

## Dear Caregiver,



We appreciate your hard work and understand that it keeps you very busy. So busy that sometimes you may forget fundamental safety work practices. We made this safety insert especially for you so that you can refresh, learn and work safely.

### Topic: Reporting an Accident

#### DO:



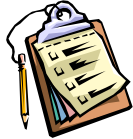
- Report all unsafe conditions immediately
- Report all injuries and near misses immediately
- Inform your immediate supervisor if you witnessed an accident or injury
- Follow all work restrictions

#### DON'T:

- Delay reporting an injury or accident
- Miss scheduled doctor appointments
- Work beyond your limited duties or restrictions



### Know the forms (3):



#### FULL Completion

- Form **5020** - State of California Employer's Report of Occupational Injury or Illness
- Form **DWC 1** - Division of Worker's Compensation Worker's Compensation Claim Form
- **Investigation Form** - Supervisor's Report of Injury or Illness



No matter how small you may think the injury or accident is you should report them to your supervisor immediately. Timely notification of such incidents can prevent future accidents and injuries. If you need more information please contact our safety specialists at [information@carewestinsurance.com](mailto:information@carewestinsurance.com).

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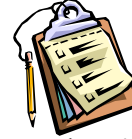
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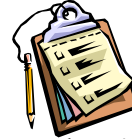
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## Topic: Blood Borne Pathogens

### Avoid (if you can):

- contact with blood, body fluids
- risky handling of sharps, scissors
  - Don't recap needles
  - Dispose sharps in appropriate container



### Wear Gloves (if you can't)

when:

- working with blood, bodily fluids, mucous membranes, nonintact skin
- handling: items, surfaces soiled with blood/body fluids
- disposing contaminated equipment

## Know the Exposure Control Plan

### If you were exposed:

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, or sterile irrigants
- Report the exposure to get appropriate medical attention and/or treatment

There are many types of blood borne pathogens. Of the three most known (HBV, HCV, HIV), Hepatitis B is the only one with a vaccine. Vaccines do not justify carelessness at work. There are no known vaccines for HCV or HIV. Use Personal Protective Equipment and follow Universal Precautions. If you need more information please contact our safety specialists at [information@carewestinsurance.com](mailto:information@carewestinsurance.com).

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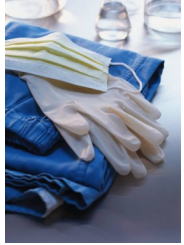
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### Topic: **Hazardous Chemicals**

#### Always:



- Have the number to poison control available
- Read the label before using the chemical
- Dispose of any unmarked chemicals
- Use the chemical for its intended use
- Understand the Material Safety Data Sheet
- Store chemicals in locked container away from heat sources
- Wash hands thoroughly after each use

#### Never:

- Mix chemicals together
- Smell chemicals
- Taste chemicals
- Store food around or near chemicals
- Store chemicals under sinks



#### IF you **MUST** mix (dilute):

- If you have to mix a chemical to dilute it (i.e. bleach and water), dilute only enough for immediate use and label
- Be sure to use appropriate Personal Protective Equipment

Chemicals are useful if used properly. Regardless, they are hazardous and if not handled properly could hurt you. Familiarize yourself with how to properly use, store, and dispose of them. If you need more information please contact our safety specialists at [information@carewestinsurance.com](mailto:information@carewestinsurance.com).

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Topic: **Defensive Driving**



### 5 Decision Driving Principles:

1. Expand your look ahead
  - Be aware of what is happening down the road
  - Never get into a driving situation where you could be surprised by the actions of some other driver, or some pedestrian
2. Size up the whole scene
  - Know what is going on all around your vehicle, like other cars
  - Avoid staring, try to check your mirrors often
3. Signal your intention to change lanes early
  - Let other drivers know in advance what you intend to do so they have time to react
  - Be sure to make eye contact
4. Plan an escape route
  - Think ahead so you can react quickly; anticipate sudden changes in traffic
5. Take decisive action
  - Based on your senses of seeing, hearing, feeling and experience

**Keep your vehicle properly maintained**



Driving becomes too routine for many of us as part of our daily activities. It is important to remember to drive safely, defensively, and never speed. If you will be late, call in to let them know. If you need more information please contact our safety specialists at [information@carewestinsurance.com](mailto:information@carewestinsurance.com).

