill area three times with soap and water and dispose of the gauze pads in specially marked chemotherapy waste bags contained in the home spill kit. Seal the waste bag securely and return it to the nursing unit or clinic for disposal.

OSHA

Safe Disposal of Sharps MA Department of Public Health

- A sharps container is a single use container that is filled with used medical needles/sharps and disposed of safely.
- Sharps containers can be purchased at pharmacies or medical supply stores.
- A ridged plastic bottle or a coffee can with a secure lid can also be used.

OSHA

Safe Disposal of Sharps

MA Department of Public Health

- **Do not** place sharps containers in the household trash.
- As of July 1, 2012 medical waste regulations prohibit the disposal of sharps in household garbage.
- Take sharps filled containers to the sharps disposal drop site in your community.
- Contact your town city hall for site locations



OSHA

Privacy in Home Healthcare HIPAA



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OSHA: HIPAA

Health Insurance Portability and Accountability Act

- Referred to as HIPAA or the health information privacy rule
- Protects individual's healthcare information (PHI)
 - restricting the use and disclosure of patient data
 - how it is stored
 - who can access it
 - where it goes
 - and how it is used.

OSHA: HIPAA

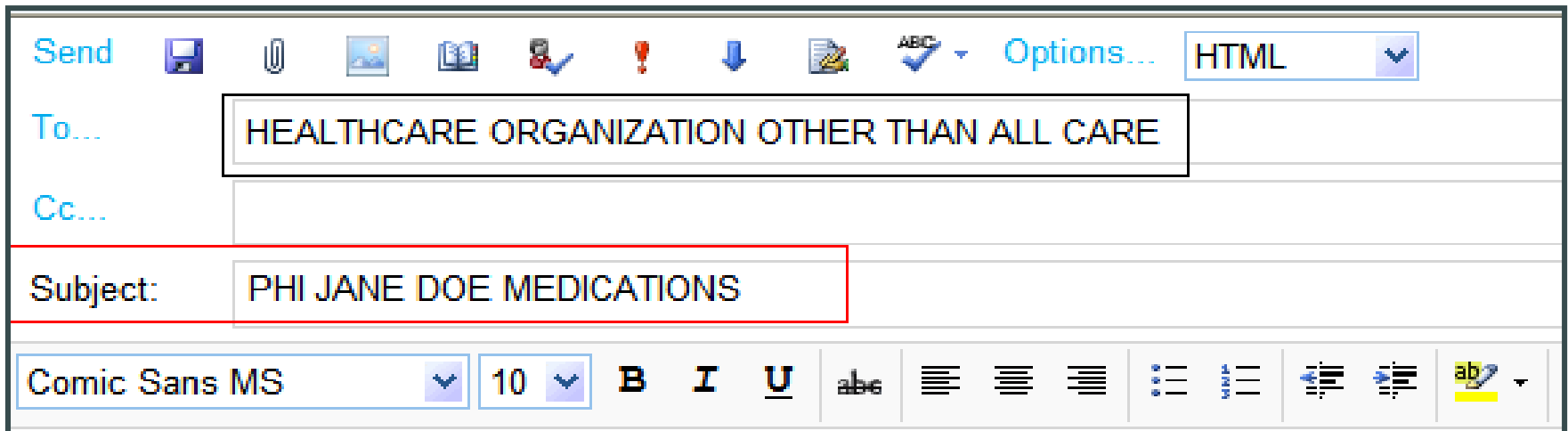
Communicating PHI via All Care Email

- Use of PHI is should be **limited to the least amount of information necessary** to get the job done.
- All Care's **internal** email system is secure and HIPAA compliant.
- Never send HIPAA protected information via text message.

OSHA: HIPAA

Communicating PHI via All Care Email to an email address **other than allcare.org**

When sending PHI from All Care's email to an outside email address **you must add PHI as the first entry in the subject line**



The screenshot shows an email composition interface. At the top, there is a toolbar with icons for Send, Attach, Insert Image, Insert Link, Insert Document, Insert Video, Insert Audio, Insert Table, and Insert Table of Contents. The 'To...' field contains the text 'HEALTHCARE ORGANIZATION OTHER THAN ALL CARE'. The 'Cc...' field is empty. The 'Subject:' field is highlighted with a red border and contains the text 'PHI JANE DOE MEDICATIONS'. At the bottom, there is a rich text editor toolbar with options for font face (Comic Sans MS), font size (10), bold (B), italic (I), underline (U), text color (abc), background color, bulleted list, numbered list, link, unlink, and a yellow 'ab' icon.

OSHA

What does All Care do in an Emergency?

**Emergency
Preparedness**



OSHA

Emergency Preparation Plan:

In an emergency such as weather conditions,

- The EP (Emergency Prep) Team meets
- Senior Management will communicate office hours. Managers and Case Managers identify 'at risk patients' who can't forgo a visit or home health aid.
- Management and Case Managers collaborate on visits that must be scheduled that day.

OSHA

- Case Managers contact the patient and/or Emergency Contacts.
- Case Manager reviews Emergency Plan with patient or emergency contact if appropriate
- Case Managers assist the patient in activating their emergency plan if necessary

OSHA

Day of the Emergency:

- Management contacts staff to confirm schedule, at risk patients, and plan for the day.
- Staff confirm with management when they have arrived home safely.

OSHA

Debriefing:

- EP team meets the day after to review the process, looking for what went well and to look for areas that could be improved upon.

OSHA

Thank You

You have completed the review of OSHA.
Please use the following link to start the OSHA
QUIZ