

2.17 OR-OSHA

Oregon OSHA (OR-OSHA) Fatality and Serious Injury/ Illness Reporting Requirements

Serious injury/illness is defined as an amputation or avulsion that results in bone loss, loss of an eye, or inpatient hospitalization.

Catastrophe is defined as two or more employees that are fatally injured, or three or more employees that are admitted to a hospital or clinic because of the same incident.

Within 8 hours:

All work-related fatalities and catastrophes must be reported to OR- OSHA

Within 24 hours:

All serious injury/illnesses must be reported to OR- OSHA



2.18 HIOSH

Hawaii OSHA (HIOSH) Fatality and Serious Injury/Illness Reporting Requirements

Serious injury/illness is defined as amputation, loss of an eye, inpatient hospitalization or property damage greater than \$25,000.

Within 8 hours:

All work-related fatalities must be reported to HIOSH.

Within 24 hours:

All serious injury/illnesses must be reported to HIOSH.



2.19 VIOSH

Virginia OSHA (VOSH) Fatality and Serious Injury/Illness Reporting Requirements

Serious injury/illness is defined as an amputation, loss of an eye, or inpatient hospitalization.

Within 8 hours:

All work-related fatalities must be reported to VOSH.

Within 24 hours:

All serious injury/illnesses must be reported to VOSH.



2.20 MOSH

Maryland OSHA (MOSH) Fatality and Serious Injury/Illness Reporting Requirements

MOSH defines serious injury/illness as amputation, loss of an eye, or inpatient hospitalization.

Within 8 hours:

All work-related fatalities must be reported to MOSH.

Within 24 hours:

All serious injury/illnesses must be reported to MOSH.



2.21 VIOSH What is your role in Reporting an Injury or Illness?

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.



Employee



Manager/Supervisor



EH&S / WPS

Employee (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Employee (or designee if unable to report it themselves) are responsible for immediately informing their manager/supervisor of the event.

Do not report directly to VOSH.



Employee

Manager/Supervisor

EH&S / WPS

Mgr / Supvr (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Managers and supervisors are responsible for immediately contacting their Environmental Health and Safety (EH&S) / Workplace Safety (WPS) department of all work-related fatalities or serious injury/illnesses.

If uncertain of the occupational cause of the fatality or serious injury/illness, contact EH&S or WPS.

Do not report directly to VOSH.



Employee

Manager/Supervisor

EH&S / WPS

EH&S / WPS (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

EH&S / WPS department is required to report all work-related fatalities and serious injury/illnesses to VOSH within the regulatory required timeframe.

- If uncertain of the occupational cause of the fatality or serious injury/illness, report the fatality or serious injury/illness to VOSH.
- In addition, they are required to document their contact with VOSH regarding a workplace fatality or serious injury/illness.
- Documentation must be recorded and maintained in such a manner to protect the confidentiality of the injured or deceased employee



Employee

Manager/Supervisor

EH&S / WPS

2.22 FED - OSHA What is your role in Reporting an Injury or Illness?

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.



Employee



Manager/Supervisor



EH&S / WPS

Employee (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Employees (or designee if unable to report it themselves) are responsible for immediately informing their manager/supervisor of the event.

Do not report directly to OSHA.



Employee

Manager/Supervisor

EH&S / WPS

Mgr / Supvr (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Managers and supervisors are responsible for immediately contacting their Environmental Health and Safety (EH&S) / Workplace Safety (WPS) department of all work-related fatalities or serious injury/illnesses.

If uncertain of the occupational cause of the fatality or serious injury/illness, contact EH&S or WPS.

Do not report directly to OSHA.



Employee

Manager/Supervisor

EH&S / WPS

EH&S / WPS (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

EH&S / WPS department is required to report all work-related fatalities and serious injury/illnesses to OSHA within the regulatory required timeframe.

- If uncertain of the occupational cause of the fatality or serious injury/illness, report the fatality or serious injury/illness to OSHA.
- In addition, they are required to document their contact with OSHA regarding a workplace fatality or serious injury/illness.
- Documentation must be recorded and maintained in such a manner to protect the confidentiality of the injured or deceased employee.



