

Mohnacky Animal Hospitals, Inc.

Safety Training Manual

Welcome to Mohnacky Animal Hospitals, Inc.. We are so pleased to have you as a valuable member of our staff. At Mohnacky Animal Hospitals keeping our staff safe, healthy and happy is very important. After all you are training to become a critical member of our team, and if you are injured or sick, our ability to perform as an outstanding medical team will diminish.

The following manual outlines our safety policies, procedures and expectations. Every member of our team is expected to strictly adhere to all policies and procedures as part of their daily job routine. If at any time you feel that you are unable to adhere to any of our safety guidelines or you feel you need additional training, you are required to notify your hospital Safety Coordinator immediately.

Your safety training will be an ongoing process throughout your employment with Mohnacky Animal Hospitals (MAH). A copy of this safety manual is stored in a community location and can be accessed by you at any time.

Please read through this manual in its entirety and be sure to ask any questions that you may have. We are looking forward to having you as part of our medical team for years to come!

Table of Contents

General Rules	pg. 3-4
Where to get Training	pg. 4
Accident Prevention	pg. 5
Anesthesia/Radiology	pg. 6-7
Animal Handling	pg. 8-9
Electrical	pg. 10
Emergency Evacuation Plan	pg. 10
Ergonomics	pg. 11
Fire Extinguishers	pg. 12
Formaldehyde	pg. 13
Hazardous Chemicals	pg. 13
Infection Control	pg. 14-16
Medical Services/First Aid	pg. 16-17
Occupational Noise Exposure	pg. 17
Personal Protective Equipment (PPE)	pg. 18
Personal Safety	pg. 19
Pregnancy	pg. 19
Sharps/Medical Waster	pg. 20
Signs/Tags	pg. 20
Whistle Blower Policy	pg. 21
Conclusion	pg. 21

General Safety Rules/Rights and Responsibilities

As an employee in the United States you are afforded many rights with regard to your working environment and your personal safety. You are also held responsible for following all rules and regulations laid out by this establishment to help keep you safe. You can review a general list of these rights and responsibilities by reading the OSHA poster 'Job Safety and Health: It's the Law' posted in each of our hospitals. A more complete, but not exclusive list is outlined below.

General Safety Rules

- 1.) Wear employer approved clothing (scrubs) when on the premises for a paid shift. In other words, when you are here to work you must be in your uniform; however, if you are on the premises for another reason, scrubs are not necessarily indicated.
- 2.) Wear closed toed shoes, preferably non-slip, at all times.
- 3.) Do not wear excessive or dangly jewelry.
- 4.) Long hair should be kept back at all times.
- 5.) Frequently wash hands and use instant sanitizer liberally.
- 6.) Limit eating and drinking to the break room.

Staff Member Rights

- 1.) Work at a workplace where hazards are identified and controlled.
- 2.) Be informed of his/her rights under the OSH Act (see posting).
- 3.) Be informed of known hazards (including chemicals) in the workplace and be trained to safely perform job duties.
- 4.) Be provided with and instructed on the use of all Personal Protective Equipment (PPE) required for safe job performance.
- 5.) View and receive copies of all applicable OSHA standards.
- 6.) Have access to medical and exposure records that may be maintained as part of the business.
- 7.) Be present in the workplace when safety testing and monitoring are performed.
- 8.) Present complaints to the employer (or OSHA) when a hazard or suspected hazard requires attention or correction.

- 9.) Speak with a compliance officer (inspector) privately during an inspection.

Staff Member Responsibilities

- 1.) Follow all facility rules.
- 2.) Read the OSHA poster.
- 3.) Comply with all applicable standards.
- 4.) Follow all lawful employer safety and health rules and regulations.
- 5.) Wear or use prescribed PPE while working.
- 6.) Report hazardous conditions to the supervisor.
- 7.) Report any job-related injury or illness to the employer and seek treatment promptly.
- 8.) Cooperate with OSHA compliance safety officer during an inspection if she or she inquires about the safety and health conditions in a workplace.

Important Note: Staff Members are expected to exercise their rights under the OSH Act in a responsible manner. Using a complaint as a vendetta against the business and/or expressing concerns to avoid work are considered violations under the Act and could be punishable disciplinary actions.

