



Occupational Health, Safety and Biosafety

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Learning Objectives

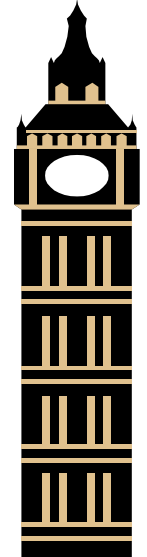
- To become familiar with the health and safety legislation that is in place in Ontario
- To understand what the internal responsibility system means
- To know who are the different workplace parties and what their responsibilities are for health and safety
- To know what rights workers have under the Health and Safety Act
- To understand the role of the joint health and safety committee
- To become familiar with the University of Ottawa Heart Institute's (UOHI) Health and Safety Program and main health and safety policies



Ontario Occupational Health and Safety Act

In Ontario, health and safety is governed by the Health and Safety Act. The Act does the following:

- Establishes the general principles for workplace health and safety
- Establishes a mechanism to enforce the law
- Involves everyone in the workplace from the Board of Directors to the individual worker





The Health and Safety Regulations

The Act describes general duties for health and safety while the regulations describe the specific requirements

- **Provide the details about how the health and safety duties are to be carried out in a particular workplace**
- **Examples of regulations and the kinds of workplaces to which they apply are:**
 - Health Care and Residential (applies to the hospital environment)
 - Industrial Establishments (applies to the University)
 - Construction (building projects)
 - WHMIS (all workplaces where chemicals are handled)
 - Needle Safety (hospitals)



Internal Responsibility System

Health and Safety law in Ontario is based on the concept of internal responsibility. That means:

- Every person in the workplace has direct responsibility for health and safety (of their own and of others) as it pertains to his or her job
- All workplace parties work together to develop solutions to health and safety problems
- All workplace parties have responsibility to maintain a safe and healthy workplace



The Ministry of Labour

The role of the Ministry of Labour is to develop, communicate and enforce the law. If the internal responsibility system fails to resolve workplace health and safety issues then the Ministry of Labour can enforce the law

Ministry of Labour inspectors can enter the workplace at any time without prior notice to the employer to do one of the following:

- Inspect the workplace
- Investigate complaints
- Issue orders
- Initiate prosecution



Roles and Responsibilities

- The Act gives everyone in the workplace specific duties and responsibilities for health and safety that are related to their level of authority
- The main workplace parties are:
 - The employer
 - The supervisor
 - The worker



The Employer ...

- The employer means a person (or company) who employs one or more persons or who contracts for the services of one or more persons
- The employer is in charge of everyone in the workplace and is ultimately most responsible to provide a safe and healthy workplace
- The employer is typically represented by senior management



Employer Duties

- Provide equipment, materials and protective devices as prescribed in the regulations and ensure they are used and maintained as prescribed
- Provide information, instruction and competent supervision to workers
- Acquaint workers with any workplace hazards
- Assist and cooperate with the joint health and safety committee
- Post a copy of the Act and pertinent regulations in the workplace
- Prepare and post a written health and safety policy
- Take every precaution reasonable in the circumstances to protect workers





Supervisor Duties ..

The supervisor means a person who has charge of a workplace or authority over a worker. The supervisor must:

- Ensure workers work in compliance (with the Act, regulations, employer policies and guidelines etc)
- Ensure workers use the protective devices and equipment that are provided to them
- Tell workers about the workplace hazards they may encounter
- Provide written instructions where required to ensure workers work safely
- Take every precaution reasonable in the circumstances to protect the worker



Worker Responsibilities ...

- A worker is ...
 - a person who performs work or supplies services for monetary compensation
 - or an unpaid learner like a secondary school co-op student, a university student on placement, an intern etc
- If you are taking this training it means you are a worker
- workers are responsible to ...
 - Work safely in compliance with the Act and regulations and all policies and safe work practices established by the employer
 - Use the protective devices and equipment provided by the employer
 - Report hazards to their supervisor
 - Report all accidents and incidents to the supervisor



Worker Rights

Workers have 3 basic rights under the OHS Act

- The **right to know** about the hazards of the workplace and how to work with them safely
- The **right to refuse** to do unsafe work which the worker has reason to believe is dangerous
- The **right to participate** in keeping the workplace safe and healthy



Right To Know

- Workers have the right to know about any potential hazards to which they may be exposed
- Workers are entitled to training on how to work safely with these hazards and how to protect themselves from exposure



Right To Refuse

- Workers have the right to refuse work that they believe to be dangerous to themselves or to another worker (for example if adequate training has not been provided for a hazardous procedure)
- The OHS Act describes the exact process
- Healthcare workers have a limited right to refuse if their work refusal places patients at risk



