

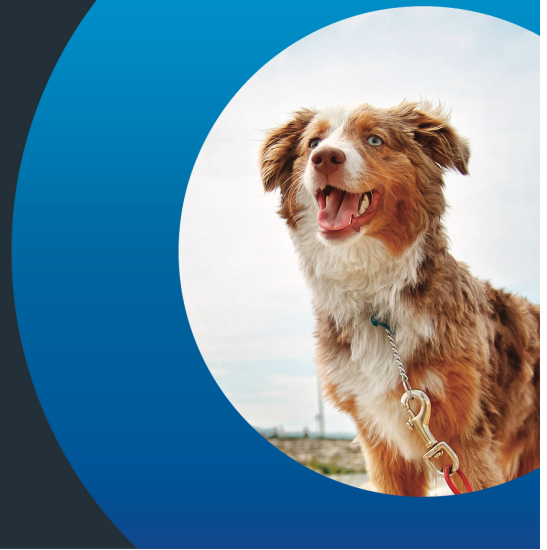
Safety Meeting in a Box

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Facilitating Veterinary Safety Meetings at Your Practice

Regular safety meetings provide an opportunity to discuss and resolve issues as they arise.

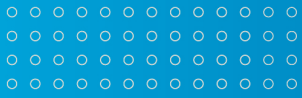


Regular safety meetings provide an opportunity to discuss and resolve safety issues as they arise, and before they result in an accident or injury. If you're not conducting safety meetings regularly at your veterinary practice, you can use these resources to develop and define your safety program. If you are already conducting regular meetings, you may want to refine the structure or use the suggested topics for your upcoming meetings.

The **AAHA SAFETY MEETING IN A BOX** contains a number of useful tools for you to use at your veterinary practice, including:

- **Safety Meeting Minutes** template – take minutes at each of your safety meetings (you may need to assign a note taker)
- **Veterinary Safety Evaluation** form – evaluate the safety of your practice and create a schedule for correcting hazards, as needed
- **Safety Meeting Topics** – each of the safety meeting topic documents includes a discussion topic with action items for you and your team to discuss at your safety meeting.
 - Bloodborne Pathogens
 - Driver Safety
 - Emergency Action Plan
 - Hazard Communication
 - Office Ergonomics & Avoiding Back Injuries
 - Preventing Bite & Scratch Injuries
 - Radiation Safety
 - Return to Work Program
 - Slips, Trips & Falls
 - Or Create Your Own!

Depending on the size of your practice, one person (or a safety committee) will lead the planning and facilitation of the practice's safety program. Once the structure and leadership of your safety program is formed, consider the following elements to successfully involve the entire practice in the safety program.



Scheduling, Attendance and Format

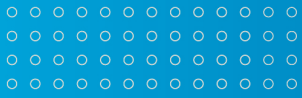
- Hold meetings at least once per month at a regular time (example: the first Wednesday of every month) and keep them brief (15-30 minutes)
- Allow all practice members to contribute suggestions for agenda topics
- Record attendance and action items in meeting notes, and follow-up on these items at the next meeting
- Require attendance from the entire veterinary team, and hold employees accountable by discussing their meeting attendance during performance reviews
- Encourage attendee participation with quiz questions

Purpose and Goals

- Set clear roles and expectations for committee members and/or meeting attendees
- Set reasonable and attainable priorities for each meeting
- Investigate and review safety incidents
- Emphasize that employees' regard for safety is as important as the regard for customer satisfaction, patient outcomes, etc.
- Discuss safety observations (observing something that could cause injury) and near misses (narrowly avoided injury or incident)

Incentivize Employees

Consider incentivizing employees with a raffle prize to encourage participation in the safety program. You can reward employees for participating in meetings, answering quiz questions correctly, wearing proper Personal Protective Equipment (PPE), or reporting safety concerns or meeting topics to discuss.



