

### No more paper forms...

#### Report Accidents and Incidents Online

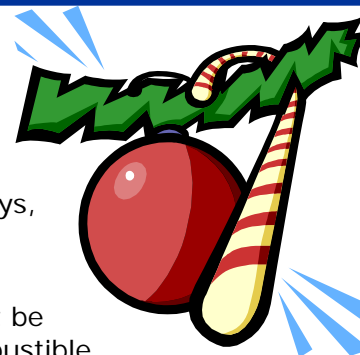
Employees can now report accidents and incidents online by going to the Hospital Safety website, [www.hosp.uky.edu/hosp\\_safety](http://www.hosp.uky.edu/hosp_safety).

When employees click on **Make A Report**, they can choose from 5 different incident reports:

- Patient Safety Report
- Medication Error
- Adverse Drug Event
- Reportable Occurrence
- Opportunity for Service Improvement (OSI)

When an employee completes one of these forms, a report is sent automatically to the safety officer or other responsible person for investigation and follow up.

## Deck the halls with flame retardant garland



As you decorate Hospital areas for the holidays, remember a few simple rules, designed to ensure a safe and happy holiday season.

- All decorations, including greenery, must be artificial and flame retardant or noncombustible.
- All lights must be miniature-style and U.L. approved.
- All extension cords must be U.L. approved and hospital grade.
- Decorations and electrical cords, cannot obstruct, restrict, or transverse a walkway or corridor.
- Decorations cannot cover or be mounted on fire or smoke doors.
- Decorations cannot obstruct access or visibility to exits, exit signs, fire alarm pull stations, alarm panels, fire extinguishers, or sprinkler heads.
- Decorations must be affixed or mounted in such a way as to prevent damage to doors, walls, ceilings, or floors. Do not use tape, tacks, nails, or screws.

Make sure that the service director approves all decorations before you put them up. If you have questions about whether your decorations meet safety criteria, consult the Hospital Safety Officer.

## Safety Knowledge Survey on NetLearning

The 2005 Staff Safety Knowledge Survey will be posted on NetLearning by December 16. Employees will have until January 31 to take the test.

All employees are required to complete the survey. Directors and managers should require that employees submit a transcript to demonstrate that they have completed the requirement.

If employees score below 90% on the survey, directors and managers must provide additional education and training in the areas in which their employees are deficient.

The survey is used by Hospital Safety to demonstrate compliance with JCAHO standards and to plan safety education for the coming year.

## Prepare to Answer JCAHO Surveyor Questions Regarding Environment of Care

As you prepare for the upcoming JCAHO survey, make sure that you remember these common Environment of Care tracers.

- Handling safety recalls on equipment and supplies
- Preventing or responding to an infant abduction
- Identifying visitors and controlling visitor access
- Disposing of hazardous waste
- Training employees to use hazardous chemicals safely
- Responding to different types of disasters
- Responding to a fire or a fire alarm
- Identifying areas of refuge
- Identifying and reporting problems with medical equipment
- Training staff to use new medical equipment
- Identifying safety hazards in the work area
- Shutting off medical gases during a fire or other emergency

## EC Mock Surveyor Cited Obvious Issues

When Tom Lehman, the Environment of Care consultant from Joint Commission Resources, inspected the Hospital recently, he saw what we see every day--cluttered corridors, unattended housekeeping carts, unrestrained oxygen cylinders. The difference: Lehman saw these things as problems, not everyday occurrences.

To help us prepare for the Hospital's upcoming JCAHO survey, Lehman left us with a list of issues to resolve. The list includes:

- Housekeeping closets unlocked
- Housekeeping closets dirty
- Fire extinguishers not inspected monthly
- Electrical panels blocked
- Electrical panels unlocked
- Corridors cluttered/obstructed
- Oxygen cylinders unrestrained
- More than 12 cylinders stored within one smoke compartment
- Fire doors not latching
- Storage room doors not latching
- Doors propped open
- Storage within 18" of bottom of sprinklers
- Chutes unlocked/taped open
- Items stored under sinks
- Low fire drill scores without successful resolution of issues

The types of problems are "low-hanging fruit," according to Lehman, "and JCAHO will cite you for them every time."

The good news is that many of these things can easily be resolved if we make them a priority. The first step is to see these everyday issues as problems to be solved. The second step is for each of us to take ownership of these problems if they exist in our work areas and to develop a plan for resolving them, complete with timeframes and specific assignments.

The Hospital Safety Officer will be requesting written plans for correction from some areas where major problems exist. In some areas, interim life safety measures (ILSM) will be implemented until the problems can be resolved.

But remember...the EC surveyor identified safety issues in almost every area of the hospital. That means that every area must take responsibility for safety compliance.