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### Topic: **FIRE** Safety



#### Know:

- Where fire extinguishers are kept
- What types there are
- How to use one
- Where the exits are

#### Always:

- Keep fire doors, exits, stairs, fire fighting equipment clear of obstructions
- Keep all flammable materials away from furnaces and other sources of ignition
- Make sure fire extinguishers are inspected monthly to ensure they are in working order
- Report any fire hazards you see

#### Never:

- Attempt to fight a fire that puts your safety at risk

#### Remember: P.A.S.S

- P—pull the pin
- A—aim at the base of the fire
- S—squeeze the top handle
- S—sweep from side to side



The two leading causes of fires are electrical failure or misuse of electrical equipment. Do what you can to combat hazards by complying with regulations and obeying No Smoking signs. If you need more information please contact our safety specialists at [information@carewestinsurance.com](mailto:information@carewestinsurance.com).

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## Topic: **Hand Washing**



### **Always:**

- Wash hands thoroughly with soap and water
- Wash hands before and after patient contact
- Wash hands after contact with body fluids
- Wash hands after removing gloves

### **Hand Washing Techniques:**

- Wet hands with running water
- Apply hand washing agent
- Vigorously rub hands together for 10 - 15 seconds
- Use a paper towel to dry hands
- Use a paper towel to turn off faucet

### **Remember to:**



- Wear gloves when caring for patients
- Wash hands between changing of gloves
- Wash hands, even if you used gloves

### **Clean Hands = Infection Control**



We use our hands for almost every activity in our daily life, from shaking hands to picking up objects. As an employee it is important to maintain clean hands to prevent cross contamination. If you need more information please contact our safety specialists at [information@carewestinsurance.com](mailto:information@carewestinsurance.com).

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### Topic: Latex Allergy

There is no treatment for latex allergy; only solution is to completely avoid products that contain latex.

#### What you can do to minimize risk:

- Use powder-free gloves, low in protein and chemical allergens
- Use gloves appropriate for the task
- Avoid latex gloves for situations where latex will contaminate the environment and cause unnecessary risk (i.e. food service, cleaning, hairdressing)
- Wash, rinse, and dry hands thoroughly after use or between glove changes
- Use a pH-balanced soap
- Remove gloves hourly to air and dry hands
- Use non-oil-based hand care products with gloves while at work
- Use non-sensitizing products outside of work to restore the skin's lipid barrier
- Wear synthetic gloves or cotton liners with latex work gloves for wet work



Allergic reactions to latex range from skin irritations to asthma attacks. If you notice any signs of irritation after coming into contact with latex, notify your employer immediately. There exists alternative products that may be made available for you. If you need more information please contact our safety specialists at [information@carewestinsurance.com](mailto:information@carewestinsurance.com).

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### Topic: Sharps Handling

#### Always:

- Dispose sharps in a sharps container that is:
  - Rigid
  - Puncture Resistant
  - Impermeable on sides and bottom
  - Portable
  - Closeable and sealable
- Use a one handed technique when recapping



Cap

Scoop

Snap

#### Never:

- Overfill a sharps container (2/3rds full)
- Shear, break, or bend contaminated sharps
- Use hand to place cap on needle
- Recap needles **UNLESS:**
  - new unused needles are removed from unused syringes that still has cap on the needle
  - required for procedure being done
    - Must use one handed recapping technique

Needlesticks are a serious hazard. NIOSH estimates that 600,000 to 800,000 needlesticks occur annually. Be cautious, avoid needlesticks. If you need more information please contact our safety specialists at [information@carewestinsurance.com](mailto:information@carewestinsurance.com).

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- Use hand to place cap on needle
- Recap needles **UNLESS:**
  - new unused needles are removed from unused syringes that still has cap on the needle
  - required for procedure being done
    - Must use one handed recapping technique

Needlesticks are a serious hazard. NIOSH estimates that 600,000 to 800,000 needlesticks occur annually. Be cautious, avoid needlesticks. If you need more information please contact our safety specialists at [information@carewestinsurance.com](mailto:information@carewestinsurance.com).

Sincerely,  
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## Dear Caregiver,

We appreciate your hard work and understand that it keeps you very busy. So busy that sometimes you may forget fundamental safety work practices. We made this safety insert especially for you so that you can refresh, learn and work safely.



### Topic: **Watching *your* Back!**

#### Plan Ahead:

- Know your limits
- Know your course
- Know your load
- Condition your muscles
- Reach and lift properly
- Un-lift properly

#### DO:

- Get a firm footing and grasp
- Keep the client close
- Avoid twisting or turning your body
- Lift with your legs
- Bend your knees
- Keep your upper body straight or upright
- Ask for help if needed

#### DON'T:

- Twist or turn when lifting
- Bend at your waist
- Pull, if possible
- Be afraid to ask for help



Your back is important. It allows you to sit, stand, walk and run. You can avoid most back pain injuries by taking proper care of it when working. If you need more information please contact our safety specialists at [information@carewestinsurance.com](mailto:information@carewestinsurance.com).

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### Topic: Airborne Pathogens -TB

How it is transferred: coughing, sneezing, speaking, singing—all activities expel tiny particles containing the bacteria.

