

University of Limerick

Department of Nursing & Midwifery

Departmental Safety Code of Practice



**UNIVERSITY
of
LIMERICK**

OLLSCOIL LUIMNIGH

October 2007

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Introduction

This Code of Practice is designed to address the particular arrangements for safe working practices in the Department of Nursing & Midwifery.

It should be read in conjunction with the University Safety Statement. The University Safety Statement sets out duties and responsibilities of staff and students as well as general policies on arrangements for safety within the University. The Safety Statement is available through Departmental and Divisional offices, and via the Health & Safety web site. A copy of the Abridged Safety Statement, which is a pocket edition of the University Safety Statement, may be obtained from the Human Resources Division.

It is important that everyone observes safety precautions. Ensuring the safety of others at work is equally as important as the avoidance of injury. Safety precautions are in place, not only for the prevention of accidents but the reduction of injury in the event of an accident.

Emergency Procedures for the Department are set out in the Departmental Emergency Plan.

Ms. Bernie Quillinan
Head of Department of Nursing & Midwifery

Approved: October 2007

Review date: October 2008

Departmental Contacts

Position	Name	Extension Number
Head of Department with overall responsibility for safety	Bernie Quillinan	3523
Accidents must be reported to	Bernie Quillinan	3523
Departmental Safety Adviser	Liz Kingston	2818
First Aider	Contact details available in Jan 2008 following training	
Evacuation Steward	<ol style="list-style-type: none"> 1. Maria Bailey 2. Ann-Marie Kennedy 3. Mairead Moloney 	3270
Automatic External Defibrillation Operators	<ol style="list-style-type: none"> 1. Irene Cassidy 2. Pauline O'Reilly 3. Dympna Tuohy <p>(Subject to retraining at six monthly intervals)</p>	4215 4210 4213
Other Contacts		
University Safety Officer	Philip Thornton	2239
Safety Representative for Health Science Building	Una McInerney	2842
Medical Centre CM 061 – CM 065	Medical centre staff	2534 / 2132
University's Emergency Number	For Medical Assistance or the Ambulance Service	3333

Responsibilities

Head of Department

The Head of Department is responsible, so far as is reasonably practicable, for all aspects of health and safety in the work of the Department of Nursing and Midwifery. Refer to the Organisational Safety Arrangements section of the University of Limerick Safety Statement (2007) for a comprehensive listing of responsibilities.

Academic Staff

In addition to the responsibilities outlined in the University of Limerick Safety Statement (2007) academic staff members are responsible for the following:

- Developing, delivering and evaluating clinical skills sessions
- Explaining relevant safety information to students at the commencement of a laboratory session
- Ensuring safe conduct during laboratory sessions
- Ensuring that appropriate action is taken in the event of an accident
- Reporting safety hazards to the Clinical Skills Laboratory Co-ordinator

Clinical Skills Laboratories Staff

- Clinical skills laboratories staff is responsible for maintaining a safe environment within the laboratories and maintaining the first aid equipment
- Clinical skills laboratories staff is responsible for periodically examining relevant equipment ensuring that it is maintained in accordance with manufacturers instructions
- Clinical skills laboratories staff is responsible for ensuring that good safety practices are in place
- Clinical skills laboratories staff is responsible for ensuring that dangerous situations, equipment or building defects are reported immediately

- Clinical skills laboratories staff is responsible for safe disposal of certain waste materials (including clinical and non-clinical)

Students

- Students are required to adopt a responsible attitude towards safety. They should familiarise themselves with the location of emergency exits, and emergency equipment in the laboratory
- Students are required to follow instructions of staff and comply with laboratory rules (a copy of which is available in each lab) when in the clinical skills laboratories. A copy of the Departmental Safety Code of Practice is also available in each laboratory and available on the Department website <http://www.nm.ul.ie>
- Students are required to report defects in equipment, (which might be a source of danger to themselves and others) to the staff member teaching the session

Visitors

- Visitors to the Department do so with the permission of the Head of the Department of Nursing & Midwifery and visitors to the Clinical Skills Laboratories do so with the permission of the Head of Department of Nursing & Midwifery and the Senior Clinical Skills Laboratories Coordinator and after necessary safety precautions have been communicated to them.

Arrangements for Safe Working

Training

Safety training will be provided for staff as necessary. The training needs of the staff are determined by the Head of Department in conjunction with the Safety Officer.

