



MAURY REGIONAL  
MEDICAL CENTER

## General In-Service Education Contract Employees/Non-Employees

### Medical Waste/Biohazard Spills

There are two types of waste. General hospital waste consists of paper products, newspapers, magazines, soda cans and bottles, all non-patient care items and any patient care items not soiled with blood or body fluids. Medical waste contains patient care items soiled with blood or body fluids and is placed in red medical waste trash containers. If you recognize a blood or body fluid spill, notify any medical center employee. DO NOT attempt to clean up the spill.

### Hazardous Warning Symbols

DO NOT touch anything on which the following symbols appear



**Biohazard**

Container holds blood  
or infectious material



**Radiation**

Radioactive materials in  
room or container



**Chemotherapy**

Chemotherapy materials  
are in container

### Patient Care Areas

Please remember that you are in a medical center and that loudness and/or disturbances should be kept to a minimum to ensure the comfort of our patients.

### Fire Response

In the event of a fire, there will be a Code Red activation. If this happens in an area where you are present, please remember the acronym RACE to know what actions to take:

- R** – Remove all persons from danger
- A** – Activate the fire alarm in the area and call the switchboard by dialing zero to initiate the fire code
- C** – Contain the fire by closing windows and doors
- E** – Extinguish the fire

There are fire extinguishers throughout the medical center. Remember the acronym PASS to ensure you correctly use an extinguisher.

- P** – Pull the pin
- A** – Aim the nozzle
- S** – Squeeze the handles
- S** – Sweep back and forth along the base of the fire

### Infection Control

Maury Regional Medical Center maintains standard precautions. Whether or not you work directly with the patient, you should use the following precautions:

- Use of blood and body fluid precautions with all patients
- Use of gloves when handling blood or body fluids
- Use of a gown, mask, eyewear and gloves if there is a chance of splatter or splashing

These precautions protect you from exposure to bloodborne pathogens (disease-causing germs carried by blood or certain other body fluids).

## Smoking

Maury Regional Medical Center and its affiliates have adopted a smoke-free environment. Smoking is not permitted inside any area of the medical center or on the medical center campus.

## Security

It is your responsibility to properly display appropriate identification and to report any suspicious activity or suspicious person(s).

## Patient Safety

Patient safety is the responsibility of all employees at the medical center. Any unsafe condition should be reported immediately to the department supervisor.

## Emergency Response Activations

Code Yellow activations of the Emergency Response Plan may take place while you are present in the facility. In the event that a Code Yellow activation takes place, whether it is a true emergency or an emergency response drill, you will be given instructions on what to do by a department director, manager or supervisor familiar with the situation.

## Health Insurance Portability & Accountability Act (HIPAA)

Only individuals with a legitimate "need to know" may access, use or disclose patient and/or medical center information. This includes all activities related to treatment, payment, and health care operations. Individuals may only access, use or disclose the minimum information necessary to perform his/her designated role regardless of the extent of access provided. For further information regarding HIPAA guidelines, please call the Compliance Department at extension 7060.

During the performance of your job, you may become aware of confidential information regarding patients. You should not seek information that is not required to do your job while at the medical center. The unauthorized sharing of confidential information at any time during or after affiliation with the medical center is strictly prohibited and will be reported immediately to your supervisor.

## Codes/Emergencies

The following emergency codes have been adopted by the medical center. To activate a code, contact the switchboard by dialing zero and use the following key to define the emergency:

Code Red – Fire

Code Blue – Cardiac Arrest

Code Pink – Infant Abduction

Code Purple – Missing/Elopement

Code Gray – Severe/Inclement Weather

Code Green – Significant Utility Failure

Code Orange – Hazardous Chemical Emergency

Code Yellow – Disaster (May be internal/external)

Code White – Medical Assistance

Code Black – Facility Lockdown

Code Silver – Active Shooter On Campus

Dr. Rush – Combative Patient/Visitor

## Workplace Violence

Please report any threats or acts of violence by dialing zero.