



KETTERING HEALTH NETWORKSM - **Tipp City**

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**Kettering Sports Medicine
Center**

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**Kettering Sports Medicine at
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**Kettering Sports Medicine at
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**Kettering Sports Medicine at
Tipp City**

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Franklin Physical Therapy

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**Neuro Wellness Program at
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Center**

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**Kettering Sports Medicine
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This document is an informational tool regarding the safety and basic guidelines that all employees must follow while employed at Kettering Sports Medicine. Within its contents are the answers to the basic safety test for you facility.

KMC's mission is to improve the quality of lives of the people in the communities we serve.

All information needed to operate effectively in emergencies/disasters can be found on the Intranet. Our emergency preparedness manual includes but is not limited to plans for fire bomb threat and tornado emergencies. In the event of a fire, follow the R. A. C. E. acronym, REMOVE, ALARM, CONTAIN, EXTINGUISH. To use a fire extinguisher, follow P.A.S.S. actions, PULL, AIM, SQUEEZE, and SWEEP. The facility evacuation plan is located in the emergency preparedness manual in the physical therapy office. Our fire extinguishers are located in the reception area by the copier and by the door in the back hallway, by the x-ray area, by the exit door in the physician area.

The spill kit is located in the cabinet under computer in gym. The proper infectious waste spill clean-up procedure includes; referring to the MSDS located on the intranet for proper protective equipment and clean-up method, notify your supervisor should contact occur; and complete a spill report. All of the following are infectious waste materials that should be disposed of properly in the red bags: any amount of blood or other body fluid in containers, catheters or tubes with fluid blood or blood products not discarded or flushed (i.e., blood sets, suction canisters, drainage sets); contaminated peri-operative trash and peri-procedural trash; and any disposable item with the universal biohazard symbol on it excluding all sharps. Methods to prevent cross-contamination in the patient contact/treatment areas include: cleaning the equipment with hospital approved disinfectant, covering the mats and pillows with clean sheets/towels for each patient, and proper hand washing for all employees. For proper hand washing, wet hands, apply soap, rub/scrub for 15 seconds and rinse; dry hands with a paper towel and use the paper towel to turn off the faucet.

Patient identifiers used by KMC are name and one of the following: date of birth, and name. When an occurrence report is required to be filled out, the correct procedure is found on the intranet under S.A.F.E. Midas + RDE. If you find a piece of equipment in the department that is not working properly, you should: take it out of service immediately and notify your supervisor so appropriate repairs can be done.

Please sign and date below to verify that you have read and understand the above contents:

NAME: _____ **DATE:** _____