Relevant staff will receive the following training:

- Evacuation Stewarding
- Fire Fighting
- Occupational First Aid
- Manual Handling
- VDU Workstation Assessment
- Office Safety
- Public Access Defibrillation

Records of course content, trainer and trainee details are kept by the Safety Officer. Refresher training will be provided as required.

Occupational First Aid

A first aid box and an eye wash kit are located on the wall of the corridor inside the main entrance door to the Clinical Skills Laboratories on the first floor.

Contact details for trained Occupational First Aiders will be available in January 2008 following training.

Accidents and Near Misses

Near Misses

All near misses (incidents that could have lead to a serious injury but didn't) and accidents occurring within the Department of Nursing & Midwifery must be reported to the Head of Department. The Head of Department should ensure that an Accident Report Form or a Dangerous Occurrence Form (see appendix 2 & 3) is completed and copies must be sent to the Safety Officer and the Department of Buildings & Estates.

Accidents

In the event of an accident occurring within the Department during a teaching session the following should apply:

- Only move the injured person if necessary and if it is safe to do so.
- First aid should be administered if necessary.
- The Student Medical Centre should be informed and the supervising staff member should accompany the injured person to the medical centre.
- In the event of serious injury arrangements should be made for direct transport to hospital.
- The Head of Department should be informed of the details of the accident.
- If occurring in the Clinical Skills Laboratories the Clinical Skills Laboratory Co-ordinator should also be informed of the details of the accident.
- The supervising faculty member should complete an Accident Report Form (see appendix 2). If the incident occurs within the Clinical Skills Laboratories this should be done in consultation with the Clinical Skills Laboratory Co-ordinator. Copies are given to the Head of Department, the University Safety Officer and Buildings & Estates Department.
- The reason for the accident is examined and reviewed and preventative measures are put in place as appropriate.

Equipment

Equipment used in the department includes clinical skills laboratories equipment, computers, photocopiers and printers, scanners, guillotines, filing cabinets, etc.

- Manufacturers instructions must be referred to for instructions on correct use of equipment
- Any student utilizing a piece of laboratory equipment must receive adequate instruction on its safe operation from the supervising faculty member in charge of the area
- The following members of staff are responsible for carrying out visual inspections of equipment on an annual basis and for ensuring maintenance and servicing is carried out and recorded when required

Clinical Skills Laboratories Equipment: Mairead Moloney

Office Equipment: Jan McCarthy

- Damaged equipment must be taken out of circulation, marked appropriately until repaired or disposed of. Damage should be reported to the person listed above

Consultation and Communication

If staff members feel that there are unsafe practices or unsafe equipment they are encouraged to bring this to the attention of the Head of Department. Staff in each University building has nominated/elected a person to act as a Safety Representative (Una McInerney, Health Science Building). Safety Representatives meet on a regular basis to review safety performance and to make recommendations to the University management. The purpose of this consultation is to promote and develop measures to ensure the safety, health and welfare of all employees and in determining the effectiveness of such measures.

This document will be reviewed on an annual basis (or more frequently if work practices change or new equipment is introduced). Staff and the Safety Representatives will be consulted on any changes to be made.

Fire Safety

In the Event of a Fire

- Raise the alarm by breaking the nearest available break glass point.
- Phone extension 3333 and the appropriate emergency service will then be contacted immediately. Alternatively, dial 999 on an external line to call the fire brigade.
- Fire fighting should only be attempted if it is safe to do so.
- If the fire is small and contained faculty/staff should consider using the nearest appropriate appliance provided, ensuring that the extinguisher is compatible with the fire e.g. do not use water on electrical or flammable liquid fires.
- Under no circumstances should students tackle the fire.
- Evacuation Stewards and Assembly Point Stewards assist with the efficient evacuation of the relevant areas in the event of a fire/emergency.
- Staff conducting teaching at the time of a continuous alarm is required to direct students to the nearest assembly point.
- The Fire Assembly point is the car park to the front of the Health Science Building
- Buildings should not be re-entered until advised that it is safe.

On Hearing a Continuous Alarm

Evacuate the building in the following manner:

- WALK (do not run) to the nearest exit point briskly.
- Do NOT delay to pick up personal belongings. This could hinder evacuation of the building and put not only your own life in danger but also the lives of others.
- Disconnect all electrical appliances.
- Close all doors behind you (where practical).