Where to get Training

Training in safety and health procedures will be an ongoing process. Your input on ways to improve current safety measures is always welcome and appreciated. There are three main avenues by which you can obtain safety training:

- 1.) Consult your safety training manual. You received a copy of this manual at your orientation and a community copy is located in each hospital.
- 2.) Ask a team member if you have a specific question or concern.
- 3.) Ask your hospital Safety Coordinator.
- 4.) Consult references in the back of this training manual.

If none of these avenues completely satisfy your training needs, let your hospital Safety Coordinator know and he/she will ensure that further training is received.

Accident Prevention

Accidents are going to happen; we are all human after all. The most important thing is that we take every precaution to avoid accidents and act appropriately to resolve issues as quickly as possible. As a team member you are responsible for ensuring your safety and for looking out for the safety of other staff members. If an accident does occur be sure to take the following steps:

Serious Accident Involving an Employee

A serious accident is defined as one in which an employee is unable to tend to themselves because of the injury. Examples include, fainting, falling, head trauma, severe cuts/bites, broken bones, loss of consciousness, unresponsive in anyway, no pulse, not breathing, etc.

- 1.) If an employee has been seriously injured call 911 immediately and then notify your supervisor.
- 2.) Quickly move any other potential hazards away from the employee when appropriate.
- 3.) Stay with the employee until medically trained personnel arrive.
- 4.) Make a mental note of as many details as you can as your employer is going to need that information for completing an OSHA 301 accident and injury report.
- 5.) Remove or correct the cause of the accident when possible.

Non- Serious Accident Involving an Employee

A non-serious accident is defined as one in which professional medical attention is not necessary. Examples include minor cuts, scraps, bumps and bruises, etc.

- 1.) Notify your employer of the accident.
- 2.) Help the employee tend to basic first aid needs if your assistance is needed.
- 3.) Remove or correct the cause of the accident when possible.

Other Non-Employee Related Accident

- 1.) *Spills:* Clean up all spills immediately and completely. Be sure to use 'wet floor' signs to notify staff and clients of the potential hazard.
- 2.) *Broken Glass:* Notify staff immediately that there is broken glass in the area so they can avoid that area. Sweep as much visible glass as possible and place in a fresh trash bag (do not place

into regular trash can with other trash). Vacuum the area where the glass broke well and follow up by mopping. Avoid taking animals on foot through that area until the area has been cleared of the hazard. Take trash bag with broken glass directly to the dumpster!

Anesthesia/Radiology

Anesthesia

Waste anesthetic gases (WAG's) have been known to cause abnormalities in children, spontaneous miscarriage, headaches and even liver and kidney damage; therefore it is critical that you use precaution when dealing with anesthetic gases.

Procedures for dealing with anesthesia:

- 1.) Always perform a leak check prior to machine use (see instructions located on machine).
- 2.) Turn on any and all exhaust fans in the room.
- 3.) Use the correct size hoses and re-breathing bags for the patient.
- 4.) Select the smallest induction mask possible to get the job done.
- 5.) Stand upright when inducing to avoid face being too close to the mask.
- 6.) Inflate the tube's cuff *before* connecting the patient to the machine.
- 7.) Start the flow of anesthesia after connection of the patient to the machine.
- 8.) Before disconnecting the patient, stop the flow of anesthetic gas and use pure oxygen to dilute the circuit through the scavenging system.
- 9.) For the first several hours post-op do not place your face closer than 3 feet from the patient, as they are still exhaling anesthetic gases.

Procedures for anesthetic machine maintenance:

- 1.) Have your machine serviced annually.
- 2.) Change carbolime/sodasorb when granules begin to turn purple.
- 3.) Change f/air canister once a week or when weight has increased by 2 ounces.
- 4.) You are required to mark your initials on each item along with the date you changed out agents. The initial weight of the f/air canister should be clearly marked so that it's easy to identify when a

2 ounce increase has occurred. **If the f/air canister is full you are breathing all the excess gas!!**

Procedures for cleaning up a broken bottle of anesthesia:

- 1.) Immediately evacuate all non-essential people from the area.
- 2.) Put on an apron, gloves and goggles.
- 3.) Crack open a door and turn on the exhaust fan.
- 4.) Pour a generous amount of kitty litter onto the liquid.
- 5.) Place a plastic bag over the litter to help reduce evaporation.
- 6.) Pick up the absorbed kitty litter with a dust pan and place it in a garbage bag that is taken to dumpster immediately.
- 7.) Leave the exhaust fan on until the vapors have cleared the area.
- 8.) If more than one bottle breaks and the entire contents leak out all employees must leave the building and someone must contact 911.