How to Conduct a Safety Meeting

Before the Meeting

- Plan who should attend, what topics, when, where and how
- Coordinate the agenda with committee members
- Send agenda to committee members three to five days prior to meeting
- Establish meeting management ground rules
- Review minutes from prior meeting and pending actions
- Come early and set up the meeting room

At the Start of the Meeting

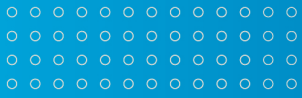
- Start on time
- State meeting ground rules
- Seek approval of agenda from participants
- Introduce new members and guests
- Set clear time limits
- Review action items from previous meeting

During the Meeting

- Focus on each problem in the same way each time
- Focus on the resolution and solutions to problems

At the End of the Meeting

- Establish action items and responsibilities – Who, What, When
- Set date and time for next meeting – preliminary agenda
- Evaluate the meeting
- Close the meeting efficiently and positively
- Clean up room
- Prepare committee minutes
- Distribute/post minutes
- Follow-up action items

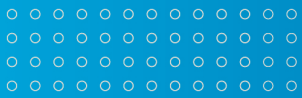


Veterinary Safety Evaluation

COMPLETED BY:

COMPLETED ON:

Housekeeping Items	Action Needed	Date Corrected
All passageways clear and free of tripping hazards?		
Floors clear of slipping hazards?		
Walking and working surfaces in good condition?		
Work areas free of trash?		
Stairs clear and in good condition?		
Ladders in good condition?		
Suitable containers available for trash and waste?		
Emergency Exits	Action Needed	Date Corrected
Emergency evacuation routes posted?		
Emergency light working?		
Exits unobstructed?		
All exits clearly marked with appropriate lighting?		
Personal Protective Equipment (PPE)	Action Needed	Date Corrected
PPE available and in use where required?		
PPE in good condition and stored properly?		
Eye wash station available?		
Safety shoes worn where required?		
Hearing protection used where required?		

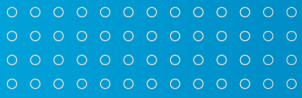


Fire Safety	Action Needed	Date Corrected
Fire extinguishers in place and accessible?		
Fire extinguishers inspected and properly tagged?		
Sprinkler heads have at least 18" clearance?		
Fire doors in proper working order and not blocked open?		
Electrical cords undamaged?		
Smoking areas designated?		
Are flammables/combustibles properly contained, labeled, and stored?		
Chemicals	Action Needed	Date Corrected
Hazardous communication program in place?		
Containers properly labeled?		
Hazardous waste properly stored and disposed of?		
Equipment	Action Needed	Date Corrected
Equipment in good working order (autoclave, anesthesia, radiation, laser)?		
Cylinders of compressed gas (oxygen) firmly secured?		
Are unused cylinders of compressed gas secured and stored with a protective cap?		
Needles in self-closing containers?		
Ergonomics	Action Needed	Date Corrected
Have repetitive motion exposures been identified?		
Employee workstations ergonomically designed to reduce repetitive motion exposures?		
Employees trained in techniques to reduce repetitive motion potential?		

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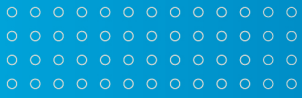
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Recordkeeping	Action Needed	Date Corrected
OSHA 300 log is complete and up-to-date?		
Employee training records are up-to-date?		
SDS for all chemicals available?		
First Aid kits stocked and available?		





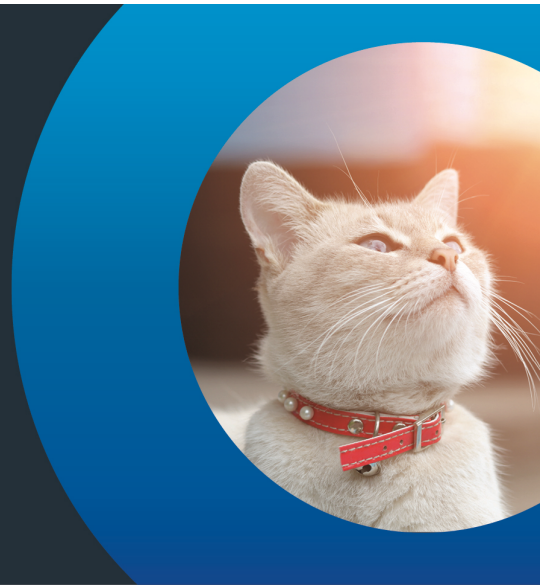
Safety Meeting Minutes

[Meeting Title]			
[Date]	[Time]	[Location]	
Facilitator	Note taker		
Attendees			
[Agenda Topic]			
Discussion			
Recommendations			
Action Items to Complete	Person Responsible	Deadline	
[Agenda Topic]			
Discussion			
Recommendations			
Action Items to Complete	Person Responsible	Deadline	
[Agenda Topic]			
Discussion			
Recommendations			
Action Items to Complete	Person Responsible	Deadline	