Employee

Manager/Supervisor

EH&S / WPS

2.23 MIOSH What is your role in Reporting an Injury or Illness?

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.



Employee



Manager/Supervisor



EH&S / WPS

Employee (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Employees (or designee if unable to report it themselves) are responsible for immediately informing their manager/supervisor of the event.

Do not report directly to MOSH.



Employee

Manager/Supervisor

EH&S / WPS

Mgr / Supvr (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Managers and supervisors are responsible for immediately contacting their Environmental Health and Safety (EH&S) or Workplace Safety (WPS) department of all work-related fatalities or serious injury/illnesses.

If uncertain of the occupational cause of the fatality or serious injury/illness, contact EH&S or WPS.

Do not report directly to MOSH.



Employee

Manager/Supervisor

EH&S / WPS

EH&S / WPS (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

EH&S / WPS department is required to report all work-related fatalities and serious injury/illnesses to MOSH within the regulatory required timeframe.

- If uncertain of the occupational cause of the fatality or serious injury/illness, report the fatality or serious injury/illness to MOSH.
- In addition, they are required to document their contact with MOSH regarding a workplace fatality or serious injury/illness.
- Documentation must be recorded and maintained in such a manner to protect the confidentiality of the injured or deceased employee.



Employee

Manager/Supervisor

EH&S / WPS

2.24 FED -OSHA

OSHA Fatality and Serious Injury/ Illness Reporting Requirements

Serious injury/illness is defined as amputation, loss of an eye, or inpatient hospitalization.

Within 8 hours:

All work-related fatalities must be reported to OSHA.

Within 24 hours:

All serious injury/illnesses must be reported to OSHA.



2.25 GA - OSHA What is your role in Reporting an Injury or Illness?

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.



Employee



Manager/Supervisor



EH&S

Employee (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Employees (or designee if unable to report it themselves) are responsible for immediately informing their manager/supervisor of the event.

Do not report directly to OSHA.



Employee

Manager/Supervisor

EH&S

Mgr / Supvr (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Managers and supervisors are responsible for immediately contacting their Environmental Health and Safety (EH&S) department of all work-related fatalities or serious injury/illnesses.

If uncertain of the occupational cause of the fatality or serious injury/illness, contact EH&S or WPS.

Do not report directly to OSHA.



Employee

Manager/Supervisor

EH&S

EH&S / WPS (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

EH&S Department is required to report all work-related fatalities and serious injury/illnesses to OSHA within the regulatory required timeframe.

- If uncertain of the occupational cause of the fatality or serious injury/illness, report the fatality or serious injury/illness to OSHA.
- In addition, they are required to document their contact with OSHA regarding a workplace fatality or serious injury/illness.
- Documentation must be recorded and maintained in such a manner to protect the confidentiality of the injured or deceased employee.



Employee

Manager/Supervisor

EH&S

2.26 GA - OSHA

OSHA Fatality and Serious Injury/Illness Reporting Requirements

Serious injury/illness is defined as amputation, loss of an eye, or inpatient hospitalization.

Within 8 hours:

All work-related fatalities must be reported to OSHA.

Within 24 hours:

All serious injury/illnesses must be reported to OSHA.



3. Ergonomic

3.1 Strain Injuries

Ergonomics

Strain Injuries

Strains are injuries to muscles and/or the tendons that connect muscles to bones. These injuries account for the greatest number of employee injuries in a health care setting. All strain injuries are preventable.

Causes of Strain Injuries include:

- Excessive reaching to use a computer mouse
- Unsafe lifting of materials
- Incorrect moving of cart by pulling it
- Manually moving patient



11 of 30. | You've completed 0% of the lesson.

3.2 Common Causes of General Pain from Lifting

Common causes of strain and ways to prevent it include:

Click on each button.

Incorrect Reaching

To get objects from a high shelf, use a sturdy stool or ladder. Keep your shoulders, hips and feet facing the object and avoid twisting to reach things to the side.

Incorrect Lifting

To properly lift an item such as a box, stand directly in front of the item and lift with your legs. Don't lift if you are bending or twisting at the waist.

Load too Heavy

Before lifting, test the weight of the object by tipping one corner. If it's too heavy then get help or use a material handling device.

