

CONTENTS

| | |
|---|------------|
| ABOUT THIS MANUAL..... | XI |
| GLOSSARY..... | XIV |
| MODULE 1: | |
| Developing an Occupational Health and Safety Management System for Health Care Facilities..... | 1 |
| MODULE 2: | |
| Basic Concepts of Occupational Health and Safety Management..... | 5 |
| 2.1 Management’s Commitment..... | 7 |
| 2.2 Occupational Health and Safety Policy for the Health Services..... | 8 |
| 2.3 Occupational Health and Safety Unit (OHSU)..... | 10 |
| 2.4 Health and Safety Committee..... | 12 |
| 2.5 Additional Administrative Responsibilities Related to the Occupational Health and Safety Unit (OHSU)..... | 15 |
| 2.5.1 Purchasing Control..... | 16 |
| 2.5.2 Managing Employees Hired Under Contract..... | 16 |
| 2.5.3 Registries and Reporting of Accidents and Severe Harm to Health..... | 18 |
| 2.5.4 Treatment of Injuries and Rehabilitation..... | 18 |
| 2.5.5 Registries and Statistics..... | 20 |
| 2.6 Procedures for Managing Occupational Health and Safety..... | 21 |
| 2.6.1 First Steps..... | 21 |
| 2.6.2 Continued Improvement..... | 23 |
| 2.7 Occupational Health and Safety Strategies..... | 28 |
| 2.7.1 Prevention of Injuries and Illnesses..... | 29 |
| 2.7.2 Health Promotion..... | 34 |
| 2.7.3 Health Care, Rehabilitation and Reintegration to Work.. | 37 |
| MODULE 3: | |
| Hazards, Their Potential Effects, and Their Controls..... | 41 |
| 3.1 Biological and Infectious Hazards..... | 43 |
| 3.2 Environmental Hazards..... | 52 |
| 3.2.1. Water Supply for Health Care Establishments..... | 53 |
| 3.2.2. Air Quality Problems..... | 53 |
| 3.3 Hazardous Solid Waste..... | 55 |
| 3.4 Physical Hazards..... | 57 |
| 3.4.1 Noise..... | 58 |
| 3.4.2 Vibration..... | 60 |
| 3.4.3 Radiation..... | 61 |
| 3.4.3.1. Non-ionizing Radiation..... | 61 |

IV

| | |
|---|------------|
| 3.4.3.2. Ionizing Radiation..... | 64 |
| 3.4.4 Electricity..... | 68 |
| 3.5 Chemical Hazards..... | 69 |
| 3.5.1 Anesthetic Gases and Wastes..... | 71 |
| 3.5.2 Chemotherapeutic Agents..... | 72 |
| 3.5.3 Sterilizing Agents..... | 73 |
| 3.5.4 Chemical Products for Processing of X-ray Films..... | 75 |
| 3.5.5 Inorganic Mercury..... | 75 |
| 3.5.6 Latex Sensitivity..... | 76 |
| 3.6 Laboratory Safety..... | 78 |
| 3.7 Ergonomic Hazards..... | 79 |
| 3.7.1 Handling of Loads..... | 79 |
| 3.7.2 Treatment of Injuries from Load Handling..... | 81 |
| 3.7.3. Occupational Overuse Syndrome (OOS)..... | 82 |
| 3.8 Mechanical Hazards..... | 84 |
| 3.8.1 Preventing Slips, Trips and Falls..... | 84 |
| 3.8.2 Vehicle Safety..... | 85 |
| 3.8.3 Vehicle Loading..... | 86 |
| 3.9 Violence in the Workplace..... | 87 |
| 3.9.1 Psychological Abuse (Harassment, Bullying, Mobbing)..... | 90 |
| 3.9.2 Abuse and Aggression in the Workplace..... | 90 |
| 3.10 Psychosocial Hazards..... | 97 |
| 3.10.1 Stress and Fatigue..... | 97 |
| 3.10.2 Effort, Reward, Demands, Control..... | 98 |
| 3.10.3 Shift Work..... | 100 |
| 3.10.4 Substance Abuse..... | 101 |
| 3.10.5 Recommendations..... | 102 |
| MODULE 4: | 103 |
| General Conditions and Safety of the Establishments..... | |
| 4.1 Wardrobe Accommodations..... | 104 |
| 4.2 Air Conditioning Systems..... | 105 |
| 4.3 Atmospheric Conditions in the Workplace..... | 106 |
| 4.4 Common and Recreational Facilities..... | 107 |
| 4.5 Drinking Water..... | 108 |
| 4.6 Seating..... | 109 |
| 4.7 Rest Facilities..... | 110 |
| 4.8 First Aid..... | 110 |
| 4.9 Lighting..... | 111 |
| 4.10 Installation Maintenance..... | 113 |
| 4.11 Meals in the Workplace..... | 113 |
| 4.12 General Ventilation in the Workplace..... | 114 |
| 4.13 Removal of Vapors, Fumes, Dusts and Other Contaminants..... | 115 |
| 4.14 Washrooms and Bathrooms..... | 117 |
| 4.15 Hand Washing Installations..... | 119 |
| 4.16 Containers for the Safe Disposal of Used Needles and Syringes..... | 119 |