Right to Participate

- Workers have the right to participate in the process of identifying and resolving workplace health and safety concerns
- This is achieved by the presence of the joint health and safety committee
 - Worker members on the committee represent their co-workers on all matters relating to health and safety
 - Any worker may become a member of the committee by being selected by his or her co-workers or by the union if one exists



Joint Health and Safety Committee

The joint health and safety committee is a key element in the internal responsibility system:

- It is required in every workplace where 20 or more workers are employed
- The committee has an advisory role in health and safety compliance
- “Joint” means that the committee is made up of management representatives and worker members
- The main role is to identify workplace hazards, evaluate them and recommend corrective action to the employer through:
 - Regular meetings (6/year in the UOHI)
 - Monthly workplace inspections
 - Investigation of work refusals, critical accidents, dangerous circumstances



Health and Safety Program

The UOHI Program consists of:

- Health and Safety policies
- Standard operating procedures
- Worker training programs
 - Occupational Health and Safety
 - WHMIS
 - Laboratory Safety
 - Fire Safety and Emergency Preparedness
 - Biosafety
 - Transportation of Dangerous Goods
- Workplace inspection process
- Accident reporting and investigation procedure / Critical Incident reporting procedure
- Workplace Violence Prevention



Health and Safety Policies

- The Act requires the employer to prepare and review at least annually a written health and safety policy
- In addition to this main governing policy the Heart Institute has prepared several other health and safety policies covering the components of the health and safety program
- All UOHI health and safety policies can be found on Hearthub at the following link:

<https://hearthub.ottawaheart.ca/policies-and-forms/policies-search?keyword=&im field policy type=101>



4-10 Occupational Health and Safety

The UOHI is / will:

- committed to providing a safe and healthy workplace
- Maintain equipment and the premises in a safe manner
- Focus on injury prevention but will investigate accidents that occur
- Comply with all relevant health and safety legislation, standards etc
- Provide training to employees
- Prepare policies and standards in a comprehensive H&S Program
- Perform regular workplace inspections
- Cooperate with the joint health and safety committee
- Take every precaution reasonable to protect workers



4-20 Personal Protective Equipment and Apparel in Research Laboratories

In situations where workers and students in the research laboratories are required to work with hazardous chemicals or physical agents, they will be advised of appropriate apparel to be worn in the laboratory and provided with suitable protective equipment. These may be:

- Laboratory coats
- Closed toe and closed heel footwear
- Eye protection – safety glasses, goggles and face shield
- Gloves
- Respiratory protection
- Hearing protection

Workers and students must comply with all the requirements of the personal protective equipment and apparel policy



4-30 Workplace Inspections

A hazard is anything or situation in the workplace that has the potential to cause injury or illness to a worker. Workplace inspections are one of the mechanisms by which hazards could be identified and corrected before they cause a problem.

Two types of workplace inspections are required as follows:

1. Legislated inspections by the Joint Health and Safety Committee – the committee is required to inspect part of the workplace each month so that the whole workplace is inspected in the year
2. Routine inspections by the supervisor of the area – the clinical manager or the principal investigator – the frequency is determined by the supervisor but the requirement is that these inspections must occur frequently



Common UOHI Workplace Hazards

(as identified during inspections or when investigating accidents)

- Repetitive movements / over-exertion
- Slips, trips and falls
- Chemicals – laboratory, housekeeping, pharmaceutical
- Biological and Infectious Materials – used in research
- Radiological materials – research, therapeutic and diagnostic
- Needles and other sharps
- Workplace violence



4-80 Accident Investigation

Accident investigation is another mechanism by which workplace hazards can be identified and corrected:

- All accidents that result in personal injury or illness must be investigated by the supervisor in order to:

- Identify underlying causes of the accident
- Take corrective action to reduce the likelihood of recurrence
- Monitor the effectiveness of corrective action

*** Remember .. If you have an accident while at work report it to your supervisor**



4-100 Health and Safety Enforcement and Discipline

- In cases where a worker is not in compliance with a workplace health and safety requirement the following steps will be taken:
 - Investigate the circumstances to determine why the person is not in compliance
 - If the non-compliance is caused by a lack of knowledge then provide training and education
 - If the non-compliance is willful then apply the principles of progressive discipline
 - verbal warning – remind the worker of the requirement to comply
 - written warning – put the reminder in writing to the worker
 - suspension / dismissal



Workplace Violence and Harassment

Background:

- Under the general duty clause “to take care” Ontario employers have always had the duty to address workplace violence
- In June 2010 specific requirements were introduced to the Occupational Health and Safety Act (OHSA) requiring employers to protect workers from workplace violence and harassment
- In September 2016 the Act was amended again to include workplace sexual harassment



Workplace Violence

- Workplace violence may originate from anyone with whom a worker comes into contact in the workplace such as patients, clients, co-workers and supervisors
- Or .. It may stem from someone with no formal connection to the workplace such as a domestic partner of a worker who brings violence into the workplace
- All employers who are subject to Ontario's Occupational Health and Safety Act must prepare policies in regard to workplace violence and harassment prevention and implement a program to carry out these policies



Workplace Violence Means ...