Safety Meeting: Bloodborne Pathogens

Protect employees with an infection control program



Prior to beginning your meeting, review action items and minutes from previous meeting(s). If this is your first meeting, start by walking through the Veterinary Safety Evaluation form with attendees. Keep attendees engaged by including them in the agenda-setting process, discussion and action items.

Meeting Topic: Bloodborne Pathogens

PURPOSE

The purpose of an infection control program is to protect employees from exposure to **human** blood and other potentially infectious material (OPIM) resulting from activities required by their jobs.

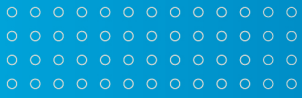
SAFETY DISCUSSION

- Treat all blood and bodily fluid as if they carried bloodborne pathogens
- Label all **human** blood or OPIM waste as BIOHAZARD
- Appropriate personal protective equipment should be used:
 - Safety glasses
 - Disposable liquid proof gloves
 - Face shield & apron if necessary
- Wash hands regularly!

SAMPLE SCENARIO

While completing a surgical operation on a patient, Dr. Smith accidentally slices her palm with a scalpel, creating a deep wound. Dr. Smith's hand bleeds profusely on to the floor before she has time to apply a bandage.

Dr. Smith leaves the hospital to seek medical treatment at a nearby clinic, and her co-workers complete the treatment of the patient with a pool of the doctor's blood on the surgical floor. What specific steps should a responsible party from the hospital take? *(review on next page)*



ACTION ITEMS

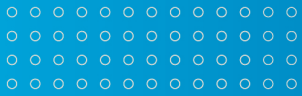
Work with attendees to apply the discussion within your practice:

- Set objectives for attendees to complete by the next safety meeting
- Create deadlines for and assign team members to each task

Sample Scenario Review

A responsible party from the hospital should follow the steps below:

1. Only designated personnel who are trained, authorized and equipped to respond to **human** medical emergencies and/or bodily fluid spills will do so. All other personnel will avoid contact and notify their supervisor if a spill or exposure incident is encountered.
2. While responding to **human** medical emergencies or bodily fluid spills, an appropriate level of personal protective equipment (PPE) will be worn including:
 - a. Safety glasses – incidents with minimal exposure potential (i.e. a laceration with minimal bleeding)
 - b. Face Shield – incidents with a potential of bodily fluid becoming airborne (i.e. a laceration with spurting, arterial bleeding)
 - c. Disposable liquid-proof gloves – all incidents
 - d. Apron/disposable suit and shoe covers – incidents with a potential of bodily fluid becoming airborne or incidents in which response/clean-up personnel could walk through a spill or move against material contaminated with a spill
 - e. Barrier mask and/or bag valve mask – incidents requiring mouth to mouth or breathing
3. Regulated waste such as dressings, bandages and other materials contaminated with **human** blood or OPIM will be double bagged in red biohazard bags and disposed of as regulated waste using an approved disposal contractor. Medical sharps will be disposed of according to the Infection Control Plan.
4. All potentially contaminated surfaces will be cleaned and sanitized with an approved sanitizing solution or will be disposed of as contaminated medical waste. Personnel performing this duty will be trained in all aspects of this plan and will be required to wear appropriate PPE as outlined above.
5. After performing necessary duties personnel will clean and sanitize any contaminated PPE, remove and discard it.
6. All personnel are required to wash their hands with soap and warm water immediately after removing PPE (liquid skin sanitizer is available when soap and water are not readily available).



7. Any employee (including both personnel trained and authorized to respond to incidents and those that are not) should immediately do the following if an exposure is suspected:
 - a. Wash exposed skin surfaces with large amounts of soap and warm water. Exposed mucus membranes should be rinsed with large quantities of warm water.
 - b. Report any actual or suspected exposure incident to their supervisor or the plan administrator. The employee will immediately be referred to a physician or other licensed healthcare provider for confidential follow-up care to be provided at no cost to the employee.