- Do not use lifts. In the event of an emergency, electrical connections to lifts are disconnected.
- Do not restrict evacuation by congregating in the stairwells.
- Assemble at the assembly point of the Health Science Building. This is the car park to the front of the building.
- It is important to assemble at this assembly point, following the routes clearly marked, to avoid congestion and to allow unhindered access to the emergency services.
- During the evacuation and on arrival at the designated assembly points it is essential to follow the stewards instructions as they endeavour to keep adjacent areas clear.
- Do NOT re-enter the buildings until authorised by the assembly point steward.
- To relieve congestion on re-entering the building, it is important to use the same route by which you entered.

Fire Control Measures

- Fire extinguishers are in place and are serviced regularly. It is not permitted to remove extinguishers from located positions.
- Training is available in the use of fire extinguishers.
- Cardboard boxes and other combustible wastes must not be allowed to accumulate in storage areas.
- Smoking is prohibited in all University buildings.

Hazard Identification, Risk Assessments & Safety Inspections

The Head of Department or a designated person from amongst the Departmental staff should undertake risk assessments in all areas under Departmental control. The annual assessment undertaken in the Clinical Skills Laboratories is recorded on the University's Risk Assessment Sheet attached (see appendix 4). A hazard is anything that can cause harm. Risk is the possibility that a person will be harmed by the hazard. Hazards are assessed and the risks identified are classified as follows:

- High: probability of fatality, serious injury or significant loss.
- Medium: possibility of minor injury to a small number of people.
- Low: injury or material loss unlikely though conceivable

An important feature of preventing hazards to health is the frequent assessment of systems and procedures relating to their identification. Risk assessment will be reviewed annually or more often if necessary and revised to reflect changing conditions within the Department of Nursing and Midwifery.

The Head of Department must carry out an annual safety inspection to monitor the effectiveness of his/her Departments safety programme.

Hazards and Control Measures

Hazard - Sharps (e.g. Scissors / Scalpels / Glass Vials / Needles / etc.)

Risk – Laceration or Needle Stick Injury

Risk Classification - Low

Control Measures

- All sharp instruments must be handled with care.
- Sharps must be discarded into the sharps bins provided. (Under no circumstances are sharps to be discarded by any other means).
- Sharps bins must not be overfilled (see manufactures instructions).
- Sharps must never be put into pockets of clothing.
- Scissors, scalpels, glass vials, needles, etc must be carried in suitable container.
- Needles must never be re-sheathed.

In the Event of a Needle Stick Injury:

- Wash the area thoroughly with anti-microbial solution and warm water.
- Encourage wound to bleed.
- Report the incident immediately to the faculty member in charge or laboratory staff.
- First aid appropriate to the injury must be administered.
- All injuries must be referred to the Student Medical Centre.
- The faculty member or a member of the laboratory staff should accompany the injured person to the Student Medical Centre.
- All relevant details regarding the accident must be presented to the Student Medical Centre staff.

Hazard - Poor Housekeeping

Risk - Slips, Trips, Falls

Risk Classification: Low- Medium

Control Measures

- It is the responsibility of all staff to keep their work areas as tidy as possible.
- Items allocated a specific storage area must be kept in that area. Clean up, clear away and store equipment appropriately after each use.
- Passage ways must be kept clear at all times. Keep aisles, stairs and walkways clear of obstacles.
- Wet floors should be mopped up and spills cleaned up immediately and appropriate warning signage put in place.
- Keep workbenches clean and free from equipment when not in use.
- Avoid moving loads that hinder sight.
- Shut cabinet drawers and secure loose carpeting

Hazard – Moving & Handling Heavy Objects

Risk - Back and Limb Injury

Risk Classification: Low - Medium

Control Measures

- Manual handling will be avoided where possible. Other means of moving or lifting will be employed such as the use of trolleys.
- Staff will be provided with manual handling training where manual handling is a regular part of their job.
- Staff should seek assistance where possible when moving heavy items.

Hazard - Skin Contamination with Body Fluid (Urine/Blood etc)

Risk - Contractible Diseases

Risk Classification - Low

Control Measures

- Cover cuts and abrasions to skin with a suitable occlusive dressing.
- Wear appropriate personal protective equipment (disposable gloves and safety eyewear).

In the Event of Contamination with Body Fluids:

- Remove contaminated clothing immediately.
- Wash exposed area vigorously with anti-microbial solution and water for one minute.
- If necessary, wash eyes with the provided eye wash bottles.
- Contact Student Medical Centre if necessary.

