

## HCGH Safety Fact Sheet

### FIRE SAFETY

- **In case of smoke/fire remember RACE:**
  - Rescue: Remove patients from immediate danger.
  - Alarm: Pull the alarm. Call **5151**.
  - Contain: Close doors to confine smoke or fire.
  - Extinguish: Extinguish and prepare to evacuate patients.  
**PASS: Pull**  
Aim  
Squeeze  
Sweep
- Evacuate patients if directed.
- Don't use the elevators. Use the nearest exit.
- Keep corridors clear by removing your materials from the corridors.
- Doors must never be wedged open unattended.

### INJURY

- If you are splashed with blood or body fluids or have a needle stick injury, immediately cleanse the area, then from 8 AM to 4:30 PM, M-F, call **(410) 740-7838**; off hours go to the Emergency Department or call **(410) 740-7777**.
- Notify your foreman and get medical attention for any other job related injuries:
  1. Go to the Emergency Department or call **911**.
  2. Submit reports to the Foreman and Facilities Project Manager.

### OUTAGES

- Utility and life safety system impairments require outage approval.
- Electrical, water or structural problems 24/7 call **(410) 740-7979**

### PPE (personal protective equipment)

- All Facilities Design & Construction sites
- Hard hat, safety glass and safety vest mandatory

### INFECTION CONTROL

- Call **(410) 740-7765**.
- Have an on-site pre-construction infection control risk assessment review.
- Submit inspection of infection control measures prior to:
  1. Starting construction
  2. Infection control class or limit of work change
  3. Removing infection control measures

### HAZARD COMMUNICATION

- Safety Data Sheets (SDS) describe the hazards of a chemical. SDS are available from the Environment, Health and Safety Department.
- The Prime Contractor is required to have a chemical list and SDS on site.
- In In a spill, close off the area and notify your foreman and/or call **5151**.

### CEILING PERMIT

- Ceiling access outside a construction site requires a permit from Facilities.

### PATIENT PRIVACY – HIPAA

- Never enter a patient room unescorted.
- Do not ask for or share patient information.
- Avoid situations where patient information is prevalent.

### SECURITY ISSUES

- Call **(410) 740-7911**.
- Always display ID.

### NO SMOKING

- Smoking is permitted only in designated areas.

### GENERAL SAFETY CONTACTS

- Report safety concerns to:
  1. Your supervisor/foreman.
  2. Facilities Operator at **7979** or the (PM) at **(410) 740-7948**.