Safety Meeting: Driver Safety

Maintain safety for employees when travelling—
with or without animals.



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Meeting Topic: Driver Safety

PURPOSE

A Driver Safety program is crucial to maintaining safety for practice employees when traveling – with or without animals.

SAFETY DISCUSSION

In 2019, 36,096 people were killed in motor vehicle crashes in the US.*

- An additional 2.7 million were injured
- 10,142 fatalities due to alcohol impaired driving (28%)
- 3,142 fatalities due to distracted driving (8.7%)

Implement safe driving procedures for all employees:

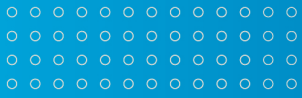
- Hands-free only cell phone policy
- Obey local traffic laws, including speed limits and seat belt use requirements
- Make adjustments for weather and traffic conditions

SAMPLE SCENARIO

Main Street Veterinary Hospital is located in a rural area, and frequently conducts house calls to patients that are not nearby.

Discuss safe driving tips to be applied for all employees who drive to see their patients. *(review on next page)*

*NHTSA 2019 Crash Data



ACTION ITEMS

Work with attendees to apply the discussion within your practice:

- Set objectives for attendees to complete by the next safety meeting
- Create deadlines for and assign team members to each task

Sample Scenario Review

1. Buckle Up

- Seat belts save lives
- Any loose object (including a passenger) may become a projectile with sudden stops
- All tools, products or other items must be safely secured in trunk or cargo area

2. Maintain High Visibility

- Lights on - headlights increase visibility and decrease probability of frontal crash by 25%

3. Use Proper Braking

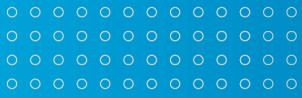
- Know how to use your anti-lock brakes (ABS) and when to use threshold braking

4. Scan 360°

- Side-to-side - at intersections, make sure the approaching cars are stopping. In residential areas, scan from door-to-door across the street
- To the horizon - notice things before you reach them and plan how to react
- To the rear - know what's behind you. Check the rearview mirrors every 5-7 seconds

5. Maintain Escape Routes

- Manage the space in front, to the right and to the left of your vehicle. You never know when you may have to steer around something



6. Use the Three Second Rule

- Maintain a three second following distance on dry pavement
- Give yourself time to react to the other drivers' mistakes

7. Keep a Space Cushion in Front

- When stopped, allow enough space between you and the car in front so that you can see the other vehicle's rear tires touching the road surface

8. Back or Pull Through Into Parking Spaces

- Whenever possible, park your vehicle in a way that allows you to avoid backing into uncontrolled areas such as busy streets and busy parking lot aisles

9. Follow the Maintenance Schedule

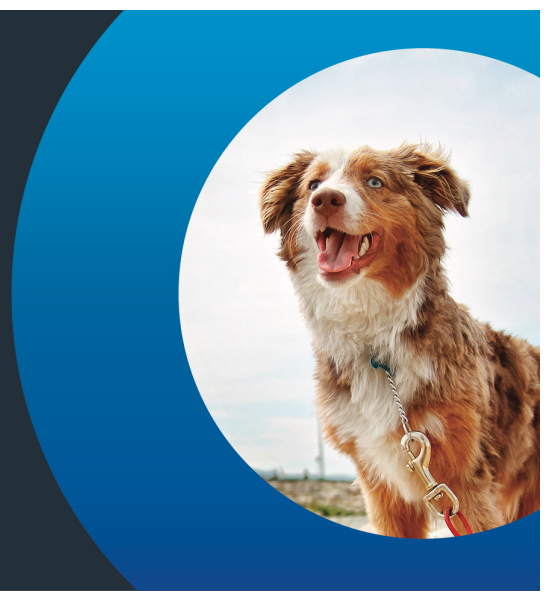
- Perform all regularly scheduled maintenance. Keep tires rotated and oil changed

10. Adjust for the Weather

- On wet or snowy roads, increase your following distance to four or more seconds
- Avoid driving on icy roads, or drive with great caution

Safety Meeting: Emergency Action Plan

Protect the life and safety of employees in the event of an emergency



Prior to beginning your meeting, review action items and minutes from previous meeting(s). If this is your first meeting, start by walking through the Veterinary Safety Evaluation form with attendees. Keep attendees engaged by including them in the agenda-setting process, discussion and action items.

