

UT Southwestern Medical Center

Construction Site Safety Guidelines FY17

Construction Site Safety Guidelines FY17

UT Southwestern Medical Center

Introduction:

UT Southwestern Medical Center is extremely proud of the appearance of its buildings and grounds. Care must always be taken to ensure that these facilities promote the healing of patients and the comfort of our visitors, and employees.

This construction safety training program is designed to educate employees and contractors involved in campus construction, renovation and/or maintenance on applicable safe work practices and campus policies.



Construction Site Safety Guidelines FY17 Training Overview

Campus

- Workplace Requirements
- Site Safety Requirements
- Occupational and Fire and Life Safety Manuals
- Occupational and Fire Safety Policies, Procedures, and Permits
- Life Safety and Fire Protection Systems on Campus
- Campus Emergency Information

Hospital and Clinics

- Special Considerations for Hospital and Clinical Areas
- Site Safety, Policies, and Permits
- Hospital Emergency Codes

Workplace Requirements

Identification Badges and Basic Security:

In accordance with University Policy “*FSS-312 Campus Facilities and Key Control*,” all employees and those who are contracted to perform a service on campus must wear a UT Southwestern badge at all times regardless of the type of work being performed or where it is performed on campus. In the hospitals and all clinical areas, the badges must be displayed above the waist.

Any contractor employee/ technician without identification will be asked to leave.

Security of Doors:

Every individual is responsible for ensuring the job site is secure. You are responsible for:

- Not allowing another person to “tailgate,” or follow you through a door without using their badge.
- Not leaving doors unlocked or propped open.
- Ensuring the doors are secured when you leave.



Outside Vendor or Contractor Check- In:

Each vendor or contractor is required to check in at the respective Facilities Office; which may be in the Facilities Building (“P” Building), CUH-CDAS Materials Management Building, or the Zale Lipshy Engineering Office; depending on where the work is being performed.

Parking:

Parking at UT Southwestern is at a premium. Employees, contractors, and vendors must park in designated areas only. The assigned project manager will identify appropriate parking options for you. For contractors and vendors, only one vehicle at the job site is permitted and **PARKING IS PROHIBITED IN THE FIRE LANE.**



Appropriate Behavior:

UT Southwestern Medical Center promotes a healthy work environment and expects appropriate behavior by everyone on campus. Reports of inappropriate behavior will be investigated and disciplinary actions may result. Whistling, inappropriate language and any other gesture that is perceived to be offensive to UT Southwestern employees and guests will not be tolerated and will be cause for dismissal.

English Proficiency Guidelines:

For safety and general information purposes, contract workers with limited English proficiency shall be assigned within close proximity to contract workers that have a fluency in English.

Smoking and Tobacco Use:

UT Southwestern Medical Center is a smoke and tobacco-free campus, which includes e-cigarettes.

Workplace Violence:

Acts of violence, the threat of violence, intimidation, harassment, and coercion are not tolerated at UT Southwestern Medical Center. Employees and contractors are responsible for adhering to campus policies and for reporting disruptive or violent behavior to a Supervisor, Project Manager, or the Campus Police. Policy violators are subject to disciplinary action in accordance with the rules and regulations of the UT Southwestern Medical Center.



Hazardous Materials:

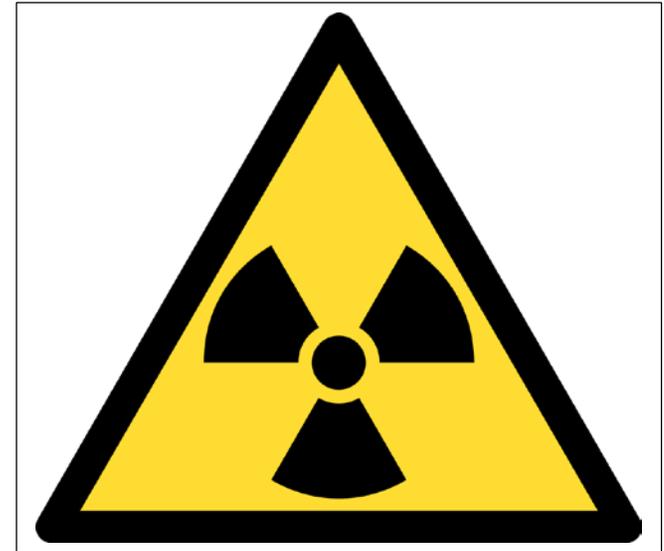
- Hazardous materials such as flammables, toxics, corrosives, biohazards, and radioactive materials are present and in use at UTSW.
- Read all warning labels carefully and refer to the Safety Data Sheets for product information. If the warning label is missing from a suspected hazardous chemical, notify a supervisor or project manager.

Chemicals Brought by the Contractor or Outside Vendor

- Safety Data Sheets must be submitted to the construction project manager for approval by Office of Safety and Business Continuity (OSBC).
- All chemicals must be labeled in accordance with 29 CFR 1910.1200 (Hazard Communication).

Hazardous Materials Spills

- If you discover a spill believed to be hazardous or questionable, contact Campus Police: 911 on a UT telephone or 214-648-8911 from a cell phone.
- University Hospitals: 3333
- In addition, notify your Supervisor or Project Manager.