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.



Workplace Violence Prevention Policy

4-200

The Institute's workplace violence prevention policy states the following:

- ... committed to providing all persons working on the premises with a safe and healthy work environment in which all workers are treated with dignity and respect and in which they are able to work in an environment free from violence
- ... will not tolerate acts of violence against its workers while at work or in the process of carrying out work on behalf of the Institute
- ... will investigate violent incidents that occur at work or while worker is carrying out work on behalf of the Institute
- ... will provide support for victims of workplace violence



The OHIRC Workplace Violence Prevention Program ...

- Workplace violence and harassment are health and safety hazards and must be addressed in the same manner as any other workplace hazard:
 - Recognize the hazard
 - Assess the hazard
 - Control the hazard
- The employer must prepare and post a written policy. The policy must be reviewed annually in consultation with the joint health and safety committee



The OHIRC Workplace Violence Prevention Program ...

The Employer's duty regarding Risk Assessments:

- Carry out a risk assessment to identify areas or tasks that entail a risk of violence
- Evaluate all risks of workplace violence identified for the likelihood of injury and the severity of harm
- Implement measures and procedures to control the risks identified
- Monitor and evaluate control measures to confirm their effectiveness



The OHIRC Workplace Violence Prevention Program ...

Workers right to report incidents of workplace violence:

- Report incidents or threats of violence to your supervisor (or other person in charge such as the Health and Safety Office or Human Resources if the threat comes from your supervisor)
- Document the circumstances by completing the OHIRC Accident, Incident or Occupational Disease Report
- If you feel that a personal circumstance of domestic violence may enter the workplace report your concerns to your supervisor
- Should you feel an imminent threat of violence at work call security at 12999 to summon immediate assistance
- You always have the right to contact the police if you feel a threat or fear for life – your own or a family member



The OHIRC Workplace Violence Prevention Program ...

Investigation:

- All reports of workplace violence will be investigated by the supervisor or other appropriate person – to identify causes and corrective and supportive action
- Supervisors may request assistance during the investigation from the Occupational Health, Safety and Biosafety Office (OHSB) and / or the Joint Health and Safety Committee
- If the incident results in a critical Injury it must be reported immediately to OHSB
- Any corrective or preventive actions that have been implemented following the investigation must be monitored to ensure it continues to be effective



Specific Circumstance - Working Alone

Where possible working alone at nights or on weekends is discouraged. In situations where a person is required to work alone outside of normal working hours consider:

- Is a buddy system required?
- Always carry / wear your UOHI ID badge
- Contact Security at 14888 on arrival and let them know you are alone in the lab / unit
- Contact Security again when leaving
- PI's and supervisors are required to check in, at regular intervals, with the worker



Harassment in the Workplace

Workplace Harassment is defined in OHSA as:

- engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome
 - Can be verbal such as the use of vulgar language or asking questions about a person's sex life
 - Can be physical such as brushing up against a person or inappropriate touching
 - Can be visual such as the display of inappropriate pictures
- Workplace harassment includes sexual harassment that occurs in the workplace

Workplace Sexual Harassment means:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome



Workplace Harassment is not ...

- Reasonable action taken by the employer, manager or supervisor relating to the management and direction of workers is not workplace harassment:
 - Counseling
 - performance assessment
 - Changing work assignments
 - Scheduling
 - Workplace inspections
 - Implementation of health and safety measures
 - Implementation of disciplinary actions



Harassment in the Workplace

Policy # 1-240

The Institute's Harassment policy states:

- The Institute is committed to providing a work environment that fosters respect and dignity of all individuals
- Any and all types of harassment will not be tolerated
- Employees are encouraged to report all incidents of personal and sexual harassment experienced as a result of their work
- The Institute will ensure all reports of workplace harassment are investigated to identify the facts and come to a resolution
- Acts of retaliation against anyone making a report of harassment or assisting in the investigation of a complaint will constitute an act of harassment itself



The Workplace Harassment Program...

Reporting the incident:

- Report incidents of workplace harassment to your supervisor for advice and assistance (or other person in charge, such as a human resources or health and safety officer, if the harassment comes from the supervisor)
- Immediately make your discomfort or disapproval known to the person who is the subject of the complaint. Ideally, this discussion should take place in front of a third party
- If there is more than one incident, you should keep a written record of dates, times, the nature of the behavior and witnesses, if any. This information should be shared with your supervisor and/or Human Resources Officer / Health & Safety Officer.



The Workplace Harassment Program...

