



# Volunteers

## At Conway Medical Center



### Safety Data Sheets

Safety Data Sheet (SDS) contain written information about chemicals used at Conway Medical Center. Information about any chemical can be found by calling Fax-On-Demand at 1-800-451-8346. You must give them the Product Name and Number. Also inform them of the number of the nearest fax machine so that the information can be faxed to you.

### Emergency Codes

**Volunteers primary responsibility during a disaster is to protect themselves.**

#### TO REPORT AN EMERGENCY Call 5555

Identify Type of Event + Location. Follow procedures for each Code & Alert.

#### EMERGENCY CODES

Code Blue	Medical Emergency
Code Orange	Bomb Threat*
Code White	Missing Psych Patient

#### FACILITY ALERTS

- Fire
- Tornado
- Mass Casualty\*
- Contamination \*
- Technology Interruption

#### SECURITY ALERTS

- Bomb Threat
- Active Shooter \*
- Armed Subject Controlled Access \*
- Security Assistance
- Missing Adult/Child/Infant
- Missing Psychiatric Patient

\* Activates Incident Command

## Wheel Chair Safety

- Push slow and keep to the right.
- Maintain awareness & proximity to walls/doorways to avoid hand pinch points
- Exercise caution, especially at intersections, use the overhead mirrors to view around corners
- Back into elevators & down ramps.
- Avoid short, abrupt stops.
- Think “Brakes On” when getting the patient in and out of the wheel chair
- Back thru doorways, use the auto doorway openers when available, most door actuator have a time delay
- Clean wheelchairs after each use using hospital provided disinfectant wipes, to kill germs.



## Security

*Security Officers can be reached at 234-7555 -- 24 hours a day, seven days a week.*

- Volunteers must wear ID badges at all times while volunteering.
- Maintain personal valuables under lock and key – key – best of all; do not bring valuables with you when you volunteer.
- Immediately report any incidents to security x 7555.

## Universal Precautions

Universal Precautions means that all employees and volunteers treat patients as if they are infected. Therefore WASH your hands before and after each patient contact.

## Recommended Practices for Volunteers

- Wash your hands!
- Utilize hospital approved hand sanitizer when washing your hands is not feasible
- Volunteers should not enter isolation rooms
- Volunteers should not transport blood or body fluid specimens if not properly educated to do so nor clean up such spills
- Nicotine use is not allowed in any of the facilities or on any campus of Conway Medical Center or Conway Medical Center entities
- Comply with annual safety training including any annual health requirements as directed by Employee Health standards.
- Report TB exposures or signs & symptoms of exposure to your supervisor x5486 then report to the employee health nurse x8061
- For any spill, ask someone to remain with the spill to keep anyone from slipping.
- Obtain yellow pads from the nearest “spill station” and place them over the spill.
- Wipe the spill with your foot and push it to the side of the corridor.
- Place Pop-up Safety Cone @ Spill & Notify Housekeeping for large spills.
- Report any unsafe conditions to your supervisor x5486 or the safety director 8878.

## Reporting Accidents

- Conway Medical Center urges any volunteer who is injured while volunteering to immediately report the injury to the director of volunteers x5486 or the employee health nurse x8061. Prompt reporting of an accident ensures that you get quick medical care.
- A Supervisors Report of Employee Occurrence (SREO) must be completed on the day of the occurrence. The SREO can be found on the CMC intranet and must be submitted electronically by a staff member. To help prevent future accidents work with your supervisor to complete an accident investigation to be included in the SREO.
- Accidents with injury to patients and visitors should be immediately reported to the supervisor and will then be reported to the hospital's Risk Manager. A SHARE report can be found on the CMC intranet and must be submitted electronically by a staff member.
- Report accidents to your supervisor



## Fire Safety—Code

- Should a Code **FACILITY ALERT FIRE** be announced:
- Leave immediately via the closest safe exit
- If you spot a fire – if possible; report it immediately
- Do not re-enter until a **FACILITY ALERT FIRE ALL CLEAR** is announced
- Do not use elevators
- Do not assist in patient evacuation
- All volunteers should immediately report to their designated rally point outside the building for a head count to ensure everyone is safe. The rally site for volunteers is: Out the main hospital entrance to the front parking lot to the left closest to Singleton Ridge Road.

## Electrical Safety

- Report Unsafe electrical conditions to your supervisor and to Maintenance x8116
- Inspect all electrical cords for damage or cracks before each use
- Use only electrical appliances that have three wire grounded plugs.
- A slight burning smell or a cord that is hot to touch is a key indicator of defective equipment. Take out of use immediately.
- Remember water and electricity do not mix.

## Proper Lifting

Ask Hospital Staff to help you. Do not lift patients. Know your limits and don't exceed them; get assistance.

Update 5/1/2021