

# Facility Specific Required Information



## PERSONNEL

Department	Name	Telephone No.
Health, Safety & Environment, System Director	John Cariglio	706-2576
Safety Officer	Steve Pieczynski	828-2547
Security, Coordinator	Michael O'Connor	828-2448
Biomedical Engineering	Office	828-2555
Facility Services, Director	Robert Hawks	828-2546
Maintenance, Supervisor	Steve Pieczynski	828-2546
Infection Control, Coordinator	Nancy Miller	828-2336
IDM Coordinator	Patricia Quinn-Taylor	828-2340
Compliance Office	Anne Mason	821-4469
Privacy Office	Anne Mason	821-4469

## ANTICIPATION/RECOGNITION OF HAZARDS

### Incident/Accident Reports

Associates, Physicians, Students	Associate Incident Report
Patients, Visitors	Occurrence Report

### Other Methods of Anticipating/Recognizing Hazards

Hazard Assessment Request forms (250700)  
Hazard Surveillance/Inspections  
Fire Alarm/Emergency Evaluation Forms

## CONTROL OF HAZARDS

### Policies, Procedures and Programs

- **Safety** - Found in the *Comprehensive Health and Safety Program Manual* within each department.
- **Security** - Found in the Security Department.

### Hazard Communication

- **Written Program** - Hazard Communication Program (046-0840)  
Available in the *Comprehensive Health and Safety Program Manual*, Section 4, Tab H within each department.
- **A Hazardous Material Inventory**  
Available for each department in the *Comprehensive Health and Safety Program Manual*, Section 8.
- **MSDS Sheets**  
Available for the hazardous materials used within each department online and in the *Comprehensive Health and Safety Program Manual*, Section 8.

## CONTROL OF HAZARDS

(continued)

### Asbestos Operations and Maintenance

#### ● ACM Types and Location

- Thermal System Insulation (TSI), e.g., pipe wrap throughout the hospital.
- Spray-on fire proofing on the beams above the ceilings on 1-4 McAuley.
- Vinyl Asbestos Tile (VAT) flooring throughout the hospital.

#### ● General Work Practices

- Associates are not allowed to open the ceiling tiles on 1-4 McAuley for any reason.
- Activities intentionally disturbing ACM must be performed by a licensed contractor.

## JOINT COMMISSION ENVIRONMENT OF CARE

### Joint Commission Management Plans

Available within the Safety Department.

## EMERGENCY RESPONSE PREPARATION

### Emergency Numbers

Dial "55555" on any hospital phone.

Dial "911" on any off-site phone.

### Emergency Code Words

#### Emergency Type

Fire  
Evacuation  
Mass Casualties  
Bomb Threat  
Hazardous/Radioactive Materials  
Utility Failure  
Medical Gas Failure  
Natural Disasters  
Security Disturbance  
Imminent Delivery/Neonatal Arrest  
Cardiac/Pulmonary Arrest  
Infant Abduction  
Elopement

#### Code Word

Code Red  
Code White  
Code Yellow  
Code Purple  
Code Orange  
Code Brown  
Code Blue  
Code Green  
Code Silver  
Code Pink  
Code 10  
Code A  
Code B

### Emergency Response Plans

Available within each department in the *Emergency Response Manuals*.

### Smoking

**Smoking is prohibited WITHIN the hospital and off-site buildings.** Smoking is permitted in open-air areas around the buildings and within the smoking hut in the rear courtyard.

### Fire

Follow the *Fire Alarm Procedure - at the Fire's Point of Origin* (044-0320) or the *Fire Alarm Procedure - Away from the Fire's Point of Origin* (044-0330).

### Shutting Off Oxygen/Nitrous Oxide

- Ensure the oxygen/nitrous oxide valves are shut off in the smoke compartment being evacuated.
- ANY ASSOCIATE may need to, and is able, to shut off the valve.
- Valves are normally located near the Nurse's Station or outside an Operating Room or Delivery Room.
- Valves are labeled with the type of gas and the rooms they control.