Meeting Topic: Emergency Action Plan

PURPOSE

The purpose of an Emergency Action Plan is to protect the life and safety of employees in the event of an emergency (such as fire, explosion, bomb threat, tornado, severe thunderstorm, hurricane, earthquake, etc.).

SAFETY DISCUSSION

Requirements for a Successful Program

- Establish emergency reporting procedures
- Establish general evacuation routes
- Establish hazard specific procedures:
 - Fire / Explosion
 - Bomb Threat
 - Tornado
 - Severe Thunderstorm
 - Hurricane
 - Earthquake
 - Flood

SAMPLE SCENARIO

Tim is working in the kennel when he notices smoke coming from behind the laundry machine. Tim believes that an electrical cord may have frayed, and is concerned about a fire igniting.

Discuss steps that Tim should take to address this scenario (*review on next page*).

ACTION ITEMS

Work with attendees to apply the discussion within your practice:

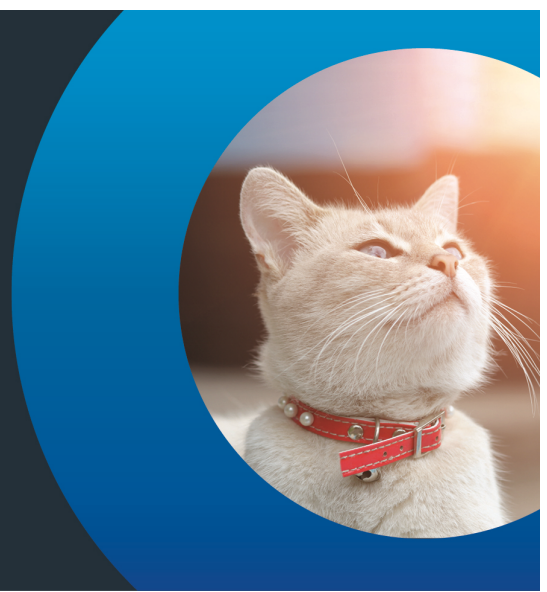
- Set objectives for attendees to complete by the next safety meeting
- Create deadlines for and assign team members to each task

Sample Scenario Review

1. Call 9-1-1 from the nearest phone.
2. Stay on the phone (if safe to do so) until the fire department has all the necessary information, such as the address, location of the fire in the building, type of fire (chemical, wood, etc.), how it started, whether medical assistance is needed, phone number, etc.
3. The person calling the fire department is responsible for informing management of the situation and that the fire department has been notified.
4. A designated supervisor will be responsible for deciding if a total evacuation of the practice is necessary. If evacuating, notify other exposed employees immediately.
5. Employees should attempt to extinguish a small fire only if there is backup support and only if they are trained in the proper use of the extinguisher.
 - If attempting to extinguish a small fire with a fire extinguisher, maintain a safe distance, have an escape route, and use the PASS technique (Pull the pin, Aim low, Squeeze the lever, Sweep from side to side).
6. All employees should immediately exit the building using the nearest exit. Employees shall meet at the designated safe area and a designated individual will perform headcount procedures.
7. Employees must not leave or re-enter the building unless directed to do so by the designated supervisor or the fire department.
 - The designated supervisor is responsible for meeting the fire department or other responders when they arrive.
8. Those employees trained in first aid are responsible for giving immediate first aid to injured employees.

Safety Meeting: Hazard Communication

Educate employees to maintain a safe work environment around hazardous chemicals



Prior to beginning your meeting, review action items and minutes from previous meeting(s). If this is your first meeting, start by walking through the Veterinary Safety Evaluation form with attendees. Keep attendees engaged by including them in the agenda-setting process, discussion and action items.