Radiology

Radiology is a wonderful tool for seeing inside the patient. With the use of digital radiography the risks to patients and staff are reduced. It is important however that you continue to follow safety rules to limit the amount of exposure that you have to harmful rays.

When taking a radiograph you must:

- 1.) Always wear an apron, gloves, and thyroid collar.
- 2.) Wear your dosimeter badge at all times.
- 3.) Measure the patient to ensure proper machine settings and reduce the number of retakes.
- 4.) Have only necessary staff to achieve the radiograph present in the room.
- 5.) Under no circumstances are non-employees ever allowed to participate in the taking of a radiograph.
- 6.) Close the door to the x-ray room to prevent scatter radiation from reaching unprotected employees and patients.
- 7.) Position the animal so that your head is as far away from the beam as possible.

- 8.) Never open the door to the x-ray room unless you are 100% certain that radiographs are not being taken.

Staff members have the right to view the dosimeter exposure report each quarter but will be notified at least annually of their exposure or anytime their personal exposure reaches over 25 rems.

Radiographic equipment maintenance:

- 1.) All radiographic equipment must be inspected annually.
- 2.) Radiographs of all Personal Protective equipment should be performed annually to check for cracks or other defects.
- 3.) Any defects found need to be reported to your OSHA safety officer immediately so that new equipment can be ordered.
- 4.) If current equipment cannot be used for any reason, notify your OSHA safety officer so that new equipment can be ordered.

Animal Handling

While the purpose of our job is to care and treat animals, this does inherently put us at risk for injury. There are a few safety precautions that you can take to ensure safe handling of animals.

These protocols are mandatory for each employee of Mohnacky Animal Hospitals.

Failure to follow these rules will result in disciplinary action leading up to and including suspension and/or termination of employment.

1. All cats are to be transported from the front of the hospital or exam rooms to the treatment areas within a cat carrier or securely restrained within a towel, pillow case, box, or the like. A meaningful script to communicate to clients regarding our carrier policy would be:

“When transporting your pet please have him/her confined to a pet carrier at all times for you and your pet's safety. If you do not have a carrier, please inform our staff- for a modest fee you may purchase a cardboard carrier or we may furnish a temporary carrier for use during you cat's stay.”

2. Cats are to be handled by trained and approved personnel with as little restraint as possible, and employees are to use towels and safety equipment such as cat grabbers or snappy snare as needed for safety.
3. All dogs are to be taken front to back, and during the time they are within our care by practicing the **two-leash or two barrier rule**. All dogs are to be confined within two barriers while being housed and under our care- this will help to insure that the pet may

not escape. Two barriers may be defined as a run in a fenced yard, a room with a door within a building, or most commonly with two (2) leashes (two-leash rule). Harnesses may be used on small dogs in addition to a leash. Pets that are apart from their owners are often anxious, as well as very energetic and may leap out or try to bolt when they are in an unfamiliar place or with an unfamiliar person. Caution must be exercised at all times.

4. All dogs (except brachial-cephalic) are to be restrained and/or muzzled* prior to treatment.
*A muzzle is defined as any tool such as nylon with a snap or Velcro closure, leather muzzle, leash, gauze, or a person's hand (puppies and brachial cephalic).
5. Animal aggressive dogs (i.e. pit bulls, etc.) are to be placed in a secure cage after being taken to the back and never tied up.
6. No animal is to be left unattended if tied up, muzzled, or otherwise compromised. Choke chains, collars, etc. are to be removed from pets prior to being placed in a cage.
7. No personnel are to ever attempt to out- weigh or wrestle with an animal. Always stop ask for sedation and discuss options with the doctor.
8. Only trained and qualified personnel are allowed to use restraint equipment; such equipment includes ACD, snappy snares, cat grabbers, nets, etc. A list of qualified staff members is posted on a bulletin board at each hospital.
9. MAH acknowledges that some personnel are better dog handlers versus cat handlers - staff is to always work together as a team to accomplish tasks. A list of qualified staff members is posted on the a bulletin board at each hospital.
10. If an animal is extremely unmanageable to the point that the handler cannot physically move an animal from one area to another—stop!-- get a team member to help.
11. Employees are evaluated for safe lifting technique during Orientation and annually. Every situation is unique, always ask for team members assistance when necessary. The maximum any single person is to lift is 50-pounds by themselves.....always ask for assistance.