| | |
|--|------------|
| 4.17 Washing Installations..... | 119 |
| 4.18 Floor Drainage..... | 120 |
| 4.19 Fire Precautions..... | 120 |
| 4.20 Safe Entry and Exit..... | 121 |
| 4.21 Hallway Signs, Color Coding and Signaling..... | 123 |
| 4.22 Restricting Employment of Young Persons..... | 124 |
| 4.23 Protective Clothing and Equipment..... | 124 |
| 4.24 Responsibilities of Designers, Manufacturers, Suppliers and Sellers of Health Installations and Equipment..... | 127 |
| 4.25 Responsibilities of Designers, Manufacturers, Suppliers and Sellers of Protective Clothing and Equipment..... | 127 |
| Tools for Worker's Health and Safety..... | 129 |
| Tool 1: Example: Institutional Policy of Occupational Health and Safety..... | 133 |
| Tool 2: ILO Convention 161 (C161 Occupational Health Services Convention, 1985)..... | 135 |
| Tool 3: ILO Recommendation 171 (R171 Occupational Health Services Recommendation, 1985)..... | 142 |
| Tool 4: Checklist: How to Set Up an Occupational Health and Safety Committee... | 153 |
| Tool 5: Example: Terms of Reference for an Occupational Health and Safety Committee..... | 154 |
| Tool 6: Orientation Guide for the Occupational Health and Safety Committee Members..... | 157 |
| Tool 7: Checklist for Assessing the Operational Level of an Occupational Health and Safety Committee..... | 158 |
| Tool 8: Checklist of Administrative Procedures of a Functioning Occupational Health and Safety Committee..... | 162 |
| Tool 9: Checklist of Existing Occupational Health and Safety Mechanisms..... | 163 |
| Tool 10: Checklist of Health and Safety Hazards by Location..... | 168 |
| Tool 11: Checklist: General Hygiene and Safety Conditions..... | 172 |
| Tool 12: Checklist of Health Hazards for Workers in the Area of Patient Care..... | 180 |
| Tool 13: Hazard Map..... | 185 |
| Tool 14: Hazard Assessment Worksheet..... | 189 |
| Tool 15: Recommended Task-specific Personal Protective Equipment..... | 191 |
| Tool 16: Occupational Medical Record..... | 193 |
| Tool 17: Infection Control Practices in the Application of Injections..... | 198 |
| Tool 18: EPINET Notification Form for Cuts and Injuries from Needles..... | 201 |
| Tool 19: Health and Lifestyle Questionnaire..... | 204 |
| Tool 20: Statistical Analysis of Occupational Illness and Injury Data..... | 207 |
| Tool 21: Sample Statistical Summary of Occupational Accidents and Illnesses..... | 212 |
| REFERENCES..... | 213 |
| ANALYTICAL INDEX..... | 215 |