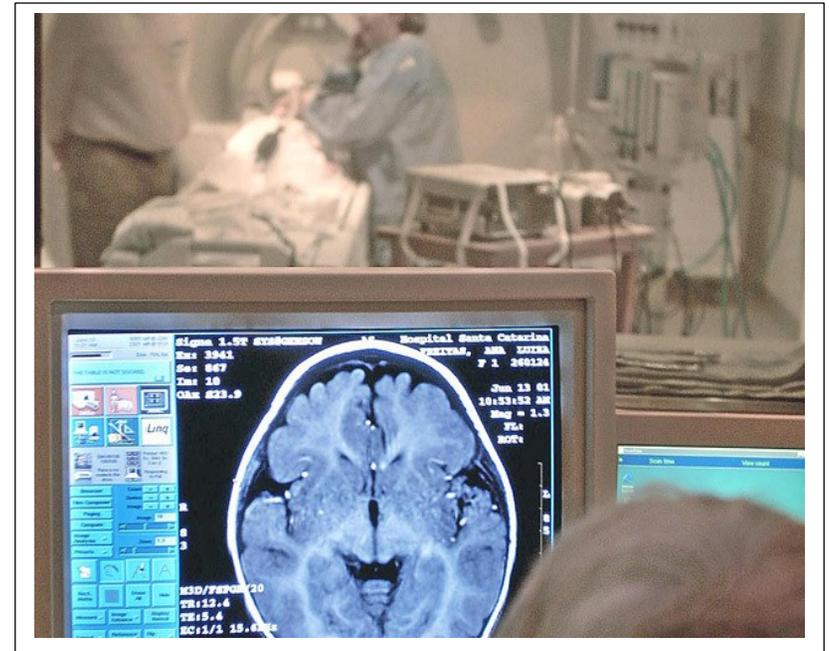
Magnetic Resonance Imaging Safety:

Magnetic Resonance Imaging (MRI) machines contain large magnets which will attract metal objects such as tools, ladders, and other metallic equipment located within the magnetic field. Serious injuries have occurred from incidents where workers have taken metallic objects into magnetic fields.

These machines are located in several buildings throughout campus and are indicated by various forms of signage or floor markings.

In order to attain the Workplace Safety Sticker, contractors and employees must provide proof of the successful completion of the MRI Safety Training Course.

Please contact Forrest Cain at 214-648-0219 or OSBC at 214-645-8338 to request the contractor MR safety course.



Test Questions

The term “tailgating” is used when two people enter a secured area where only one has used their badge?

- a. True
- b. False

Answer: True

Is tobacco use of any type permitted on campus?

- a. Yes
- b. No

Answer: No

Parking is permitted in a fire lane in order to drop off supplies to a work site?

- a. True
- b. False

Answer: False

Site Safety Requirements

Personal Protective Equipment:

All employees, contractors, and vendors shall wear the following safety equipment in designated safety areas:

- Hard hat
- Leather work shoes (hard sole, non-slip)
- Eye Protection
- Gloves (as appropriate)
- Safety Vest
- Current year workplace safety sticker
- Hearing Protection

Personal Appearance:

- No T-shirts with holes or sleeveless
- No T-shirts with offensive language
- No shorts
- **Identification badge must be worn above the waist with the current year Safety Training Sticker Certificate on it**



Housekeeping:

Workers are expected to maintain an orderly and safe jobsite. Keep floors and walkways clear by cleaning up spilled liquids, and keeping cords and other obstacles out of the way of pedestrian traffic. Daily cleanup of the work areas is required.

Temporary storage of construction waste cannot exceed 50 cubic feet of material.

First Aid:

Contractors and vendors must provide adequately stocked first aid kits on their job sites for use by employees and any report of injury requiring more than on-site first aid must be reported to the UTSW project managers soon as possible.

Signage:

Contractors and vendors are required to maintain proper signage to ensure that employees, visitors, and guests are aware of construction sites and hazardous work occurring in open areas. Where necessary, areas shall be temporarily closed off to prevent injury while the work is occurring.



Environmental Controls:

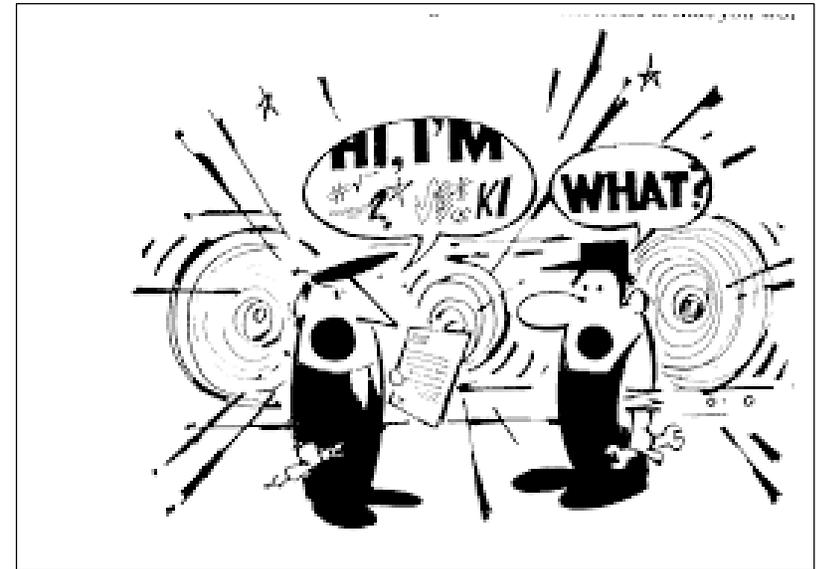
Patients, staff, and public areas must be protected from dirt, dust, and other construction-related contamination. The use of non-combustible dust barriers may be required.