12 of 30. | You've completed 0% of the lesson.

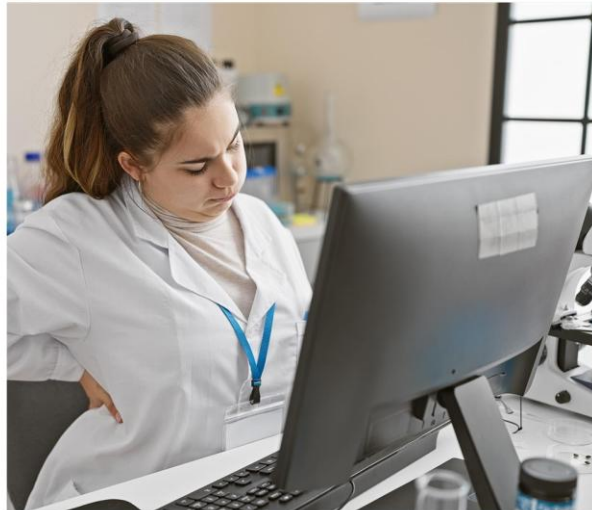
3.3 Ergonomic Risk Factors and Symptoms

Ergonomic Risk Factors and Symptoms

ERGONOMICS is the science of designing work environments and technology to fit the employee rather than requiring the employee to adapt to the environment and technology.

Ergonomic Risk Factors include:

- Repetition
- Extended Duration
- Excessive Force
- Awkward Postures
- Poor Environment
- Individual Factors



13 of 30. | You've completed 0% of the lesson.

3.4 Risk Factors cont'd

Ergonomic Risk Factors and Symptoms cont'd

Musculoskeletal Disorders (MSDs), such as strains, can occur when you, your task and the environment don't fit.

Symptoms include:

- Decreased range of motion in joints; decreased strength in extremity performance
- Swelling of joints, extremities, or digits
- Numbness or tingling in extremities or digits
- Pain



14 of 30. | You've completed 0% of the lesson.

3.5 The KP Ergonomics Program

The KP Ergonomics Program

The goal of the Ergonomics Program is to reduce work-related Musculoskeletal Disorders (MSDs).

The Comprehensive Ergonomics Standard and Ergonomics Program Guidance Document are tools developed by KP detailing the elements of the ergonomic program.



IMPORTANT: If you cannot adjust your work area so that it is comfortable for you, or if you are experiencing pain, it is important that you notify your supervisor to request an ergonomic evaluation.

15 of 30. | You've completed 0% of the lesson.

3.6 Ergonomics Program cont'd

The KP Ergonomics Program

The following is some of the support available to help set up your work area and minimize your risk to MSDs:

- VelocityEHS Office Ergonomics training and self-assessment tool for customized instructions
- StretchBreak Pro software tool to guide you through microbreaks during your day
- ErgoINFO interactive website to help with your set-up
- Instructional videos to learn how to lift and handle material safely
- Standard equipment and furniture that meet specific ergonomic design criteria
- More information on these and other ergonomic resources can be found on the National Workplace Safety Ergonomics page and from the [Resources](#) menu of this course.



16 of 30. | You've completed 0% of the lesson.

4. Security

4.1 Security

Security

As employees, there are many things you can do to help maintain a high level of security for ourselves and our patients and members.

Basic Security Tips for Personal Safety:

- Be alert at all times
- Use common sense
- Follow designated practices and procedures
- Report any suspicious behavior to authorities
- Call **Security** or authorities according to your facility's policy, if you need assistance



17 of 30. | You've completed 0% of the lesson.

4.2 Your Responsibilities

Your Responsibilities

There are things you can do as a Kaiser Permanente employee/physician to increase security:

Click on each button.

Wear Badges

KP Identification badges must be clearly visible (above the waist on the outermost garment) and worn at all times while at work.

Secure Property

Secure your personal property by locking your items in your desk, locker or file cabinet when you leave your immediate work area. Do not leave your items visible.

Prevent Access

Do not share your computer password, keys or access badges with another employee. This may lead to disciplinary action or termination.



18 of 30. | You've completed 0% of the lesson.