Any time you are handling animals use appropriate restraint and remain alert. No matter how calm or well behaved an animal may seem, they can always surprise you. Using good restraint and remaining aware of what is going on at all times will give you a better chance of keeping control of a situation and avoiding an injury.

Electrical Safety

Electrical safety is probably the least thought about safety issue in the veterinary field. However we come in contact with it daily (autoclaves, microwaves, clippers, hair dryers, force dryers) and are thus exposed to hazards. Be sure you understand how to properly operate all electrical equipment before using it and follow these guidelines:

- 1.) When opening an autoclave, first release the pressure with the vent and keep your hands and face away from the steam. Our autoclave automatically does the first part so just be sure to stand clear until steam is no longer coming from the unit.
- 2.) Use caution when removing items from the autoclave as they will be hot and can burn you.
- 3.) Always assume cautery devices are hot and use an insulated handle when possible.
- 4.) If you are plugging an electrical device in near water make sure the device is grounded (three prong plug as opposed to a two prong plug) and make sure it's plugged into a GFCI outlet. These outlets are clearly marked with a white sticker that reads GFCI.
- 5.) Never block access to electrical breakers.
- 6.) Only a trained electrician can perform maintenance duties on electrical equipment, outlets, breakers, etc.
- 7.) Always opt for using a device with a grounded plug (three prong).
- 8.) Never alter or remove the ground plug (the round one) on plugs.
- 9.) Never run extension cords through windows or doors which can close and cause damage to wires.
- 10.) Never use flexible cords, power strips and similar outlet multiplying devices as a substitute for permanent wiring in a building: OSHA prohibits it!
- 11.) Surge protectors should only be used to protect sensitive equipment and should never be used for things like autoclaves, coffee pots, microwaves, etc.

Emergency Evacuation Plan

(a copy of this plan is posted throughout each hospital)

In the event of a fire/explosion: (See Fire Emergency Action Plan for each Hospital)

- 1) Alert Supervisor or Safety Coordinator to tell everyone in the building that they need to evacuate.
- 2) Leave all of your belongings.
- 3) Designated individuals (EDs or Safety Coordinator) will call 911.
- 4) Do not worry about the animals at this time.
- 5) Calmly exit through the nearest exit.

- 6) If safe to do so, technician for that day needs to pull the emergency O2 shut off valve. (in an effort to prevent an explosion).
- 7) Everyone is to meet at the designated location for each hospital.
- 8) Executive Director or Safety Coordinator will take head count and verify that everyone is out of the building.
- 9) Wait for fire department/emergency personnel to arrive.
- 10) It will then be determined if it's safe for anyone to enter the building for personal belongings and animals.

In the event of a fire that can be extinguished with an extinguisher:

- 1) Alert everyone that they need to evacuate the building.
- 2) Use fire extinguisher to extinguish fire.
- 3) If fire is not extinguished LEAVE IT and evacuate the building immediately.
- 4) Join the rest of the staff/clients at the designated location.
- 5) Wait for fire department to arrive.

In the event of a natural disaster (high winds/power outages/etc)

- 1) In case of an emergency in the hospital, all personnel shall evacuate the work area by exiting through the nearest available exit. (Refer to map).
- 2) Follow protective measures outlined by the Safety Coordinator or Executive Director.
- 3) Wait for further instructions.

Ergonomics

There aren't many guarantees in life, but one thing that I can guarantee is that you will be doing a multitude of activities throughout the day. And this is great, because most commonly when people hear *ergonomics*, they think of repetitive motion injuries. It's not likely that you will find yourself sitting and doing the same thing for very long. However, if you do please get up, move around, stretch, and try to change your posture and routine frequently. Some additional safety measures to follow are:

- Clean up spills as soon as they happen.
- Clean and return equipment to the proper storage place immediately after use.
- Remove all trash from your work area daily.
- Organize drawers, cabinets and counters so you can find things easily and reduce clutter.