The Investigation:

- If requested by either the person making the complaint or the subject of the complaint or if deemed appropriate by the employer, third party mediation of the complaint may be carried out
- The supervisor to whom the complaint is made, or the appropriate Human Resources Officer / Health & Safety Officer will investigate the matter, verify the facts and try to resolve the complaint informally at this stage
- Failing a satisfactory resolution, the VP Finance and Administration will consider the report and the comments of the parties, if any, and will render a decision in writing
- Throughout the process confidentiality of personal information will be maintained
- The worker making the complaint and the alleged harasser will be informed in writing of the results of the investigation and any action to be taken



Health and Safety Communication 4-400

The Institute will ensure:

- effective communication and exchange of information about health and safety issues through
 - Open forums
 - Staff / laboratory meetings
 - Training programs
 - Notice boards
 - Electronic Mail



Health and Safety Reporting Protocol

Employee (you) has a health and safety concern



Report the concern to the Supervisor



Corrective Action is taken by Supervisor



Supervisor advises employee of action taken

➤ If the employee (you) are not satisfied by supervisor action THEN contact the JOHSC Member or report your concern to the Occupational health, Safety and Biosafety Office



Scent Free Workplace (Ottawa Hospital Policy 00239)

- In the UOHI we must adhere to the Ottawa Hospital's "Scent Free Workplace" policy
- Policy applies to all staff, visitors and patients on hospital premises
- Objective is to minimize harm to employees who suffer environmental sensitivities
- Personnel are to refrain from using / wearing perfume, lotions and other scented products at all times when on hospital premises



Emergency Preparedness

The following slides cover emergency preparedness at the Heart institute. As part of the Ottawa Hospital we follow all the procedures set out by the hospital to deal with emergencies such as fires, hazardous materials spills, internal and external disasters and missing patients.

















Learning Objectives

- To become familiar with the Ottawa Hospital's Emergency Management Program - the colour codes that represent each type of emergency that could occur in a health care environment and what to do when you hear a code called overhead
- To be knowledgeable of the naming convention for UOHI buildings – helps you to understand overhead announcements
- To be knowledgeable of the naming convention for UOHI stairwells - helps you to know where stairwells lead in case of an evacuation
- To understand the correct response and actions to take during an active fire or even when the fire alarm sounds



All major types of emergencies are categorized by a colour code – The Heart Institute adheres to the Ottawa Hospital's System

The Ottawa Hospital has gone to one number to call for reporting all emergencies 1-5555

 Red Rouge	Fire Feu
 Green Vert	Evacuation Évacuation
 Orange Orange	Disaster or HazMat/CBRN Désastre ou matières dangereuses/CBRN
 Yellow Jaune	Missing Patient Patient disparu
 Amber Amber	Infant Abduction Enlèvement d'un nouveau-né
 Black Noir	Bomb Threat or Suspicious Package Alert à la bombe ou colis suspect
 White Blanc	Violent or Behavioural Situation Comportement agressif ou violent
 Purple Violet	Hostage Taking Prise d'otage
 Silver Argent	Person with Weapon Personne armée
 Brown Brun	Hazardous Materials Spill / Release Déversement de matières dangereuses
 Grey Gris	Critical Infrastructure Failure Panne d'infrastructures essentielles
 Blue Bleu	Cardiac Arrest Arrêt cardiaque HEART INSTITUTE / INSTITUT DE CARDIOLOGIE 1-4777

Civic 1-5555 General 7-5555 Riverside 8-5555



Emergency Codes Stations

Emergency Codes Station have been installed at various locations in the clinical services buildings.

The code station contains emergency procedures and supplies that staff may need during a code on the unit; forms that may be needed during a code like a missing patient form or bomb threat checklist; supplies like flashlights, reflective vests, and caution tape.

There are no emergency codes stations in the research centre.