4.3 Kaiser Permanente's Zero Tolerance Policy of Threatening Behavior

Kaiser Permanente's Zero Tolerance Policy of Threatening Behavior

Kaiser Permanente has a policy of zero tolerance with regard to violent or threatening behavior. This applies to all Kaiser Permanente employees, visitors and members.

Threats, harassment, intimidation, assault, battery and disturbances are all examples of behavior that is unacceptable. All Kaiser Permanente **employees** have a **duty** to **report all incidents of violent behavior**.

Threatening behavior should be immediately reported to Security Services along with a request for assistance regardless of the threat source.



19 of 30. | You've completed 0% of the lesson.

4.4 Kaiser Permanente's Zero Tolerance Policy of Threatening Behavior

Kaiser Permanente's Zero Tolerance Policy of Threatening Behavior

Watch for verbal signs to identify threats of violence:

- Angry or threatening tone of voice
- Shouting, screaming, cursing
- Making threats or sexual comments
- Challenging rules or authority
- Making unreasonable demands
- Expressing irrational thinking
- Talking about weapons



20 of 30. | You've completed 0% of the lesson.

5. Personal Protective Equipment (PPE)

5.1 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE)



Personal Protective Equipment (PPE) is necessary when hazards cannot be eliminated through engineering or administrative controls.

PPE is used to protect various parts of the body from biological, chemical and physical hazards.

The type of PPE you need to wear depends on the task/procedure you are doing.

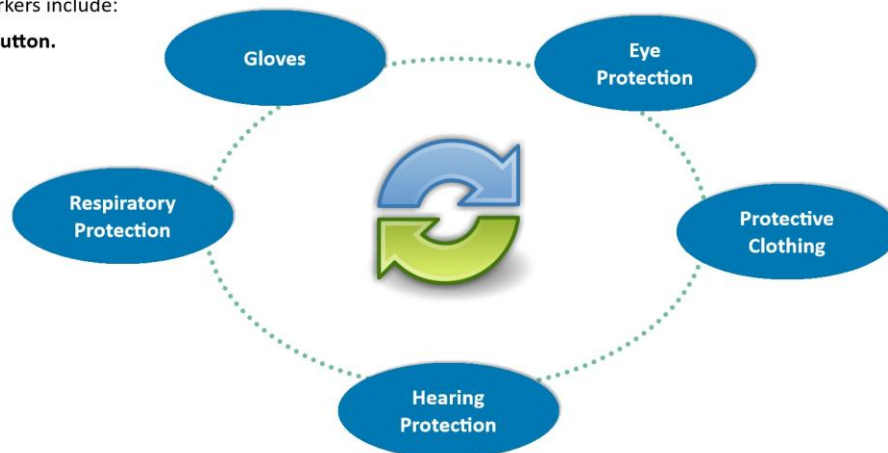
21 of 30. | You've completed 0% of the lesson.

5.2 Types of (PPE)

Types of (PPE)

Examples of PPE commonly used by health care workers include:

Click on each button.



22 of 30. | You've completed 0% of the lesson.

Glove Layer (Slide Layer)

Types of (PPE)

Examples of PPE commonly used by health care workers include:

The diagram illustrates four types of PPE arranged in a circle, connected by a dotted line. A central icon shows a blue arrow curving upwards and a green arrow curving downwards, forming a circular refresh symbol. The types of PPE are:

- Respiratory Protection**: Accompanied by an image of blue nitrile gloves.
- Eye Protection**: Accompanied by an image of yellow safety glasses.
- Protective Clothing**
- Hearing Protection**

A text box for Respiratory Protection states: "Gloves provide a protective barrier for your hands. Examples are nitrile, cut resistant, and thermal gloves."

22 of 30. | You've completed 0% of the lesson.

Respiratory Protection Layer (Slide Layer)

Types of (PPE)

Examples of PPE commonly used by health care workers include:

The diagram illustrates four types of PPE arranged in a circle, connected by a dotted line. A central icon shows a blue arrow curving upwards and a green arrow curving downwards, forming a circular refresh symbol. The types of PPE are:

- Gloves**: Accompanied by an image of a white N95 respirator mask.
- Eye Protection**
- Protective Clothing**
- Hearing Protection**

A text box for Gloves states: "Respirators may be required when there is an airborne hazard. Examples include N95 particulate respirators and PAPRs (Powered Air Purifying Respirators)."