Hazard - Visual Display Units

Risks - Upper Limb Pain and Discomfort

Temporary Fatigue or Soreness in the Limbs

Cramp

Ongoing Pain in the Muscles or Nerves

Chronic Soft Tissue Disorders

Eye Strain

Risk Classification - Low

The University recognizes that only a small proportion of people using VDU equipment suffer health problems as a result, but because there are so many users this can be a significant number. In most cases the problems do not arise directly from the VDU's themselves, but from the way they are used. The University believes that problems can be avoided altogether by good workplace and job design and by the way the equipment and workstation is used.

The Display Screen Equipment Regulations apply to employees who are habitual users of display screens. The University will comply with requirements of the General Application Regulations (Display Screen Equipment) 1993.

Control

The University shall purchase and provide appropriate equipment (hardware) and processing systems (software) and a working environment suitable for display screen work.

Each workstation will be risk assessed and appropriate steps taken to reduce risks. See VDU Workstation Checklist of the University of Limerick Safety Statement.

Offices will be maintained at a comfortable temperature and humidity and the lighting arranged to avoid screen glare.

The University will provide information, instruction and training to employees in relation to the risks associated with VDU work and how these risks are minimised.

Users of VDU equipment should have activities arranged so as to provide regular breaks from screen/keyboard work

The University will offer eye and eyesight tests to employees:

- Prior to commencing work
- At regular intervals thereafter
- Or as required

Documentation in relation to eyesight tests is available to staff by contacting the Human Resources Department. Where an employee is found to require corrective lenses (or an alteration of existing lenses) for VDU work, the basic cost will be borne by the University (excluding employee PRSI entitlements). If the employee requests other than the basic frames, all additional costs must be borne by the user. If the Optician determines that the employee for normal day-to-day use requires spectacles, the University will not cover the costs of these and the employee must make their own arrangements for the supply of these and will be responsible for the full cost.

All users are requested to report to their supervisor or manager in the event of any problem with their display screen work, defects in environment or equipment, or personal health status which could affect their ability to work safely and in comfort.

Hazards - Photocopiers and Laser Printers

Risk – As Outlined Below

Risk Classification - Low

Toner is an extremely fine powder, which in itself is not classed as a substance hazardous to health, but any dust in substantial concentration is, as it may cause respiratory tract irritation resulting in coughing and sneezing.

Ozone is produced as a result of the high voltage electrical discharges inside the photocopier or laser printer. Ozone, O₃, a form of oxygen, is a highly reactive, unstable, colourless gas with a distinctive odour that, at room temperature, decomposes rapidly to oxygen. Ozone levels produced by photocopiers are well below occupational exposure limits.

The lamps in photocopiers emit light in both the visible and ultraviolet ranges. In general, the ultraviolet light does not pass beyond the glass plate in which the original is placed.

Laser printers have a series of interlocking safety devices that prevent operator exposure to the laser beam.

Controls

Departments should give careful consideration to the location of photocopiers in relation to employee work areas to prevent unnecessary stress from the heat or noise of the machine.

Photocopiers and laser printers should be sited in well-ventilated areas. High volume copiers should ideally be sited in a dedicated room.

Copiers and printers should not be positioned in corridors where they may cause an obstruction of an emergency exit route.

Persons who suffer from asthma, bronchitis, etc should avoid changing toner cartridges.

Vacuum rather than brush off any spilled toner, to avoid raising a dust cloud. The remainder should be removed using a damp cloth rinsed in cold water. Hot water should be avoided as it may cause the toner to partially melt and become sticky.

Operator exposure to visible light is minimal and is well below the permissible exposure level. Nevertheless, as an additional safety measure, keep the cover closed whilst copying. Should the cover have to remain partially open, e.g. to copy a book, look away from the light source.

Appendix 1.

Clinical Skills Laboratories

Health & Safety Rules for Students

Students are required to follow instructions of staff and comply with these laboratory rules when in the Clinical Skills Laboratories.

- Students are required to familiarise themselves with the Departmental Safety Code of Practice which is available in each laboratory and also available on the Department website <http://www.nm.ul.ie>
- Students must familiarize themselves with fire exits and ensure that they are not responsible for blocking an exit.
- Work in the Clinical Skills Laboratories is only permitted under appropriate supervision and at authorized times.
- Bags and coats should be stored in the location indicated by the faculty/staff member.
- Smoking, eating and drinking are prohibited while in the laboratory.
- Students should be well behaved whilst in the laboratory noting that boisterous behaviour during laboratory sessions is unacceptable.
- Unwarranted interference with laboratory safety equipment is strictly prohibited.
- Removal of equipment or medical supplies is not permitted.
- Students are required to report malfunctioning or broken equipment immediately to the faculty/staff member in charge.
- Students are required to report all incidences and accidents immediately to the faculty/staff member in charge.
- Waste materials should be disposed of in the appropriate receptacles i.e. household, clinical & sharps etc.
- User must clean all manikins and models after use and leave the laboratory clean and tidy.
- Foldaway chairs must be returned to storage trolley and stacked as indicated.