- Store heavy items on lower shelves to prevent unnecessary strains.
- Store chemicals on lower shelves to minimize the possibility of spilling the chemical when you are getting it or replacing it.
- Never use an exit or hallway as storage.
- Store liquids in clearly marked containers with tight fitting lids.
- If a liquid is leaking from its container, replace the container with one in proper working order.
- Don't overload shelves or cabinets.
- Never climb on cabinets, shelves, chairs, buckets, etc.
- Always use a ladder or step stool when reaching items over your head.
- Wear slip resistant shoes.
- Get assistance when dealing with an unruly animal to prevent muscle strains.

Fire Extinguishers

If there is a fire in the building, no matter the location or the size of the fire, your first order of business is to alert all persons in the building.

ALL EMPLOYEES MUST LEAVE RESCUE DUTIES TO THE PROFESSIONALS!!

The National Fire Protection Agency recommends you never attempt to fight a fire in the following situations:

- 1.) If the fire is spreading or involves any part of the building or structure.
- 2.) If the fire could block your escape route.
- 3.) If you are unsure of the proper operation of the fire extinguisher.
- 4.) If you feel that the extinguisher is not appropriate for the type of fire or won't be large enough to completely extinguish the fire.

If use of a fire extinguisher is indicated follow the **PASS** procedure for using the extinguisher:

Pull the pin: Some extinguishers may require that you unlock a latch or press a puncture lever. Familiarize yourself with the types of extinguishers in our building so you aren't trying to figure it out during an emergency.

Aim low: Point the extinguisher at the base of the fire.

Squeeze the handle: This releases the extinguishing agent.

Sweep from side to side: do this until the fire appears to be out. Watch the fire area, if the fire breaks out again continue using the extinguisher.

Formaldehyde

This chemical is a suspected human carcinogen (causes cancer) and care around this chemical should be taken very seriously.

Precautions to take:

- 1.) We have several sizes of pre-measured jars (biopsy jars) with Formalin in them. Take extra care not to spill this on your skin, splash it in your eyes or into your mouth.
- 2.) Read the MDS carefully and follow all instructions.
- 3.) Store supplies safely, including jars containing specimens.
- 4.) Keep face away from jar to avoid breathing the vapors.
- 5.) Use in a well ventilated room when possible.
- 6.) Do not open the lid of the container until the moment you are ready to place a specimen into the jar. Then replace the lid immediately.
- 7.) Wear gloves and goggles.

Hazardous Chemicals

We have done our best to identify all the hazardous chemicals that you may come into contact within your day to day operations. A binder with MDS's (Material Data Sheets) is located in each of the 3 MAH Hospitals. MDS information is also available online (ask your Safety Coordinator about this resource). Consult these any time that you have a question about a chemical that you are working with. If you come across a chemical that you cannot find an MDS for please let your Safety Coordinator know immediately so that one can be obtained and the MDS books can be updated accordingly.

Chemicals that pose health hazards or physical hazards are the ones that require MDS's. A chemical is considered a health hazard if it falls into one of these categories:

- 1.) Carcinogen (formalin)
- 2.) Toxic (reproductive, hepato-, neuro-, nephro-, hemato-)

- 3.) Irritant
- 4.) Sensitizer
- 5.) Any agent that damages the lungs, skin, eyes, or mucous membranes

Chemicals pose physical hazards if it is:

- 1.) A combustible liquid
- 2.) A compressed gas (O2 tank)
- 3.) Explosive
- 4.) Flammable
- 5.) An organic peroxide
- 6.) An oxidizer
- 7.) Pyrophoric (generates heat when activated)

The most common chemicals that you will deal with are:

- 1.) Cleaning supplies/disinfecting agents
- 2.) Insecticides/pesticides
- 3.) Drugs and medications
- 4.) Sterilization agents

Rules for handling chemicals:

- 1.) Always use chemicals in a well ventilated area whenever possible.
- 2.) Wear gloves to protect your skin.
- 3.) If a chemical is splashed in your eye proceed directly to the eye wash station located in the treatment area and flush your eyes thoroughly for 5 minutes.
- 4.) Consult a physician for further instructions.