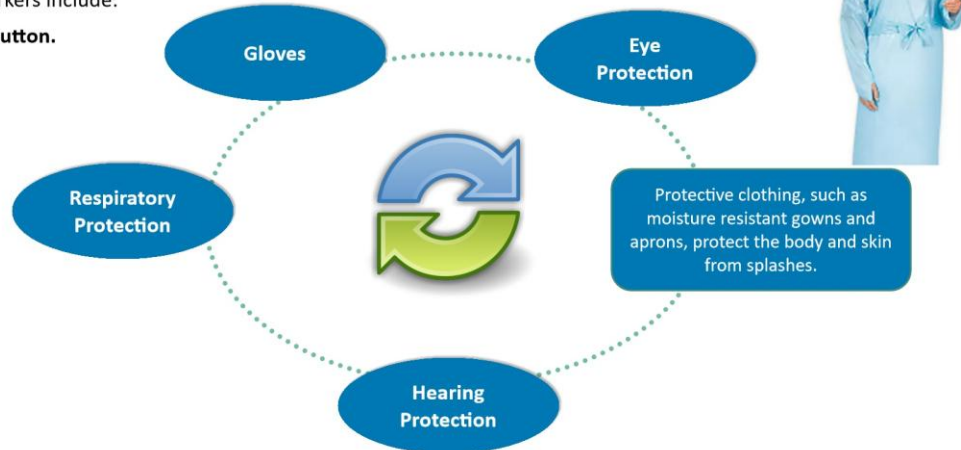
22 of 30. | You've completed 0% of the lesson.

Protective Clothing Layer (Slide Layer)

Types of (PPE)

Examples of PPE commonly used by health care workers include:

Click on each button.



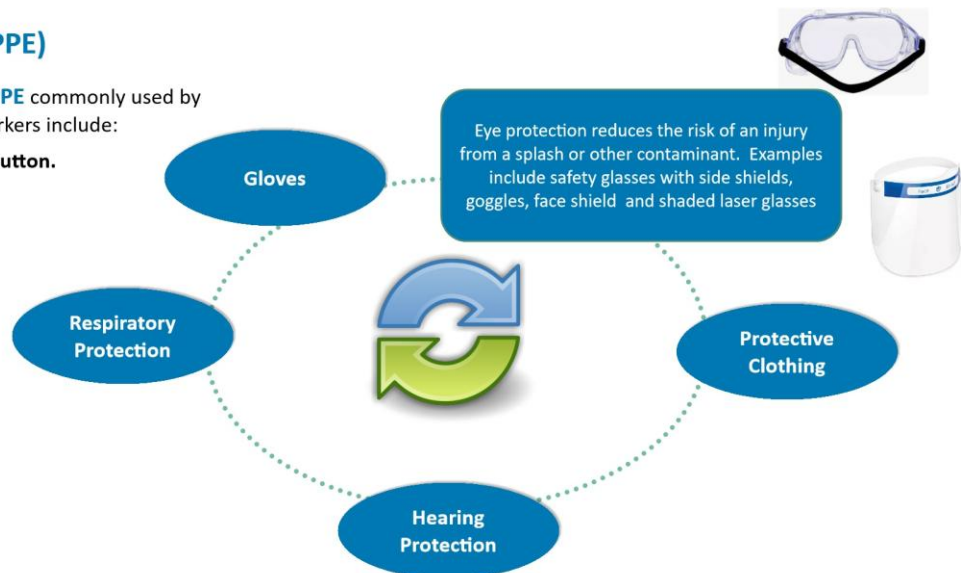
22 of 30. | You've completed 0% of the lesson.

Eye Protection Layer (Slide Layer)

Types of (PPE)

Examples of PPE commonly used by health care workers include:

Click on each button.