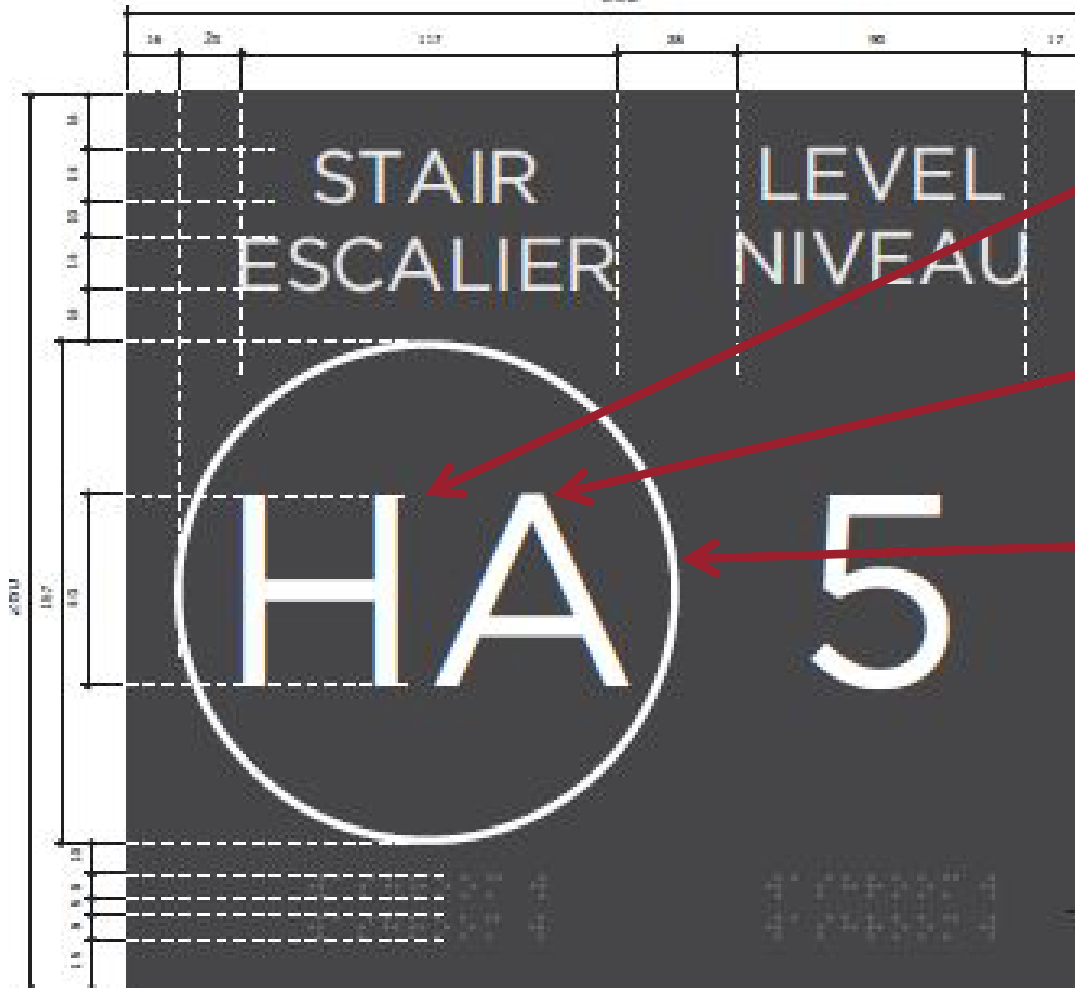


UOHI Building Descriptions

- When an emergency code is announced overhead the following building descriptions will be used to describe UOHI buildings:
 - Heart Institute Clinical Services (Patient Care areas) – Building 2 / H
 - Heart Institute Research Centre – Building 5 / K
 - Heart Institute Tower – Operating Rooms and life support functions – Building 21 / X



New Stairwell Signage



H, K or X will precede the stairwell letter to identify the building.

Each building will have its stairwells numbered A, B, C, D, etc.

Stairwells that lead directly to the outdoors at roof level will have a circle around the Building and Stair Letters.



UOHI Building Stairwells

- The Tower – Building #21 / Letter “X”
 - 13 Stairwells (XA to XM)
- Heart Research – Building #05 / Letter “K”
 - 5 Stairwells (KA to KE)
- Heart Institute – Building - #02 / Letter “H”
 - 8 Stairwells (HA to HH)



Get to know the buildings...

All Staff Must:

- Know where exit stairwells lead to
- Be fully aware of their work area and the buildings
- Learn exit travel
- Actively participate in fire drills, code exercises and complete emergency codes training on an annual basis



Code Red

A **Code Red** is called overhead to warn of a potential or actual fire situation

In a hospital environment what is a fire situation?

If you see smoke or flames it means a fire situation exists

* The amount of smoke or the size of the flames does not matter





Fire Safety

In the event of a fire remember the word:
S.C.A.T.E.E.

Save lives – move patients and visitors to safe area / alert co-workers

Contain the fire by closing the door

Alarm – Yell “Code Red” and activate the pull station located near all exits

Telephone 1-5555 to report the exact location of the fire



Extinguish - Use the fire extinguisher if the smoke is spreading and cannot be contained



Evacuate – If safe to do so



* Note that the Ottawa Fires Services prefers that we move patients to a safe area and leave the extinguishing of a fire to them



Fire Equipment

You must familiarize yourself with the fire equipment in your area:

Pull Stations:

- Located near exit doors, stairwells and by elevators.