#### Symptoms (a few)

- Excessive coughing, coughing blood, weight loss, loss of appetite, laziness/weakness, night sweats, or fever

#### Surveillance

- Medical evaluations
- Post-exposure follow-up
- Periodic and baseline TB skin testing



#### Isolation (for those suspected of infection)

- Place warning sign on access door
- Masking and segregating the individual
- Use of HEPA filtration unit in the room
- Limit access to the room

#### Protection

- Use respirators that will filter out the bacteria
- Use respirators that conform and fit the face
- Wear appropriate Personal Protective Equipment

#### What to do

- If you suspect you or a resident has active TB, notify your employer and they will take the necessary steps to help you

It is important to understand Tuberculosis. You may be exposed to it in your work. When working with TB residents, educate and protect yourself. If you need more information please contact our safety specialists: [information@carewestinsurance.com](mailto:information@carewestinsurance.com).

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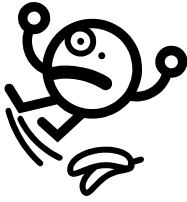


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### Topic: **Watching *your* STEP!**

#### Watch for:

- Missing, broken or loose: steps, railings, tiles, carpet
- Items left on steps
- Turned up rug edges
- Inadequate lighting



#### Always:

- Keep items in their proper place after use
- Keep cabinets and drawers closed
- Keep areas being cleaned closed off
- Keep cords out of walkways
- Clean up spills immediately
- Use railings when climbing stairs
- Wear non-skid shoes
- Step around obstructions
- Wear pants that do not obstruct foot movement (i.e. long baggy pants)



#### Never:

- Run, always walk
- Lean back on the chair when sitting

Sometimes we forget to provide care for ourselves. Take time to be aware of your work environment to avoid slips, trips and falls. If you need more information please contact our safety specialists at [information@carewestinsurance.com](mailto:information@carewestinsurance.com).

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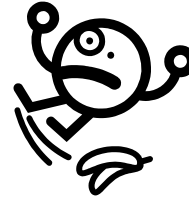


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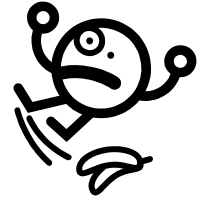


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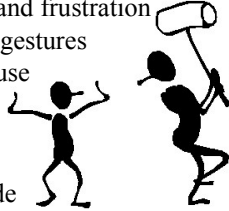
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### Topic: Workplace **Violence**

#### Watch for:

- Verbal expressions of anger and frustration
- Body language - threatening gestures
- Evidence of drug or alcohol use
- Presence of a weapon

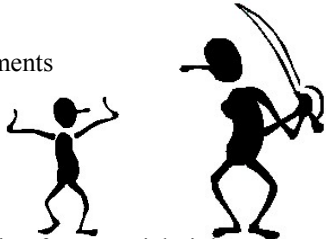


#### Be:

- Calm, present a caring attitude
- Rational, don't counter threats with threats
- Equals, don't give orders
- Understanding, relate to the person's feelings

#### Avoid:

- Rapid body movements
- Getting too close
- Touching
- Speaking loudly



#### Always:

- Evaluate the situation for potential violence
- Be alert
- Have someone else in the room when dealing with a potentially violent person
- Keep exits open

#### **Violence can happen in the workplace.**

Often times violence does not occur between co-workers, but between residents and their family members. If you can not diffuse the situation quickly you should: **1)** remove yourself from the situation, **2)** call security for help, **3)** and report any violent incidents to management. **TIP: use color coded identification badges to limit visitors to a specific area.** If you need more information, contact our safety specialists at [information@carewestinsurance.com](mailto:information@carewestinsurance.com)

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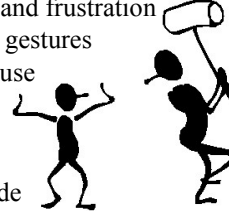
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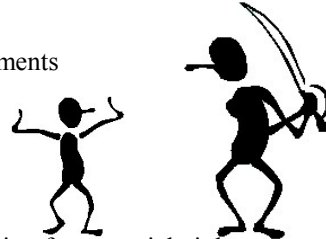


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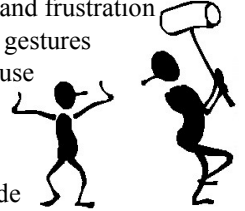
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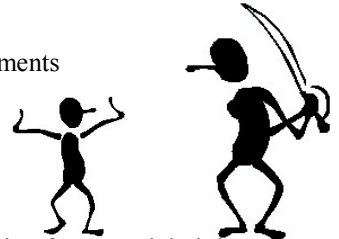


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