

# Emergencies

In a hospital there is the potential for many types of emergencies to occur and they are outlined below:

## Communication of Emergency Codes

RED	Fire and Smoke
BLUE	Cardiac Arrest & Medical Emergency
PURPLE	Bomb Threat
BLACK	Personal Threat & Armed Hold Up
YELLOW	Internal Emergency
BROWN	External Emergency
ORANGE	Evacuation
WHITE	Natural Disaster

If you hear an alarm sound it may be the fire alarm.

Remain calm and go to the nearest nurses station and await instructions from the Fire Warden in that area (wearing a high visibility vest).

Do not travel through any closed Fire Doors during this time.

## Evacuation Assembly Areas are as follows:

### PIMLICO

- Corner of Park Street/Fulham Road
- Centre Courtyard

### HYDE PARK

- Staff Carpark on Oxford Street
- Assembly area behind kitchen on Park Lane

Evacuation plans are available throughout the facilities, posted outside all areas. Colour coded Emergency checklists are available in all areas of the 2 hospitals.

Fire Extinguishers and hoses are also available throughout the hospitals. These must only be used if you are confident and trained in their use.

## SECURITY

It is your responsibility to ensure the safety of your equipment. It is recommended that no valuables be brought on site.

## ISOLATION ALARMS

Any work that may result in Fire Alarms being activated, you are advised to contact maintenance, as charges will apply to Fire Alarms being raised or activated.

# Permits and Induction

## WORK ON-SITE PERMITS

Contractors must be advised that if working with heat, sparks or hot fragments such as oxy welding, cutting, soldering or grinding, a hot work permit is to be completed and handed to the maintenance department before starting work.

## INDUCTION PROCEDURES

Once you have read and understood these instructions please sign the area below and your contact within the hospital will take a copy for our files.

Name \_\_\_\_\_

Company \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Company Employees:-

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Induction Personnel \_\_\_\_\_

Date \_\_\_\_\_

MHSNQ 155-V1



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# Contractor / Visitor Induction Information



# Welcome to MHSNQ

Welcome to Mater Health Services North Queensland (MHSNQ) (Pimlico and Hyde Park). The purpose of this information induction is to outline the hospitals Health and Safety requirements and to provide you with relevant information so you can function effectively, efficiently and safely with our very important and specialised team. We believe that an optimum level of care is maintained through effective communication and sharing of knowledge.

## SIGNING INTO THE HEALTH SERVICE

To better manage safety on site we ask that you sign in and sign out at the maintenance and/or purchasing office during business hours between 8am and 5pm Monday to Friday and at front reception after hours. If you are after hours please wait at reception for a contact staff member to meet you. Please make sure that you have signed in and when completed the job sign out at the same designated area. Any personnel found on site, without signing in, can be asked to leave until an appointment is made.

If you have been inducted in the last 12 months you are only required to bring your signed induction booklet on the next visit to the hospital, but you must always wear the visitor/contractor badge when on site.

## MAINTENANCE WORK INFORMATION

You must advise the hospital maintenance staff daily before commencing work within the hospital. Please sign in and out of the hospital at all times.

## NEW PRODUCTS and TRIALS

All new products and requests for trials must be forwarded to the Purchasing Supervisor for appropriate approvals. Products brought in and used without approval, will be at the company's expense and no liability will be excepted by MHSNQ.

## PERSONAL BELONGINGS

Protection of your personal belongings is your responsibility.

## MHSNQ POLICIES AND PROCEDURES

Entry to MHSNQ is conditional upon compliance by you with all MHSNQ policies and procedures.

### O H & S

MHSNQ is committed to continual improvement to our performance, efficient use of resources and aspire to zero harm to people and the environment.

The health service has developed management systems for health, safety, environment and the community that are consistent with Work Health and Safety Legislation which enables us to:-

- identify, assess and manage risk to employees, contractors, the environment and communities; and
- develop our people and provide resources to meet our health, safety and environment obligations.

### O H & S RESPONSIBILITIES

Management/Employer:

- Maintain a safe working environment;
- Maintain safe plant and systems of work;
- Provide adequate training and supervision to ensure safe work within the hospital;
- Ensure tools and equipment are safely maintained.

Employees/Contractors:

- Cooperate and comply with legislation;
- Follow safe work procedures. (Safe Operating Procedures are contained in your specific area/ward induction).
- Take reasonable care for their own safety;
- Take reasonable care for the health and safety of others.
- Cooperate with their employers about matters of health and safety.

### SAFETY ON - SITE

You must follow the following (but not limited to) procedures:

## PPE (PERSONAL PROTECTIVE EQUIPMENT)

Under WorkCover legislation, protective apparel eg. Eye glasses, gloves, steel cap shoes, etc must be worn when the risk of exposure to hazardous substances is apparent.

As a contractor you will be required to bring your own PPE to the site when conducting work. As a visitor you may be supplied with PPE where required.

## MANUAL HANDLING

You will be required to follow safe work practices in regards to manual handling. It is important that you have been adequately trained in manual handling before entering the work site.

## HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL

While on site you are required to report any hazards immediately to the nearest staff member who will alert the manager of the work area. If you or anyone else is in immediate danger, please remove yourself from that area (if it is safe to do so) and alert staff.

## INJURIES/INCIDENTS

If you sustain an injury whilst on site, immediately report this to the nearest manager or your hospital contact who will arrange for first aid to be administered and an ambulance called where necessary.

## RESTRICTED ACCESS

Some areas of the health service are restricted areas. These areas are clearly signposted. Please confirm with staff before attempting to enter these areas.

## INFECTION CONTROL

As our workplace is a hospital and therefore prone to various conditions it is imperative that you do not enter patient rooms without first asking the nurse in charge at the nurse station.

## NO SMOKING

MHSNQ is a smoke free environment and smoking is not permitted anywhere within the hospital.