Portable Fire Equipment:

• **Heart Institute / Building 02 / H:**

- Hose cabinets & Fire extinguishers - Located in corridor throughout the floors



• **Heart Research / Building 05 / K:**

- Hose cabinets - Located in corridor by the South and West Stairwells
- Fire extinguishers - Located at exit doors of laboratories and in the hose cabinets on the floor

• **The Tower / Building 21 / X:**

- Hose cabinets & Fire extinguishers - Located in corridor throughout the floors





Fire Alarm



The Hospital has a Two Stage system

First stage (slow stage) – The bells or tone sound slowly for about one minute then stop and is followed by an announcement indicating where the alarm is occurring. Your actions are:

- Close all doors
- Clear the corridors
- Listen for announcements

Second stage (fast stage) – the bells will sound rapidly indicating that an evacuation of a part or all of the Heart Institute will occur. Your actions:

- Obey the instructions of the fire monitor in your area



Announcements

- When the fire alarm sounds an announcement will be paged overhead indicating the location of the alarm in the Heart Institute
- Regardless of the location (Building 02 / H which is clinical services or Building 05 / K, which is research services or Building 21 / X which is the new life support building) if you hear the fire alarm you must take appropriate action



If the alarm (or fire) is in your area

- Immediately notify others in your area to leave the area and proceed to the nearest safe fire zone beyond the fire doors – if necessary call out “Code Red”
- Close all doors behind you as you leave
- Activate the fire alarm if it is not sounding already
- Telephone 15555 to advise of the exact location of the fire
- Listen to the announcements
- Obey all instructions from the fire monitor, the fire brigade or the fire marshal
- Wait for the “ALL CLEAR” to be announced before returning to your area
- If you are not in your lab or office when the alarm occurs remain where you are. Do not migrate through the building



If the Alarm (or fire) is in another area.....

- Listen to the PA announcements for the exact location
- Close doors and keep exit paths clear
- Floor monitors will keep you advised of the situation
- You can continue to work but be ready to evacuate if required



Classes of Fire

Class “A”

Involve ordinary combustibles such as paper, wood, rags etc

Use an extinguisher with a class A rating



Class “B”

Involves flammable and combustible liquids such as varsol, gasoline, grease etc

Use an extinguisher rated class B



Class “C”

Fires involving charged electrical equipment such as fuse boxes, electric kettles, toasters etc

Use an extinguisher rated class C





Using the Fire Extinguisher

To use a fire extinguisher remember the acronym “PASS”

Pull the pin

Aim at the base of the fire

Squeeze the handle

Sweep over the fire





Fire Safety Practices

All employees must be aware of and practice the following fire safety and prevention measures:

- **Make sure that there is nothing blocking fire hose cabinets, fire extinguishers and electrical panels**
- **Keep corridors free of obstruction**
- **Maintain clear path of egress at all times (42 inches)**
- **Make sure that exit signs are lit and the exits are not blocked**
- **No combustibles are allowed to be stored in a stairwell**
- **All fire doors in hallways and stairwells must close completely and latch**
- **Never under any circumstance use wedges or devices to hold open fire doors**
- **Maintain 18 inches of clearance between the top of shelves and sprinklers**
- **Electrical extension cords are NOT allowed to be used as permanent wiring**
- **Do not plug appliances (kettle, microwave, fridge, etc.) into power bars or extension cords – plug appliances directly into a wall outlet**
- **Do not plug power bars into power bars. Power bars are to be used only for items that do not use much electricity, such as computers, desk lamps, and cell phone chargers**
- **Kettles and coffee makers that do not have automatic shut-off buttons are not allowed in UOHI**
- **Toaster ovens are prohibited in UOHI**



Smoking in the Workplace

- Prohibited anywhere on hospital property
- Penalties can be from \$140.00 to \$5000.00 plus
- For employees up to 2 day suspension with no pay





Evacuation – **CODE GREEN**

If the fire (or other emergency) requires an evacuation of the area a **Code Green would be called.**

There are 2 types of evacuation that could occur:

- **Horizontal to a safe zone on the same level**
- **Vertical**
 - Partial evacuation 2 floors down or
 - Total evacuation to the outside or to another building



Emergency Procedures Manual (EPM)

The following documents are contained in the EPM

- Internal Evacuation Plan (Departmental or Unit Specific)
- External Disaster Plan
- Disaster Fanout (Process of recalling staff in the event of a disaster)
 - Identification Badges (Always take home with you)
 - Fanout lists and instructions

*Annual review – Employees are encouraged to review the EPM on an annual basis





Emergency Fanout

- A fanout is an organized and structured system to call back off duty staff in the event of a disaster situation and is initiated to ensure that the appropriate and required staff can be contact quickly and easily
- Fanout lists are department or unit specific and contain the names of all staff and their contact numbers
- The fanout list is usually organized by commute time to get back to the Heart Institute



CODE ORANGE – Disaster Planning

The Heart Institute has an emergency management / disaster plan that would be implemented in the case of a community disaster or major internal disaster occurring. Should such circumstances arise a **Code Orange** would be announced overhead. The UOHI Plan works in tandem with the Ottawa Hospital's Plan.