Infection Control (including personal sickness and Zoonotic disease)

Infection control is a key element of our profession. It is important to be aware not only to protect yourself, but to help your team members protect themselves as well.

Personal Illnesses (common cold, flu, etc.) If you are ill and are running a fever (above 98.6 F) we request that you notify your supervisor immediately and go to the doctor. You should not return to work until you are no longer running a fever.

If you are out sick for three (3) consecutive days, you will be required to bring a note from your doctor per MAH Sick Leave Policy.

We ask that you always use good personal hygiene by washing your hands often

Also, and cough and sneeze into your elbow instead of into your hand.

When should I wash my hands?

- 1.) After handling medications, lab samples (even though you wore gloves), or chemicals.
- 2.) When treating patients or cleaning cages.
- 3.) Before and after eating.
- 4.) Before leaving work at the end of a shift.
- 5.) Any time you feel your hands have been soiled by something.

Zoonotic Diseases and Pathogens

Zoonotic diseases are those that are transmittable from animals to humans. Some are more difficult than others to transmit, but it's important to be aware of all of them. Exposure to zoonoses happens in a variety of ways:

- 1.) Inhalation
- 2.) Contact with broken skin
- 3.) Contact with your eyes or mouth
- 4.) Accidental needle pricks

Common Zoonotic Diseases

Rabies: Rabies is a VERY SERIOUS viral disease that can affect ANY warm blooded animal. The virus is spread through the saliva- usually through a bite wound, but it can also be transmitted through saliva on an open skin wound or on the mucous membranes and by handling infected neural tissue. Even the residue left on an animal's bowl can harbor the disease. If you are handling an animal whose vaccination information is not available or is wild wear gloves to protect yourself. If possible wear goggles as well.

Bacterial Infections: The best defense against bacterial infections is good hand washing practices. Also be sure that any cuts or breaks in the skin are covered with an antibacterial cream and a band-aid.

Ringworm: Ringworm is not actually a worm, but a fungus. Ringworm is highly contagious and seen more often in cats than in dogs. If you are working with an animal known to have Ringworm be sure to wear gloves. Again, good hand washing practices will go a long way to keeping you safe. If you do get a ringworm infection, an OTC antifungal such as Lotramin, will do the trick to get rid of it.

Roundworm: When humans are infected with roundworms, they usually don't develop into adults. They do however cause other problems; cyst-like growths in organs within our body called visceral larval migrans form. These cysts are usually not noticeable in everyday life but they can cause severe medical problems.

Hookworm: Hookworm infections cause similar problems in humans, but these infections are easier to spot. Known as cutaneous larval migrans, they appear on the legs as small red lines and "migrate" up toward the torso. Children who play in areas where animals often defecate are at greatest risk.

Sarcoptic Mange: Although Demodex infestation is the most common form of mange that animals present with, it is rarely contagious to humans. Sarcoptic mange is highly contagious to humans. It takes a microscope to determine which type of mange an animal may be dealing with. The best defense is to wear gloves, a protective gown and to wash your hands thoroughly with warm water and soap after dealing with a patient with any type of mange.

Toxoplasmosis: Although not normally harmful to healthy humans, toxoplasmosis can affect a developing fetus. If you are pregnant, avoid changing cat litter pans and always wash hands well.

Leptospirosis: Leptospirosis (Lepto) is a viral infection that is transmitted through the urine of wildlife. Cats are not at risk for this disease but dogs and humans are. Letpo can cause liver failure and even death. If you are dealing with a dog that is suspected of having Lepto you must wear gloves at all times and wash hands well when you are done.

Medical Services/First Aid

There are two main categories regarding medical needs: *basic first aid* and *professional medical care*. Basic first aid practices can be used in situations where a minor incident has occurred. For example, you are scratched by a cat or dog, poke your finger with a needle, have a paper cut, etc. If you are able to perform the basic first aid yourself, or clearly instruct someone to help you, then the use of the first aid kit is indicated.

If you are unable to help yourself or clearly direct someone else to help you, then a team member must call 911. If 911 is not necessary (team member has broken an arm), an uninjured team member must

escort the injured team member to the available Lead/Supervisor/Safety Coordinator to receive medical care.