Noise Control:

- Cell phones must be kept on vibrate. If you must talk, discussions must take place in private offices or conference rooms.
- Fix squeaky wheels on work carts.
- No AM/FM radios.

Dust Containment:

- Negative air machines are required in all construction areas.
- Plastic containments shall be used where necessary. Curtain doors shall be utilized for entrance and exit.
- Sticky mats must be placed outside of construction areas.
- Coveralls must be worn over soiled/ contaminated clothing.
- Shoes must be covered with paper booties in designated areas.
- You may only open one (1) ceiling tile every 25 feet in Hospitals and Clinics only.



Traffic Control:

When a project includes sidewalk or roadway work, or the use of overhead cranes; the UTSW project manager and contractor will need to determine the safest routes and procedures to reroute traffic and protect pedestrians.

A proposed traffic/ pedestrian control plan must be coordinated prior to the event through UTSW Police, Office of Safety and Business Continuity and the Project Manager.

Highly visible clothing such as traffic vests shall be worn to alert vehicular traffic of the presence of workers. Whistles and other devices used to control traffic shall be used respectfully and for the purpose of traffic control only.



Test Questions

Hard hats, hearing protection, and eyewear are examples of safety equipment needed on a construction site?

- a. True
- b. False

Answer: True

What is the maximum amount of construction waste allowed to accumulate on a job site in cubic feet?

- a.20
- b.50 c.
- 100

Answer: 50

A traffic/ pedestrian control plan must be coordinated through the University Police Department, OSBC, and the project manager?

- a. True
- b. False

Answer: True

Occupational and Fire and Life Safety Manuals

Office of Safety and Business Continuity:

Office of Safety and Business Continuity (OSBC) is responsible for the enforcement of safe work practices on campus. To help promote a culture of safety and the dissemination of safety-related information, the Occupational Safety and Fire and Life Safety Manuals were developed, including the Construction Safety Manual.

These manuals are the central repository for campus fire and life safety and occupational safety related policies, procedures, and requirements. They should be referenced and adhered to during the life of any construction project regardless of size and scope. A few of the more frequent construction topics will be addressed in this section of the training program, but it is the responsibility of all employees and contractors to be aware of the information contained in the manual.



Occupational and Fire Safety Policies, Procedures, and Permits

Employee Equipment and Machinery Training:

Employees shall be thoroughly trained in the use of personal protective equipment, any chemicals used in their work, and the safe operation of any tools or equipment including the appropriate machine guarding. Only employees who have been trained and those undergoing supervised on-the-job training shall be allowed to use shop equipment, machines, and tools.

Consumption of Food or Beverages:

No food or drink shall be brought into or consumed in areas exposed to toxic materials, chemicals, or shop contaminants. Workers shall wash their hands before eating or drinking after exposure to any contaminant. A separate area shall be designated as being safe for food and drink consumption.



Electrical Safety:

All persons who work with or in the vicinity of electrical equipment are subject to the Electrical Safety Policy. Persons who maintain or repair these systems shall follow **Lock Out/ Tag Out** procedures to ensure the equipment is safe to work on.

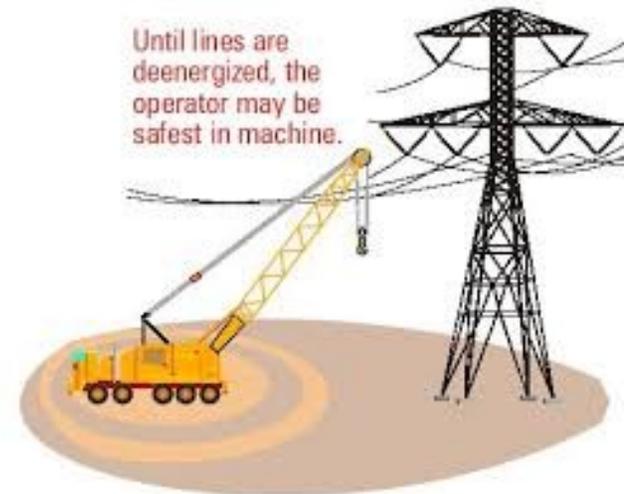
A written live work permit known as the **Energized Electrical Work (EEW) Notification** shall be completed to ensure that safe work practices will be followed. The EEW is available through UTSW Facilities.

Power Lines:

If electrical power has been accidentally severed, contact UTSW Hospital Facilities CDAS at **214-633- 8080** or Facilities CDAS at **214-648-3190** immediately to shut off the electricity. If you are sitting on earth- moving equipment or other riding equipment, stay on the equipment – do not attempt to jump off unless the machine is on fire and your life is in danger.



Until lines are deenergized, the operator may be safest in machine.