Examples of potential disasters:

Internal Disaster

Fire / Flood / Utility failure

External disaster

Plane crash / Tornado / Chemical leak into environment



Spills Control - **CODE BROWN**

A hazardous material(s) spill must be handled in such a manner that minimizes occupant exposure and/or injury, property damage or harm to the natural environment. Such a release may be a spill or discharge of a gas, liquid or solid. The user/generator of the spill/release is responsible to ensure all safety and notification procedures are followed.

Major or Minor spills

Minor Spill

- Generator of the spill is to clean up
- Emergency Hazmat Spill Cart – located on the 3rd floor of the Research Centre
- Complete a spill report and submit to Occupational Health, Safety and Biosafety (OHSB)

Major Spill

- Notify OHSB (14032, 17558 or 15153)
- Call 1-5555 for help
- Code Brown Assessment Team will respond
- Ottawa Fire Department or HazMat Contractor would be called if cleanup is beyond our capacity to handle





CODE PURPLE - Hostage Taking

- Hostage Taking – is a situation where any person or group of people are held against their will by an assailant who is threatening to cause harm to accomplish negotiations
- If you are notified of a hostage taking situation or become aware of one, telephone the TOH Contact Centre at 1-5555 to advise them of all the details



CODE PURPLE - Hostage Taking

- **If you are in the hostage taking area**
 - Stay calm – accept the situation and be prepared to wait
 - Be observant of details ... everything you see or hear
 - Follow the instructions of the captor
 - Be cooperative – do not speak unless spoken to and only if necessary
 - Do not attempt to disarm or threaten the hostage taker(s)
 - Do not try to escape unless your life is in immediate danger and you have no other option. Be absolutely sure you (and other hostages) can make it, and that you will not endanger the lives of any other hostage. Even then, re-think before you try
 - If anyone needs special medication (e.g. insulin, nitroglycerin) or medical attention, inform your captor
 - If you believe a rescue is taking place, or you hear noise or shooting, stay down, keep your hands on your head, do not make any fast moves and follow all instructions from the police.



CODE SILVER – Person With a Weapon

- Code Silver is a planned response to ensure the safety of staff, patients and visitors at the hospital when an individual in possession of a weapon threatens, attempts or actively uses a weapon to cause harm. An enhanced police response is required in this situation
- From a safe distance call the Contact Centre at 15555 or 911 if you observe or are told of a person(s) carrying a weapon or attempting to harm or injure people with any weapon on or near hospital grounds



CODE SILVER

- **If a Code Silver is called in your area, you need to remember to Run – Hide – Survive.**

Run: Evacuate the area if it's safe to do so. If it's safe to do so, assist other people trying to leave the area. Leave any belongings behind, and keep your hands visible so that if you pass police, they know you are not a threat.

Hide: Use a room with a locking door and turn off the lights if you can. Barricade the door, silence your cell phone and other sources of noise, and hide behind large furniture or objects in the room. Stay low to the ground and keep quiet.

Survive: Fight only as a last resort and if your life is in imminent danger - Attempt to disrupt or incapacitate attacker by acting aggressively towards them, yelling, throwing items or improvising weapons. Commit to your actions. If there are others stuck in the same area, work together.



CODE SILVER

When the police arrive:

- Stay out of the way or stay down
- Keep your hands in the air, do not make any fast moves
- Follow all instructions from the police - they are the primary responders and will assume control
- Do not interfere with the police officers by delaying or impeding their movements



CODE SILVER

Staff and patients in distant area from shooting incident:

- Avoid Incident area. Stop all movement in building.
- Follow the instructions of the most responsible person in your current location
- Secure all external doors and doors between areas
- Quickly remove staff, patients and visitors from main corridors and close, lock / barricade unit doors.
- Take cover in secure areas (e.g. conference rooms, bathrooms, offices) that can be locked or barricaded with heavy furniture. Move occupants away from exposed windows.
- Cover interior windows if able and turn off lights. Lay on floor or under / behind furniture. Hide against the wall that is on the same side as the door into the room. The room must appear empty.
- Stay quiet and silence all electronic devices. Do not post to social media



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CODE SILVER

WATCH THIS VIDEO

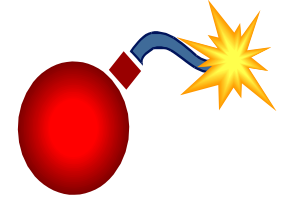
It could save your life or someone else's.

vimeopro.com/lmpgeneral/armed-are-you-ready/video/74108005



CODE BLACK – Bomb Threat

- Most common is the telephone bomb threat
- Treat all threats seriously
- If you receive a call key questions to ask:
 - Where is the bomb
 - When will it explode
 - What does it look like
 - What will make it explode
- Complete the checklist located in the Emergency Codes Booklet or on Hearthub at the following link:
<https://hearthub.ottawaheart.ca/document/5204>
- Call TOH Contact Centre at 15555
- Staff are asked to search their own area to identify anything that should not be there. If something suspicious is found do not touch it. Call Security
- When reporting the threat only use a landline telephone that is plugged into the wall. **DO NOT USE ANY WIRELESS DEVICES** such as cell phones, smart phones, walkie-talkies or cordless phones
- The signal emitted by these devices could possibly detonate the device.