Appendix 2.
UNIVERSITY of LIMERICK
University Accident Report Form

- (i) Name of person involved in accident: _____
- (ii) Address: _____

Phone: _____
- (iii) Occupation: _____
- (iv) Employed at the University of Limerick: Yes: No:
Put an 'x' in the appropriate box
- (v) If an employee of the University please state Department: _____

- (vi) If no, please elaborate: _____

- (vii) Particulars of accident:

- (viii) Place: _____
- (ix) Time: _____ Date: _____
- (x) Witnesses: _____ Phone No.: _____
Address: _____
Witness: _____ Phone No.: _____
Address: _____
Record names, addresses and phone numbers of other witnesses overleaf
- (xi) When and to whom was the accident initially reported: _____

(xii) _____
Particulars of accident: circumstances under which it occurred: _____

use additional pages if necessary

(xiii) Details of injury:

Indicate type of injury (put an 'x' in one box only)

- | | |
|--|---|
| <input type="checkbox"/> Bruising, contusion | <input type="checkbox"/> Suffocation, asphyxiation |
| <input type="checkbox"/> Concussion | <input type="checkbox"/> Gassing |
| <input type="checkbox"/> Internal injuries | <input type="checkbox"/> Drowning |
| <input type="checkbox"/> Open wound | <input type="checkbox"/> Poisoning |
| <input type="checkbox"/> Abrasion, graze | <input type="checkbox"/> Infection |
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Burns, scalds and frostbite |
| <input type="checkbox"/> Open fracture (i.e. bone exposed) | <input type="checkbox"/> Effects of radiation |
| <input type="checkbox"/> Closed fracture | <input type="checkbox"/> Electrical injury |
| <input type="checkbox"/> Dislocation | <input type="checkbox"/> Injury not ascertained |
| <input type="checkbox"/> Sprain, torn ligaments | <input type="checkbox"/> Other, please
specify _____ |

(xiv) Indicate part of body most seriously injured (put an 'x' in one box only)

- | | |
|---|---|
| <input type="checkbox"/> Head, except eyes | <input type="checkbox"/> Fingers, one or more |
| <input type="checkbox"/> Eyes | <input type="checkbox"/> Hip joint, thigh, knee cap |
| <input type="checkbox"/> Neck | <input type="checkbox"/> Knee joint, lower leg, ankle |
| <input type="checkbox"/> Back, spine | <input type="checkbox"/> Foot |
| <input type="checkbox"/> Chest | <input type="checkbox"/> Toes, one or more |
| <input type="checkbox"/> Abdomen | <input type="checkbox"/> Extensive parts of the body |
| <input type="checkbox"/> Shoulder, upper arm, elbow | <input type="checkbox"/> Multiple injuries |
| <input type="checkbox"/> Lower arm, wrist, hand | <input type="checkbox"/> Other, Please
specify _____ |

(xv) Consequences of the accident

Fatal	<input type="checkbox"/>	Date of resumption of work if	Anticipated absence if not back
Non Fatal	<input type="checkbox"/>	back	4-7 days <input type="checkbox"/>
		Year Month Day	8-14 days <input type="checkbox"/>
		_____	More than 14 days <input type="checkbox"/>

(xvi) Treatment _____

(xvii) Doctors report and recommendation _____

(xviii) Steps taken to prevent reoccurrence of this type of accident: _____

Signature of person completing report: _____ Date: _____

Print name and job title: _____

Signature of Head of Department: _____ Date: _____

Print name: _____

(Copies of the completed University Accident Report are to be sent to the Safety Officer and the Buildings Department)

Appendix 3.
UNIVERSITY DANGEROUS OCCURRENCE FORM

1. Location where incident took place (room no. building or area): _____

2. Type of work being undertaken at the time of the incident: _____

3. Circumstances of the incident (description and cause): _____

4. Steps taken to prevent a reoccurrence of this type of incident: _____

Signature of person completing report: _____ Date: _____

Print name and job title: _____

Signature of Head of Department: _____ Date: _____

Print name _____

(Copies of the completed University Accident Report are to be sent to the Safety Officer and the Buildings Department)