Lock Out/ Tag Out:

Employees and (sub) contractors are required to follow standard industry practice Lock Out/ Tag Out procedures to prevent a system from being “unexpectedly” energized or the premature startup of the machines or equipment. Contractors and vendors must provide their own locks/tags and they must contact UTSW Facilities prior to servicing any equipment.

Hearing Conservation:

A hearing conservation policy has been established to protect the hearing of employees who may be exposed to potentially hazardous noise levels that equal or exceed established exposure limits on the job.

Where possible, engineering or administrative controls will be established to reduce or eliminate noise hazards within the workplace. Where this is not possible, employees will be required to don the appropriate hearing protection to reduce the risk.



Machine Guarding:

Machine guarding shall be employed on equipment whenever possible to prevent injury. It shall be original to the equipment and have safety features which prevent the employee or (sub) contractor from being exposed to moving parts and pieces.

All manufacturer-provided guards shall be in place prior to the use of any equipment. Damaged or missing guards on equipment shall render the device out of service until it is repaired by a certified individual.

Environmental Conditions (Heat and Cold Stress):

Environmental conditions, such as extreme heat or cold, impact the ability of employees and contractors to safely perform their work. These conditions can be environmentally induced or caused by a single source. Supervisors have the responsibility to ensure that their employees take breaks as necessary, are properly hydrated, and are monitored to ensure that injuries do not occur.



Ladder Safety:

All employees and (sub) contractors that utilize ladders during the course of their work are required to adhere to the safety requirements. Ladders shall be of proper design and construction for the location where the repair work or construction will occur. For their own individual safety, employees should recognize and avoid ladder hazards and be aware of safe practices in setting up, storing, moving, and working from this equipment.

Confined Space:

Confined spaces can be entered as part of an ongoing construction project, or as a function of the maintenance of current systems. Workers must be able to identify and understand the differences between permit and non-permit required confined space, and be trained in the proper entry and exit procedures for each.

The conditions of a confined space can change from entry to entry. Workers must continually monitor the environment of the confined spaces to ensure the safety of the entrants. A **permit is required** and a **site inspection** will be completed by OSBC prior to entering any confined space.



Excavation and Trenching:

Employees and contractors must be protected from the serious injuries that could result from potential cave-ins or earth collapse when working in or around trenches and excavations.

Before work begins on an excavation or trench, a competent person will evaluate the specific hazardous conditions at the worksite through jobsite studies, observations, and test borings for soil type or conditions. A **permit is required** and a **site inspection** will be completed by OSBC before entry into any trench is allowed.

Utility Systems:

UT Southwestern Medical Center depends on uninterrupted delivery of utilities to operate equipment that is crucial to daily operations. Any utility shutdown must be coordinated with the project manager to avoid interruption of any utility service. Only UTSW Facilities employees should turn utilities on or off. A utility line locator firm shall be employed to physically locate the utility lines. No digging may take place without the approval of Facilities Management.



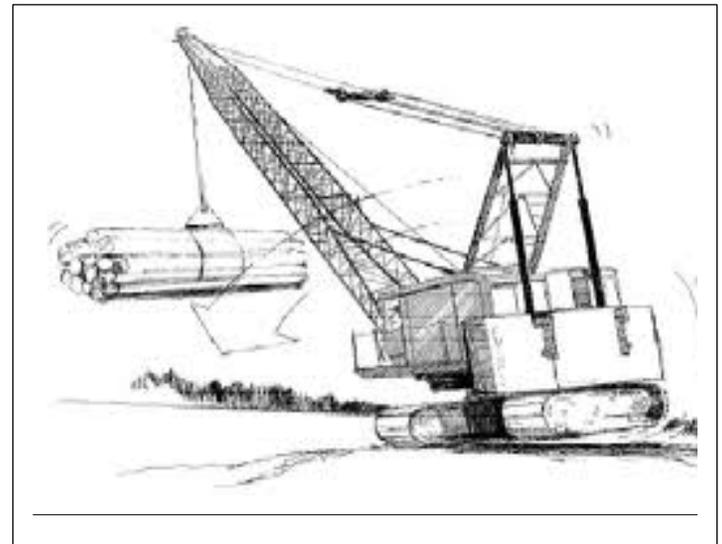
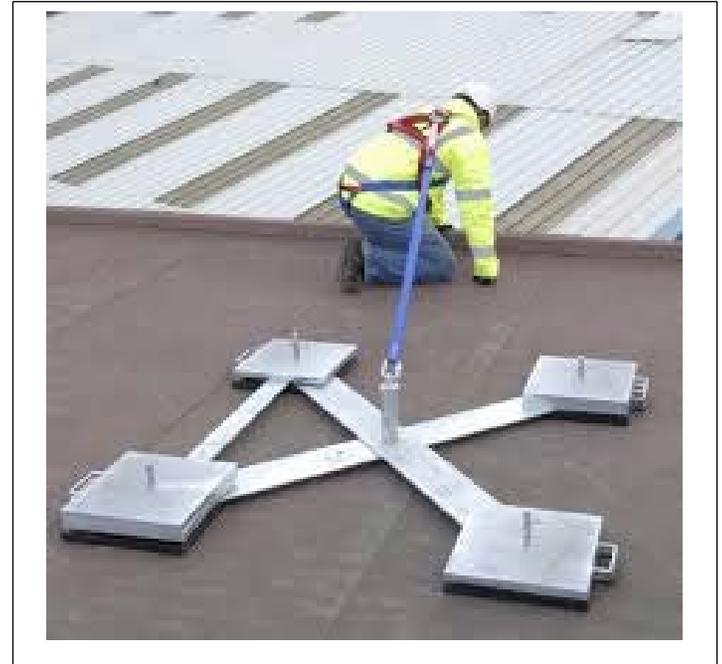
High Work (Fall Protection and Fall Prevention):