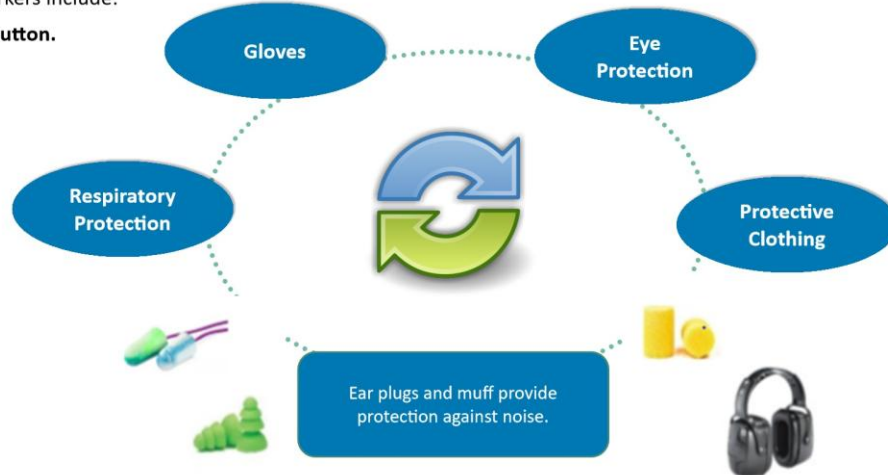
22 of 30. | You've completed 0% of the lesson.

Hear Protection Layer (Slide Layer)

Types of (PPE)

Examples of PPE commonly used by health care workers include:

Click on each button.



22 of 30. | You've completed 0% of the lesson.

5.3 When is PPE Necessary?

When is PPE Necessary?



Hazards in a health care setting that would require PPE are:

- Biohazards (potentially infectious body fluids)
- Penetration hazards (sharp objects, broken glass)
- Chemical hazards – through exposure to skin or vapors
- Non-ionizing radiation (lasers)
- Noise hazards (lawn mowers, generators)

You can access a list of commonly performed procedures and the PPE required from the [Resources](#) menu of this course.

23 of 30. | You've completed 0% of the lesson.

5.4 Other factors to consider



When selecting PPE consider:

- **Durability and Task Suitability:** PPE is only effective if it stops infectious material, chemicals or other hazards from penetrating for the entire time it is used.
- **Fit:** Poorly fitting PPE offers little protection. Some PPE, like N95 respirators, require fit testing before use.

24 of 30. | You've completed 0% of the lesson.

5.5 Limitations of PPE

Limitations of PPE

All PPE has limitations - For example, gloves can develop small holes. Even when used correctly, PPE does not guarantee complete safety.

- **Use the right PPE:** Always match PPE to the task.
- **Chemicals:** OSHA requires Safety Data Sheets (SDS) to list appropriate PPE for each product.
- **Respirators:** N95s require fit testing and only protect against particulates, not chemical vapors. Use a different respirator when vapors are present.

Make sure you know where your PPE is. Make sure the size is right.



25 of 30. | You've completed 0% of the lesson.

5.6 How to Don and Wear PPE

How to Don (Put on) and Wear PPE

It's important that employees follow the proper sequence when **donning** (putting on) PPE.

In order to safely use PPE:

- Keep gloved hands away from your face
- Avoid touching your other PPE unless adjustments are necessary
- Remove gloves if they become torn and perform hand hygiene with waterless hand sanitizer before putting on new gloves
- Try to limit the number of surfaces and items being touched

If your job/task requires you to use a respirator, you will be trained how to don a respirator at the time of fit testing and enrolled in an appropriate KP Learn module.

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

- 1. GOWN**
 - Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
 - Fasten in back of neck and waist
- 2. MASK OR RESPIRATOR**
 - Secure ties or elastic bands at middle of head and neck
 - Fit flexible band to nose bridge
 - Fit snug to face and below chin
 - Fit-check respirator
- 3. GOGGLES OR FACE SHIELD**
 - Place over face and eyes and adjust to fit
- 4. GLOVES**
 - Extend to cover wrist of isolation gown

USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



See Resource menu for full size version of CDC Donning PPE document.

26 of 30. | You've completed 0% of the lesson.

5.7 How to Doff PPE Method 1

How to Doff (Remove) PPE Method 1

Remove PPE:


- At doorway, before leaving patient room/work area or in anteroom.
- Remove respirator outside room, after door has been closed.

HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. **Remove all PPE before exiting the patient room** except a respirator. If worn, **remove the respirator after leaving the patient room and closing the door.** Remove PPE in the following sequence:

- 1. GLOVES**
 - Outside of gloves are contaminated!
 - If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
 - Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
 - Hold removed glove in gloved hand
 - Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
 - Discard gloves in a waste container
- 2. GOGGLES OR FACE SHIELD**
 - Outside of goggles or face shield are contaminated!
 - If your hands get contaminated during goggles or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
 - Remove goggles or face shield from the back by lifting head band or ear pieces
 - If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container
- 3. GOWN**
 - Gown front and sleeves are contaminated!
 - If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
 - Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
 - Pull gown away from neck and shoulders, touching inside of gown only
 - Turn gown inside out
 - Fold or roll into a bundle and discard in a waste container
- 4. MASK OR RESPIRATOR**
 - Front of mask/respirator is contaminated — **DO NOT TOUCH!**
 - If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
 - Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
 - Discard in a waste container
- 5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE**

PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE



See Resource menu for full size version of CDC Doffing PPE Method 1

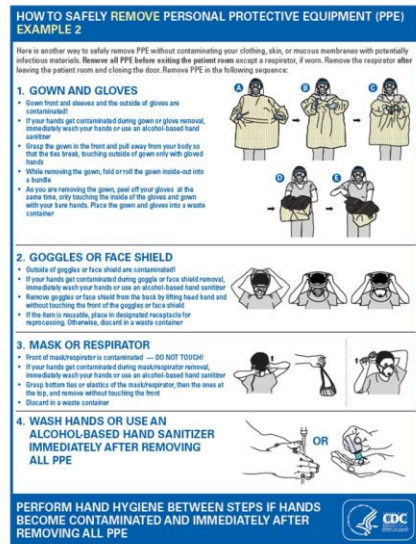
27 of 30. | You've completed 0% of the lesson.

5.8 How to Doff PPE Method 2

How to Doff (Remove) PPE Method 2

Remove PPE:

- At doorway, before leaving patient room/work area or in anteroom.
- Remove respirator outside room, after door has been closed.



See Resources menu for full size version of CDC
Doffing PPE Method 2

28 of 30. | You've completed 0% of the lesson.

5.9 Maintenance, Useful Life and Disposal

Maintenance, Useful Life and Disposal

Click on each button.

Store

Store clean PPE in a location which will keep it clean between uses.

Inspect

Inspect all PPE prior to use for evidence of damage, missing or defective parts, correctness of size/fit, and any other condition which could affect its use. Any PPE with worn or defective parts must be repaired or replaced prior to use.

Disinfect

Clean and disinfect reusable PPE per Infection Prevention's instructions. Goggles, non-disposable gloves, hard-hats, and other PPE shouldn't be exchanged among employees for use unless they've been cleaned and sanitized.

Dispose

Dispose of single use PPE, damaged PPE, or soiled PPE in accordance with your waste policy.

29 of 30. | You've completed 0% of the lesson.

6. Notifications - Right to Access Exposure Records Scene

6.1 Access to Medical Records

Access to Employee Exposure and Medical Records

Click on each button.

Location/Availability of Exposure Records

Rights/Notification



30 of 30. | You've completed 0% of the lesson.

Location/Availability of Exposure Records (Slide Layer)

Access to Employee Exposure and Medical Records

Click on each button.

Location/Availability of Exposure Records

Rights/Notification

Kaiser Permanente keeps records of occupational exposure to harmful chemical or biological agents, such as TB testing. Employee Health maintains biological exposure records, while the local Safety Department holds chemical exposure records.

30 of 30. | You've completed 0% of the lesson.

Rights/Notification (Slide Layer)

Access to Employee Exposure and Medical Records

Click on each button.

Location/Availability of Exposure Records

Rights/Notification

Under the Federal Law you have the right to review your exposure records, and Kaiser must provide access to the applicable standard. To view the OSHA Standard and its appendices, go to [Resources](#) menu in the upper right corner of this training:

- OSHA Standard 29 CFR 1910.1020
- Appendix A
- Appendix B

Note: Your supervisor can tell you how to contact your Employee Health Department for access to your exposure records.