CODE GREY – Critical Infrastructure Failure

- **Code Grey – Critical Infrastructure Failure** is a response to a loss of Power (partial or complete), Water, Gas, Telecommunications, or Information Services (IS)/Information Technology (IT).
- **Code Grey – Information Services/Technology (IS/IT)...**
 - is a response to a **severe Critical Unplanned System Downtime**, which may have a direct impact on the ability to provide patient care.
 - has no known duration or solution(s) and significant recovery efforts may be required once the system is made available.
 - will be activated by the appropriate authority in charge – **Admin On Call, Senior Management or IS/IT Department Leadership**.
 - communications will consist of: “Code Grey IS” (Activation), “Code Grey IS Recovery In Progress” and “Code Grey IS ALL CLEAR - Business As Usual”. Information will be provided as available: **system affected, estimated duration of downtime, timeline to return to normal operations, direction to NOT use system(s), department-specific instructions**.
 - activation of a Code Grey IS/IT will be communicated depending on the telecommunication methods available: **overhead announcement, email, workstation pop-up notification (not available in the UOHI), service desk notification, senior leaders or town hall**.



Other Codes or Emergencies....

• **Violent Patient or Situation / CODE WHITE / 15555**

• An overhead broadcast used to alert a response team to an area where the clinical or research staff have made an assessment that a patient or other person, poses a threat to themselves or others and intervention to calm the situation has failed.

• **Missing Patient / CODE YELLOW / 15555**

• If a search has been carried out and patient cannot be found the unit may initiate a Code Yellow.

• **Infant abduction / CODE AMBER / 15555**

• When an Infant is missing from the patient care unit, the Ottawa Hospital (TOH) will assume that the Infant has been abducted until it can be proven otherwise.

• **Cardiac Arrest / CODE BLUE / 14777**

• The Heart Institute has its own Code Blue teams in each patient care unit to respond to cardiac arrests in this building. The team is alerted through an overhead broadcast as well as an electronic page to each member.

• **CODE STEMI**

• En route to the Heart Institute if the patient has a heart attack the paramedics will contact the Institute to prepare to receive the patient. The Code Stemi team will assemble to wait for the patient.





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REMEMBER:

- **If you or one of your colleagues experiences a medical emergency dial 911**



COVID-19 Guidelines and Restrictions

- The Heart Institute COVID-19 recovery is currently in the **GREEN zone**
- **Green** zone means operations are normal:
 - In public areas such as corridors and elevators it is mandatory to wear a disposable mask
 - While working on site in private offices masking is optional
 - While working in shared spaces such as labs masking is recommended
 - In-person meetings are allowed at full capacity/ masking is recommended
 - Lunch /break rooms are at full capacity – masking is recommended
 - Tickers cafeteria is at 100% capacity – Masks are required when not actually eating or drinking
 - Practice hand hygiene by washing hands with soap and water or use alcohol-based hand sanitizer
 - Cover your coughs and sneezes
 - Practice social distancing of 2 metres when feasible



Entrance to the Institute

- Staff is NOT to use the main entrance on Ruskin Street – this is a patient and visitor entrance only
- Staff may use any of the other entrances into the Institute (Badge access has been restored):
 - Ambulance entrance off Melrose Avenue – H1122AB
 - Door H-M250 accessible from Ruskin Avenue west of the main entrance
 - Door HA-M accessible from Ruskin Avenue east of the main entrance



Occupational Health

- Staff is required to self screen for COVID-19 symptoms
- If symptomatic or sick, stay at home, call your supervisor/whomever is appropriate according to your paymaster, and they will inform you of any additional requirements
 - The most common symptoms are fever or chills, cough, shortness of breath, decreased or loss of taste or smell
- You may be requested to get tested

Do not come to work sick!!!



Vaccination

- In the Heart Institute it is mandatory to have 2 doses of the COVID-19 vaccine
- It is important to get the COVID-19 vaccine when you are eligible and stay up to date with routine immunizations. Vaccines are safe, effective and the best way to protect you and those around you from infectious diseases (Public Health Ontario)
- Visit the Public Health Ontario website for more information:
<https://www.ontario.ca/page/public-health-measures-and-advice>



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**..... Now go to the related quiz The password is
healthandsafety**

<https://www.classmarker.com/online-test/start/?quiz=djh52efd9b626d19>