Fall protection must be provided for any worker who is 10 feet from the edge or a walking or working surface with an unprotected side(s) or edge(s) greater than 6 feet above the surface below. The supervisor and/or worker(s) shall assess the area to determine if the surface on which an employee is to work has the strength and structural integrity to safely support them.

An approved fall protection system shall be attached to engineered building anchors or a specifically designed portable weighted anchor. A **permit is required** and a **site inspection** will be completed by OSBC prior to the start of work.

Cranes:

Overhead crane operations not only affect the employees or contractors on the project, but also all of the occupants working in the building. Failure to properly setup a crane or carry a load could result in catastrophic damage to a building or severe injury to a worker or building occupant. A **Crane Plan** shall be submitted and approved by OSBC, which will issue the **required permit** prior to the crane coming to the site.



Hot Work:

Any work which could create a spark or open flame is considered hot work, and requires a permit. Examples of this work are torching, soldering, welding, grinding, and cutting.

The following is required to obtain a hot work permit:

- The welding/ cutting equipment and the individuals performing the work must be on the job site
- The contractor performing the work must have their UTSW contractor ID and Workplace Safety Sticker
- A serviceable 10-pound ABC fire extinguisher
- A 24-oz fire blanket must be at each location

Torches: All equipment must meet OSHA 1926.35 requirements. Quick-connect type fittings are not permitted.



Fire Watch:

A fire watch shall be provided for all hot work. A fire watch is defined as:

- 1) The assignment of a person or persons to the area for the express purpose of notifying the building occupants and campus police of an emergency
- 2) Preventing a fire from occurring
- 3) Extinguishing small fires
- 4) Protecting the public from fire or life safety dangers

Personnel assigned to a fire watch must be specially trained in fire prevention techniques, and they should understand the particular fire safety situation.

At a minimum, a fire watch shall be conducted for 30 minutes past the end of the work. Depending on the material in close proximity, this could be extended to 1 hour for non-sprinkled areas and rooftops.



Permits:

For all required Construction Permits, please call and leave a message on the Permit Line (214-645-2094) to request a permit. Leave your name, phone number, company name, type of permit(s) needed and the location of where the OSBC representative is to meet you. Permits will be issued twice daily; 8- 9:30 a.m. and 1- 2:30 p.m.

- ✓ **Confined Space**
- ✓ **Excavation and Trenching**
- ✓ **Fall Protection**
- ✓ **High Work**
- ✓ **Cranes**
- ✓ **Hot Work**

UTSW PERMIT	
INSTRUCTIONS:	
1. VERIFY CONDITIONS ARE ACCEPTABLE ON APPLICATION FORM	
2. COMPLETE AND RETAIN PART 1 (BLUE) FOR SAFETY RECORDS	
3. COMPLETE AND ISSUE PART 2 (BEIGE) TO SITE SUPERVISOR	
4. SITE SUPERVISOR SHALL MAINTAIN PERMIT IN CONSPICUOUS LOCATION AT THE WORK SITE	
DATE: _____	TIME: _____
LOCATION: _____	
<u>SITE SUPERVISOR:</u> (NAME AND DEPARTMENT OR COMPANY)	
NAME: _____	
PHONE: _____	
<u>FALL PROTECTION UTILIZED</u> <input type="checkbox"/> Yes <input type="checkbox"/> No (FIXED FALL PROTECTION)	
DESCRIPTION OF HIGH WORK:	

AUTHORIZATION:	
THE HIGH WORK PERMIT APPLICATION FORM HAS BEEN REVIEWED AND ALL NECESSARY SAFETY SYSTEMS AND PROCEDURES (SEE REVERSE) HAVE BEEN TAKEN; THEREFORE, PERMISSION IS GRANTED FOR THIS WORK.	
HIGH WORK OPERATIONS ARE LIMITED TO THE AREA SPECIFIED ON THIS PERMIT, USING ONLY THE EQUIPMENT INSPECTED, AND CONDUCTED IN THE MANNER SPECIFIED ON THIS PERMIT AND THE PERMIT APPLICATION FORM.	
SITE SUPERVISOR: _____	
SAFETY OFFICIAL: _____	
PERMIT EXPIRATION DATE:	UT Southwestern Medical Center

Test Questions

Are permits required for Energized Electrical Work, Confined Space Entry, Fall Protection, Trench Entry, Crane Operations, and Hot Work?

- a. True
- b. False

Answer: True

Who is allowed to turn off any building utilities so work can be performed on them?

- a. Non-University Contractors/ Vendors
- b. UTSW Facilities
- c. UT Southwestern employees in the area of the job site

Answer: UTSW Facilities

Fall protection is required for any height greater than 10 feet?