Serious Accident Involving an Employee (professional medical care situation)

A serious accident is defined as one in which an employee is unable to tend to themselves because of the injury. Examples include, fainting, falling, head trauma, severe cuts/bites, broken bones, loss of consciousness, unresponsive in anyway, no pulse, not breathing, etc.

- 1.) If an employee has been very seriously injured, call 911 immediately and then notify your supervisor.
- 2.) Quickly move any other potential hazards away from the employee when appropriate.
- 3.) Stay with the employee until medically trained personnel arrive.
- 4.) Make a mental note of as many details as you can as your employer is going to need that information for completing an OSHA 301 accident and injury report.
- 5.) Follow MAH Worker's Compensation Incident/Injury Protocol.
- 6.) Remove or correct the cause of the accident when possible.

Non- Serious Accident Involving an Employee (Basic First Aid situation)

A non-serious accident is defined as one in which professional medical attention is not necessary. Examples include minor cuts, scraps, bumps and bruises, etc.

- 1.) Notify your employer of the accident.
- 2.) Help the employee tend to basic first aid needs if your assistance is needed.
- 3.) Follow MAH Worker's Compensation Incident/Injury Protocol.
- 4.) Remove or correct the cause of the accident when possible.

Occupational Noise Exposure

Sometimes it gets loud, especially when you are working in the bathing area, food preparation area or kennel. It may seem insignificant at the time but exposure to loud noises, especially over long periods of time, can cause permanent damage to your hearing.

You are required to wear the provided hearing protection in the following situations:

- 1.) When you are in the kennel for more than 3 minutes and it's so loud that you cannot carry on a conversation at a normal tone of voice.
- 2.) When you are force drying an animal.

You are of course welcome to wear protective hearing devices any time that you feel it necessary.

Personal Protective Equipment (PPE)

You are required to wear the PPE that is provided to you by this hospital each and every time it's indicated. The following are locations or situations that require that PPE be used:

- 1.) Performing dentals:
 - a. Goggles
 - b. Face mask
 - c. Gloves
- 2.) Taking radiographs:
 - a. Lead apron
 - b. Lead gloves
 - c. Thyroid collar
 - d. Dosimeter badge
- 3.) Working in the lab with urine or fecal samples
 - a. Gloves
- 4.) Working in kennel and/or bathing and grooming area
 - a. Protective hearing device
- 5.) Dealing with an animal that may have a zoonotic disease
 - a. Gloves
 - b. (if unvaccinated or wild) Goggles
 - c. (if unvaccinated or wild) Mask

Personal Safety

The following is a list of rules that you should follow with regard to keeping yourself safe from harm that is not related to the job.

- 1.) When possible, never be in the building alone. If you have to work alone, let someone know that you are here and schedule a time(s) that you will call and check in with them. This way, if they don't hear from you, they can call 911.
- 2.) If you are the first person here before normal business hours, do not unlock the doors (even if clients are waiting outside) until a second person is in the building with you.
- 3.) Before getting out of your car to come inside, take note of your surroundings.
- 4.) Before leaving the hospital for the day, take note of your surroundings.
- 5.) If it's dark when you leave, it is recommended that you do not walk to your car alone. Either go in a group or ask for an escort.
- 6.) When taking trash to the dumpster after dark, the recommendation is that you make sure someone knows where you are going if by yourself.
- 7.) If involved in Overnight Care and you go outside after dark (walking or checking on animals), be sure to take the Company Cell Phone with you while outside.
- 8.) If you are ever being robbed, give the robber whatever they want. DO NOT try to be a hero. Call the police as soon as you safely can.
- 9.) If you are being personally attacked, fight like hell. If you can get the robber outside where the potential for someone to see you is increased, this is best.
- 10.) Trust your intuition and use good sense.

Pregnancy

You are required to notify your supervisor immediately upon receiving a confirmed pregnancy diagnosis. Human Resources will need to begin a Pregnancy Checklist as soon as you know you are pregnant.

The law prohibits an employer from removing an employee from a hazardous job simply because she is pregnant and the fetus may be at risk. On the other hand the employee must be able to perform all essential functions of the job. In other words, it may be appropriate to transfer you because you cannot perform the job duties, but you will not be transferred simply because you are pregnant.

