

HLAC 5.6.

## **SUMMARY OF TRAINING PROGRAMS**

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### **BLOODBORNE PATHOGEN**

The film “Workplace Bloodborne Pathogens” by National Safety Compliance is shown. This training film covers the following topics:

- Contents of the OSHA standard
- Epidemiology & symptoms of Bloodborne diseases
- Modes by which Bloodborne diseases are transmitted
- The Exposure Control Plan
- Personal hygiene and proper hand washing technique
- Personal Protective Equipment
- Practices to minimize risk of exposure and engineering controls
- Signs, labels & containers
- Use of Universal Precautions – all linen treated as contaminated regardless of color of linen bag.
- Emergency Procedures
- Follow-up Procedures, business health
- Hepatitis B vaccine program
- What to do if there is a needled stick or other exposure

The company’s exposure control plan is distributed and discussed, any questions are addressed by the trainer, and a quiz is given to the employees to insure understanding.

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### **GENERAL SAFETY TRAINING**

An extensive review was made for each area of the plant analyzing all accidents and near misses. Where feasible, engineering controls have been put in place. In cases where changes could not be made, a list of topics to review with employees was developed. Our trainer takes each new employee through the plant and points out areas of concern and the safety rules applicable to them. This information is reviewed with all employees annually at the General Safety Training Inservice.

A checklist has been developed to insure all areas are covered. Included in these checklists are the following:

#### General Safety:

- How to report an accident or malfunctioning piece of equipment
- How to report a near miss
- Location of SDS (MSDS) sheets
- Emergency Plans including Fire and Severe Weather
- Safety Rules Sheet

#### Soiled Area:

- Soiled Sling Pathway
- Soiled Sling Lift
- Chemical Room Restrictions
- Proper Method of Sorting Linen (keep away from face, coworkers, etc)
- Location of Sharps Containers
- Location of PPE
- Hand Wash Station
- Stabilizer Plungers and Switches
- Cart Shelves
- Fire Alarms, Aisles, Exits
- Handling of regulated medical waste – blood and OPIM

#### Washroom:

- Dryer Shuttle Cages
- Operation of Hoist
- Proper Loading of Slings
- Weight Limits
- Strapping Bag onto Hook
- Chemical Hazards
- Emergency Stop Buttons
- Equipment Guards
- Fire Alarms, Aisles, Exits

#### Finish Side:

- Proper Movement of Carts
- Fire Alarms, Aisles, Exits
- Emergency Stops
- Ironer Safety
- Jam Removal – make sure equipment is turned off

- Conveyor Pinch Points
- How to Drop Linen
- Wet Floor Areas

Understanding is verified by direct observation. The trainer, supervisor and plant manager regularly observe the work practices of each employee to insure understanding and compliance with this material.

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### **Back Safety**

The training video “Back Safety” by National Safety Compliance is shown.

This training film covers the following topics:

- Structure of the back
- Common back problems
- Proper lifting techniques
- Proper posture
- Maintaining a healthy back

The trainer is available to address questions.

Understanding is verified by direct observation. The trainer, supervisor and plant manager regularly observe the work practices of each employee to insure understanding and compliance with this material.

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### **Hazard Communication**

The training video HazCom: KHAZ by the Training Network is shown.

This training film covers the following topics:

- Identifying chemicals; reading chemical labels
- MSDS, including the 16-part ANSI MSDS
- Proper storage of chemicals; emergency procedures

The trainer covers the location of our MSDS sheets and is available to answer questions.

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### **Sexual Harassment**

The film “Preventing Sexual Harassment” by the Training Network is shown.

This training video covers the following topics:

- What constitutes sexual harassment
- Behaviors to avoid
- Recognizing victims and harassers
- How to handle a sexual harassment incident
- Reporting sexual harassment to management

A trainer is present to address any questions and a quiz is given to check for understanding.

### **Grading System: Linen Quality Standards**

All employees who handle finished linen receive training on Linen Quality Standards when hired. This information is reviewed annually.

A copy of the linen standards is distributed and the information is covered by the trainer.

Topics include:

- When is a stain acceptable and not acceptable
- How large can a hole be
- Linen must be free of foreign objects
- Linen must be fresh smelling and never damp
- Linen standards for specific items are also covered

Examples of these standards are demonstrated and are later available to be viewed on the main bulletin board.

Understanding and compliance are verified by the Customer Service Manager who regularly checks finished items to insure they meet these standards.

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### **Separation of clean and soiled: Infection Control**

All employees who work in the plant are trained in traffic flow patterns when they are hired and the information is reviewed annually.

A copy of the policy is distributed. The trainer goes over the material and is available to address questions.

Topics covered include:

- The need to keep soiled linen separate from clean

- Separate soiled and finish side docks
- The need to send any carts on the soiled side through the cart washer to get them to the finish side
- The need to remove PPE and wash hands if working on the soiled side prior to entering the clean side
- Proper Hand Washing technique
- Visitors to the plant must enter through the lobby

Understanding is verified by direct observation. The trainer, supervisor and plant manager regularly observe the work practices of each employee to insure understanding and compliance with this material.

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In addition to the above, Maintenance employees receive further training as follows:

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### **Chemical Spill Safety Training**

Topics covered include:

- Hazards of chemical spills
- How to control chemical spills
- How to clean up chemical spills
- Protective clothing
- Reporting spills to proper authorities

A DVD is shown and a trainer is present. Understanding is verified by a written test.

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### **Lock Out Tag Out**

Topics covered include:

- Stored energy
- Appropriate locking devices
- Energy control devices
- Communication between shifts

A DVD is shown and a trainer is present. Understanding is verified by a written test.

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## **Confined Space**

Topics include:

- What is a confined space
- Hazards of confined spaces
- Hot work permits
- Proper procedures

A DVD is shown and a trainer is present. Understanding is verified by a written test.

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In addition to the training provided to all employees, drivers receive additional training in

## **Master Driving Techniques**

Topics include:

- Defensive driving
- Use of right hand mirror
- Off tracking
- Unmarked underpasses

A DVD is shown and a trainer is present. Understanding is verified by a written test.

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