- a. True
- b. False

Answer: False, any work area over 6 feet requires fall protection.

A Hot Work Permit is required for any welding, grinding, or similar work on campus?

- d. True
- e. False

Answer: True

Life Safety and Fire Protection Systems on Campus

Life Safety:

Designated Entrance and Exit Routes:

The project or construction manager shall define the entrance and exit routes for contractors in order to provide the least amount of interference with the activities in the area.

These routes must accommodate the safe transport of construction equipment, debris, construction workers, staff, patients, and guests. In addition, all contractor activities must be posted and secluded (if possible). No egress routes can be blocked or restricted without the approval of OSBC and coordination with the Project Manager.

Wall Penetrations:

Penetrations in fire-rated walls and floors allow products of combustion (smoke and fire) to spread uninhibited throughout the building. These penetrations shall be sealed in accordance with the construction documents.



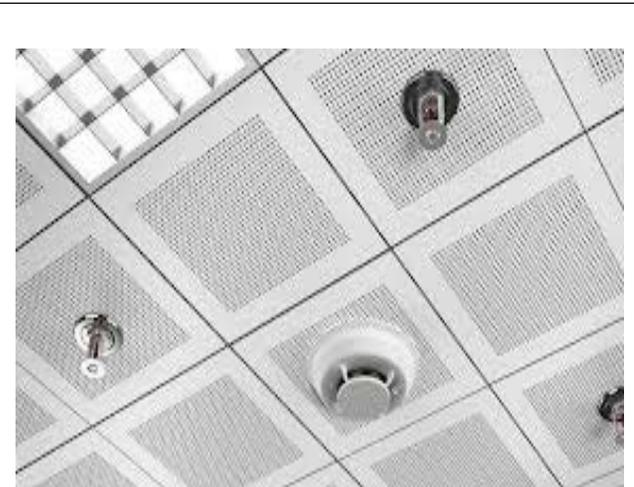
Fire Protection Systems:

Automatic Fire Sprinklers and Fire Suppression Systems:

An automatic fire sprinkler system is a series of piping, valves, and heat-sensitive elements which are designed to control and contain a fire to its area of origin. These fragile systems are installed in every UTSW building and workers must use caution when working within 4 feet of a sprinkler head to avoid unintentional activation.

Fire suppression systems are typically gaseous extinguishing agents used in clean rooms or IT areas where water will damage expensive equipment. These systems are extremely sensitive to dirt and dust and are activated by a smoke detector.

Unless there is an emergency, a fire protection system shutdown requires a **minimum of 3 days notification** to OSBC and the project manager.



Fire Alarm System:

A fire alarm system utilizes a variety of different detection methods in order to provide early notification of a fire in the building. Examples of these detection methods include smoke, heat, manual pull station, and water flow devices.

In 2015 and 2016, improperly protected smoke detectors accounted for over 25% of the false alarms in campus buildings, and several thousand dollars in equipment damage and replacement.

These fragile systems are installed in almost every UTSW building. Workers **must use caution** when working in close proximity with a detector to avoid unintentional activation.

Unless there is an emergency, a fire alarm system shutdown requires a **minimum of 3 days notification** to OSBC and the project manager.



Protection of Smoke Detectors:

In order to prevent the unintentional activation of a smoke detector during construction, renovation, or maintenance; the following smoke detector protection procedure has been developed:

- 1) Cut the bottom off of a zip lock bag
- 2) Use blue painters tape to secure the bottom of the bag to the base of the smoke detector
- 3) The bag shall be labeled with the date and contractor or employee name on the bag

The bag shall be sealed at the start of each work day where the potential of creating dust or smoke is possible. **The bag shall be opened at the end of the day and removed at the completion of the job.** When bags become dirt-covered or ripped, they shall be replaced.



Test Questions

The work area must be clean so that workers can make it to the exit in the event of a fire.

- a) True
- b) False

Answer: True

In order to turn off the fire protection systems, you must first contact Office of Safety and Business Continuity?

- a) True
- b) False

Answer: True

After every workday, the Ziploc bags shall be opened to allow the smoke detector to test the environment.

- a) True
- b) False

Answer: True

The Ziploc bag shall be labeled with which of the following information?

- a) Date/ Contractor or Employee Name
- b) Date/ Project
- c) Device Type/ Location

Answer: Date/ Contractor

Campus Emergency Information

Reporting an Emergency:

Campus Wide

Emergency (on a UT Telephone) 911. Emergency (cell phone) 214-648-8911. Non-Emergency (on a UT Telephone) 311.

Non-Emergency (on a cellphone) 214-648-8311.

Hospitals – 3333 (Hospital Operator)

Fire Alarm Activation and Campus Emergencies

When the fire alarm sounds, everyone must follow the announcements provided by the fire alarm system.

UT Southwestern Medical Center requires that all employees and contractors be familiar with the basic requirements of the campus emergency plans before they begin work.



Fire Extinguisher:

Each jobsite is required to have a minimum of one 10lb ABC fire extinguisher independent from those installed in the building for occupant use.

When using a fire extinguisher, remember the word “**P.A.S.S.**”. Each letter represents a step for using the fire extinguishers.