Upon notice of pregnancy you and your supervisor will sit down to determine an action plan that will carry you through your pregnancy. Both employee and employer need to understand that the situation may change as the pregnancy progresses and therefore the plan may need to be revised several times.

If a transfer to another position is determined to be necessary we may transfer you if there is an available open position. *We are not required to create a position for you.* Refer to your Employee handbook for policies regarding leave.

5 Basic Hazards a pregnant employee is exposed to:

- 1.) *Slips, falls, strains and exertion:* wear non-slip shoes and use extra caution when walking on wet surfaces. Do not use a ladder or step stool for any reason, ask someone to assist you. Do not do any lifting, especially of heavy or fractious animals.
- 2.) *Exposure to infectious or Zoonotic diseases:* Personal hygiene is the best defense against contracting a Zoonotic disease. Do not handle kitty litter under any circumstances.
- 3.) *Exposure to hazardous chemicals and drugs:* Avoid helping to intubate an animal for a surgical procedure and avoid working around animals for several hours after they have recovered from anesthesia. Wear a mask when dealing with any chemical cleaner and wear gloves.
- 4.) *Exposure to radiation:* During the first 4 months of pregnancy you will not be permitted to assist with radiographs except as a last resort.

You will be required to bring a written letter from your physician stating what their comfort level with your radiation exposure is.

Sharps and Medical Waste

Sharps containers can be found in various places around the hospital. They are bright red and marked with a biohazard sticker. Items that must be placed in a sharps container are:

- 1.) Needles
- 2.) Surgical blades
- 3.) Microscope slides
- 4.) Tubes of blood
- 5.) Tubes of urine

Once a sharps container is full the lid must be placed over the covering and not removed again. It is against the law to open a sharps/biohazard container that has been sealed. Replace the full sharps container with a new one and place the full, sealed one in the storage area for sharps containers.

Signs and Tags

Adhere to all warning signs and tags that are utilized by this hospital. Some common signs that you see are:

- 1.) Radiation area
- 2.) Animal may bite
- 3.) Possible leptospirosis case
- 4.) Secondary labels on bottles

These signs and tags are put in place to provide information that will help keep you safe so it is critical that they not be disregarded.

Whistleblower Protection *(taken from www.osha.gov)*

OSHA administers the whistleblower protection provisions of twenty-one whistleblower protection statutes, including **Section 11(c) of the Occupational Safety and Health Act** (OSH Act), which prohibits any person from discharging or in any manner retaliating against any employee because the employee has exercised rights under the OSH ACT. Rights afforded by the OSH Act include employee participation in safety and health activities, such as complaining to OSHA and seeking an OSHA inspection, participating in an OSHA inspection, participating or testifying in any proceeding related to an OSHA inspection, and reporting a work-related injury, illness, or fatality. The twenty other whistleblower protection statutes administered by OSHA protect employees who report violations of various airline, commercial motor carrier, consumer product, environmental, financial reform, food safety, health care reform nuclear, pipeline, public transportation agency, railroad, maritime and securities laws.

A complaint of retaliation filed with OSHA must allege that the complainant engaged in protected activity, the respondent knew about that activity, the respondent subjected the complainant to an adverse action, and the protected activity motivated or contributed to the adverse action. Adverse action is generally defined as any action that would dissuade a reasonable employee from engaging in protected activity. Depending upon the circumstances of the case, "adverse" action can include:

- Firing or laying off
- Blacklisting
- Demoting
- Denying overtime or promotion
- Disciplining
- Denial of benefits
- Failure to hire or rehire
- Intimidation
- Making threats
- Reassignment affecting prospects for promotion
- Reducing pay or hours

Conclusion

This concludes the Safety Training Manual. Remember that if at any time, you feel you need additional training or information, just ask your OSHA safety officer. Refer also to the Employee Protocol Handbook that is available. This book provides detailed information on safety practices/procedure, as well as MAH policies and procedures in the workplace. There are resources listed below as well if you'd like more information on OSHA or work place safety.

OSHA website: www.osha.gov

Center for Disease Control/NIOSH (The National Institute for Occupational Safety and Health) website: <http://www.cdc.gov/niosh/>

Resource:

Seibert, Philip. Manager's Guide to Veterinary Workplace Safety. Lakewood: AAHA Press.