

New West Sports Medicine Emergency Plan

This plan is designed to determine the appropriate response to various emergencies. We have tried to address the most likely emergency in this document knowing that there are an endless number of emergencies that could happen.

In the event of any emergency it is the responsibility of each employee to meet at the sign in the parking lot to determine who is missing including patients and employees.

In the event of any emergency employees should try to protect the patient from harm and help them evacuate as necessary and within the guidelines established.

FIRE

In the event of a fire the nurses are to escort the patient from the exam room to safety outside. Radiology is to escort patients from the x-ray rooms and MRI to safety outside. The front office and front desk are to escort the patients from the waiting area and front office area to safety outside. As rooms are emptied, the employee is expected to close the door into that room to curtail the spread of fire and to identify the room as emptied.

All employees and patients are to meet at the sign in the parking lot. Employees are to determine by count if all employees have been accounted for.

Employees and patients are not to return to the building until an all clear sign has been given by the authorities.

TORNADO

In the event of a tornado, employees are expected to evacuate areas that have windows and escort patients from the waiting area, x-ray and MRI rooms into the two patient care hallways and exam rooms. All doors are to be closed.

All employees and patients are to meet at the sign in the parking lot. Employees are to determine by count if all employees have been accounted for.

Employees and patients are not to return to the building until an all clear sign has been given by the authorities.

EARTHQUAKE

In the event of an earthquake Employees will escort patients to the doorways and under table for protection. At the end of the quake, employees will escort patients outside to the meeting place.

All employees and patients are to meet at the sign in the parking lot. Employees are to determine by count if all employees have been accounted for.

Employees and patients are not to return to the building until an all clear sign has been given by the authorities.

**New West Orthopedic and Sports Rehabilitation
Handling of Biohazard Waste**

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POLICY:

New West Orthopedic and Sports Rehabilitation promote practice that prevents transmission of infection and/or cross contamination in the handling of biohazard waste and sharps by adhering to the following practices.

PURPOSE:

This policy provides information so that biohazard waste and sharps are segregated, handled, labeled, transported, stored, and disposed of in a manner which protects human health, safety, and the environment, in accordance and compliance with relevant statutes, regulations and ordinances. It also assigns responsibility for said policy and educational support.

REQUIRED PHYSICAL PROPERTIES FOR ALL CONTAINERS.

- A. **RED BAGS/CLEAR BAGS WITH BIOHAZARD SYMBOL:** Bags used for Biohazard Wastes (except sharps) will be impermeable, tear resistant polyethylene or polyene plastic bags. All biohazard waste will be placed into containers marked with the Biohazard symbol and writing.
- B. **SHARP CONTAINERS:** Discarded sharps will be separated from all other waste. Sharps will be placed directly into leak resistant, rigid, puncture resistant containers.
 - 1. Single use containers used for storage of Biohazard waste shall be destroyed during the disposal process. Containers will be labeled appropriately. Ex: sharps containers.
 - 2. All sharps containers will be labeled with the Biohazard label.
 - 3. Sharps containers should not be filled above the designed “fill line” or, if a fill line is not indicated. Do not fill more than two thirds full.

SEGREGATION: Biohazard wastes will be segregated from non biohazard wastes at the point of origin by the following methods.

- A. Biohazard wastes (except sharps) will be placed in Biohazard labeled bag/container at the place or origin and tightly sealed. These containers are then transported to the designated area in or placed in rigid Biohazard labeled containers.

- B. Discarded sharps will be separated from all other biohazard waste. Used needles and syringes will be placed directly into sharp containers. Sharps containers are designated to be puncture and leak resistant.
- C. Biohazard waste will not be mixed with hazardous waste; if mixed the waste will be treated as hazardous.
- D. Any non-contaminated waste that is neither hazardous nor radioactive which is Mixed with biohazard waste will be merged as biohazard waste.

NON BIOHAZARD WASTE

All items that are not hazardous, radioactive or biohazard will be disposed of as regular trash, in clear bags and land filled. Unbroken glass is treated as regular trash. Confidential paper is shredded at point of origin and land filled.

TRANSERRING OF BIOHAZARD WASTE

- A. Containers of biohazard waste will remain intact until treatment or disposal. There will be no recycling efforts or intentional removal of waste from its Packaging prior to the waste being treated or disposed of.
- B. Containers of biohazard waste will be handled and transferred in a manner that does not impair the integrity of the packaging.
- C. Containers will be tightly sealed before transport.
- D. Containers of biohazard waste will not be compacted or subjected to mechanical stress which will compromise the integrity of the package during transfer.
- E. Upon waste pickup, the contracted waste management company will have a release of waste materials form signed and dated by a clinic employee. A copy of this form will be filed in the Safety Manual.
- F. Upon completion of its disposal, a copy of the manifest is then sent to the clinic, stating that the waste was properly classified, packed, marked, and labeled, and disposed of in accordance with all applicable State, Federal, and International laws and regulations. These records are also filed in the Safety Manual.
- G. If a spill or leakage of Biohazard waste has occurred, the area shall be cleaned of gross soil by physically cleaning according to Blood and Body Fluid Spill Clean up policy #05-07-03.
- H. All unsafe acts or conditions should be reported to a supervisor immediately

STORAGE

- A. Each clinic will have specific arrangement with the Biohazard waste removal Company for the scheduled pick up of waste.
- B. All areas used to store biohazard waste shall:
 - 1. Be constructed for easy cleaning, impervious to liquids.
 - 2. Display a biohazard waste symbol prominently upon entry.
 - 3. Be free of insects and vermin.
 - 4. Be accessible only to authorized personnel.

5. Be located away from pedestrian and vehicular traffic.
6. Be secure against vandalism.

ORIENTATION AND TRAINING

New West Orthopedic and Sports Rehabilitation supports an ongoing program of new employee safety organization and training and annual refreshers thereafter. Employee knowledge is assessed during hazard surveillance and safety inspections and during annual education day. Each department/area is responsible for insuring that its personnel are adequately trained and capable of carrying out their work with hazardous materials in a manner which minimizes their exposure and the exposure of coworkers, patients and visitors.