P – Pull the pin on the extinguisher.

A – Aim the nozzle at the base of the flames.

S – Squeeze the handle to discharge the extinguisher (expect a jolt).

S – Sweep from side to side.

If you are unable to extinguish the fire, isolate the area by closing the door and dial **214-648-8911** from a cell phone or **911** from a university phone to report a fire.



Test Questions

What is the emergency number for the University Hospital? a) 8-8711
b) 8-8311
c) 3333

Answer: 3333

What is the campus emergency number from a cellphone? a) 8-8711
b) 8-8311
c) 214-648-8911

Answer: 214-648-8911

All employees and contractors must be aware of emergency plans.
a) True
b) False

Answer: True

The acronym P.A.S.S was designed to help building occupants remember the steps to use a fire extinguisher.
a) True
b) False

Answer: True

Special Considerations for Hospital and Clinical Areas

Confidentiality:

At UT Southwestern University Hospitals and Clinics, the privacy of patients is valued and protected by law. Although workers will never have reason to use private health information, they may come in contact with documents or computer screens, or overhear conversations that contain private information. Please remember that this information is protected and private and is not allowed to be discussed or shared.

Not all areas of the hospital are open to the public for reasons of safety and privacy. If contractors are required to work in clinical areas, they must provide specific security/confidentiality training to their employees. Federal law is Health Insurance Portability and Accountability Act of 1996 (HIPAA).



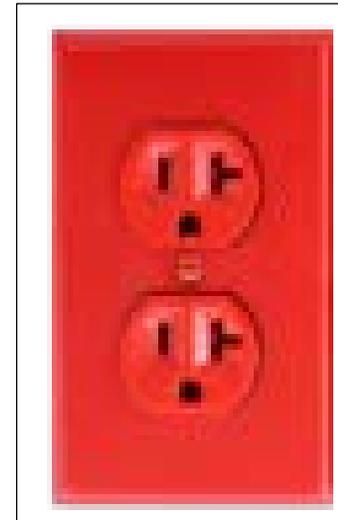
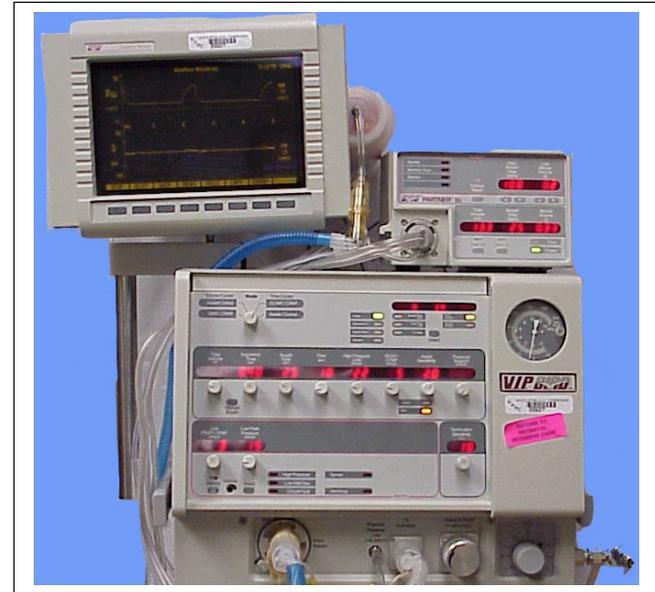
Medical Equipment:

Medical equipment such as ventilators and heart monitors are found throughout UT Southwestern University Hospitals and clinics.

Only authorized individuals may operate or change settings on medical equipment. Workers involved in construction are not authorized to operate, move, or change settings on any medical equipment. All issues regarding medical equipment must be referred to nursing staff or a project manager.

Red Plugs:

Red plugs are connected to the emergency power systems and will provide power even during an outage. These plugs are not to be used by workers outside of healthcare needs.



Blood Borne Pathogens:

Employees and contractors must be aware that patients with suppressed immune systems may be found anywhere in the building. To these individuals, a simple virus could be very serious. For this reason, all employees and contractors must observe basic infection prevention procedures.

Workers must following basic hygiene protocols at all times. Hand washing is the single most effective method of prevent the spread of disease. Other methods of prevention include the use of gloves, gowns, masks, and shoe covers where appropriate. Hospital facilities management or the project manager will assist in the selection of appropriate precautions with guidance from Infection Prevention.



Exposure to Human Blood or Body Fluids:

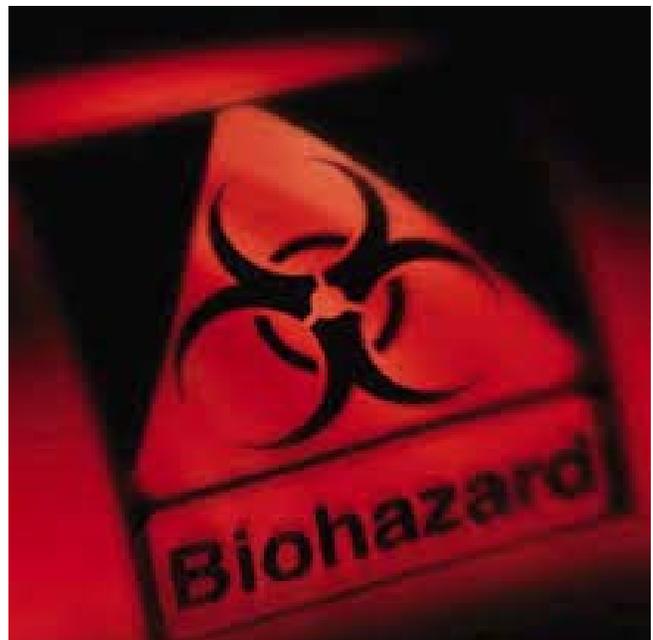
Needles and other sharp instruments are used throughout hospital and clinical areas, and patient blood and body fluids are transported throughout the campus. Our expectation is that these materials are contained appropriately; however, exposures can still occur. UT Southwestern has developed a plan of action to address any exposure that does occur.

If a worker experiences an exposure to human blood or body fluids while on campus, the following steps shall be taken:

- Rinse the exposed areas thoroughly with soap and water.
- Call the exposure pager **(214) 588-6263** for further directions on treatment.

The pager is monitored at all times. The incident must be reported to the project manager by the end of the shift.

BLOODBORNE PATHOGENS



Site Safety, Policies, and Permits

Prior to performing construction-related tasks within all patient care, laboratory or any other areas where the services rendered are directly related to patient care, you will be required to obtain an **Infection Control Permit**. You may not begin work until the appropriate authorization has been completed and the permit is posted at/ near the entrance of the worksite.

Posting of this permit is required over the entire construction period. Please see the project manager or your supervisor to determine if a permit is required for your tasks.

The use of appropriate personal protective equipment (PPE) shall be in accordance with the Infection Control Permit posted at the entrance to the jobsite. Adherence to the requirements is mandatory for all workers.



Wall Penetration Permits:

All fire and smoke barriers must be sealed as specified in the construction documents. While working in University Hospitals and clinics, any cutting, opening, or otherwise penetrating any wall requires a wall penetration permit form from Hospital Facilities Management. A Hilti training certificate is required to perform fire stop activities.

Interacting with UTSW Medical Center Staff and UTSW Hospitals Staff, Patients, and Guests:

The employees of UT Southwestern Medical Center are proud of their facilities and are always careful to ensure the comfort and welfare of patients, visitors and coworkers. Even if only temporarily, contractor employees will become part of the UTSW work force and may even be viewed as UTSW employees by patients, guests or visitors.

Entering Patient Rooms:

Workers must never enter a patient room without permission from nursing staff. Access to patient rooms will only be permitted after making arrangements with the project manager and nursing floor manager. The nursing staff will provide the date and time when access to the room will be available.



Hospital Facility Alerts

UT Southwestern Hospitals and surgical clinical suites have transitioned from the use of color codes system to a plain language system in order to notify employees, vendors, and workers of emergency situations within the building. These events will be given verbally over the public address system by the Operations Supervisor:

FACILITY EVENT	PLAIN LANGUAGE
Fire Alarm	Facility Alert-Fire Alarm Activation-(Location)
Utilities Downtime/Outage	Facility Alert-(Description)-(Location)
Chemical Spill	Facility Alert-Hazardous Spill-(Location)
Bed Capacity	Facility Alert-Bed Capacity-(Location)
MEDICAL ALERT	
Patient in Arrest	Code Blue (No Change)
Patient/Person Down	Rapid Response (No Change)
SECURITY ALERTS	
Active Shooter/Violent Intruder/Hostage/Civil Disturbance	Security Alert-(Threat)-(Location)
Missing Patient	Security Alert-Wandering Patient-(Location)
Bomb Threat	Security Alert-Building Threat-(Location)
Missing Infant	Code Pink (No change)
Combative Patient	Code Rush (No change)
EMERGENCY MANAGEMENT	
Disaster Event	Facility Alert-(Description)-(Location)
WEATHER	
Severe Weather	Weather Alert-(Description)-(Location)
Tornado	Severe Weather Alert-(Description)-(Location)

During the occurrence of an event, check immediately with your supervisor to ask what is expected in this situation. You may be asked to leave the work area and move to a designated safe place within the building.



Fire Plan:

Everyone working in UT Southwestern Medical Center must always be aware of the locations of the nearest fire alarm pull station, the nearest fire extinguisher, and the nearest exit.

When the fire alarm sounds, everyone must follow the announcements provided by the fire alarm system. The procedure for a fire in a hospital is “R.A.C.E.”

Each letter in the acronym “R.A.C.E” represents a step in the fire response procedure for individual employees:

- R – Rescue
- A – Alert
- C – Confine/ Contain
- E – Extinguish/ Evacuate



Test Questions

The single most effective method of preventing the spread of disease is?

- a. Wearing clean boots
- b. Handwashing
- c. Wearing PPE

Answer: Handwashing

For body fluid exposures, the infection control pager number is (214) 588-6263.

- a. True
- b. False

Answer: True

Contractors can enter patient rooms without notifying the nursing staff for a brief moment if the reason is related to the construction project.

- a. True
- b. False

Answer: False

The Plain Language Code System in the hospital and surgical clinic suites relays emergency events which are occurring.

- a. True
- b. False

Answer: True