Meeting Topic: Hazard Communication

PURPOSE

A Hazard Communication Program helps to maintain a safe work environment by educating employees on OSHA's Hazard Communication Standard, the hazardous chemicals found in the workplace, and measures to protect against harmful exposure.

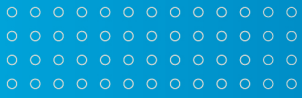
SAFETY DISCUSSION

- What chemicals are in the workplace?
- What is required by law to have for each chemical?
- What tasks involve hazardous chemicals?
- Do we label all hazardous materials?
- What safeguard or equipment is in place for tasks involving chemicals?
- What training is provided for employees?

SAMPLE SCENARIO

Dr. Roberts has just started a new veterinary practice, and is especially concerned about hazardous chemicals in the workplace and their immediate hazard to employees who work with them.

What are 8 requirements for meeting the OSHA standard for Hazard Communication?
(review on next page).



ACTION ITEMS

Work with attendees to apply the discussion within your practice:

- Set objectives for attendees to complete by the next safety meeting
- Create deadlines for and assign team members to each task

Sample Scenario Review

1. Maintain a list of hazardous chemicals present in the workplace.
2. Obtain and maintain Safety Data Sheets (SDS) for all chemicals.
3. Perform an annual chemical survey of the workplace to identify what chemicals are present, and confirm that SDS sheets are in place for each chemical.
4. Label hazardous materials, including:
 - a. Identity of the hazardous chemical (From the SDS)
 - b. Signal Word
 - c. Hazard Statement(s)
 - d. Pictogram(s)
 - e. Precautionary statements (from the SDS)
 - f. Name, address, and telephone number of the manufacturer of the chemical, importer, or other responsible party
5. Review tasks that involve hazardous chemicals and develop appropriate safeguards for performance of those tasks.
6. Provide training for employees regarding potential exposure, appropriate work procedures and appropriate responses to accidental exposure.
7. Communicate with contractors regarding hazard exposures to their employees, and appropriate safeguards to employ in their work at the practice.
8. Maintain records for chemicals present and training provided to employees.

Safety Meeting: Office Ergonomics & Avoiding Back Injuries

Identify and control known ergonomic
“risk factors”



Prior to beginning your meeting, review action items and minutes from previous meeting(s). If this is your first meeting, start by walking through the Veterinary Safety Evaluation form with attendees. Keep attendees engaged by including them in the agenda-setting process, discussion and action items.

Meeting Topic: Office Ergonomics & Avoiding Back Injuries

PURPOSE

The purpose of the Ergonomics Program is to provide your practice with information and tools that will help identify and control known ergonomic “risk factors.”

SAFETY DISCUSSION

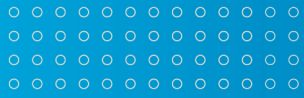
Office Ergonomics

- Adjust chair height so that feet are flat on the floor and knees are at the hip
- Adjust keyboard so elbows are at 90°
- Position monitor at eye level
- Keep mouse in reach and elbows at your side
- Keep backrest in support of back curve
- Organize work area to avoid reaching
- Be sure to get up out of your chair and move frequently!

Preventing Back Injuries

Identify jobs that involve lifting and handling. Use appropriate equipment and procedures.

- Lift tables
- Wheeled carts & dollies
- Gurneys
- Ladders & step stools
- Team lifting



SAFETY DISCUSSION (CONTINUED)

The Do's and Don'ts for Preventing Back Injuries

Do's

- Plant feet firmly
- Have a stable base
- Bend at knees and hips
- Straight back, arms tucked in, head upright, strong grip, lift from legs, stable base, tight abs

Don'ts

- Bend at waist
- Jerk your body
- Lift with arms out

SAMPLE SCENARIO

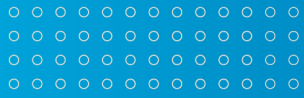
Dr. Stevenson has noticed several employees complaining of back discomfort due to lifting heavy animals and products in his veterinary practice. Wanting to be proactive, Dr. Stevenson decides to start a Safe Lifting program to help address this issue.

Discuss tips that Dr. Stevenson should include in his program to prevent back injuries (*review on next page*).

ACTION ITEMS

Work with attendees to apply the discussion within your practice:

- Set objectives for attendees to complete by the next safety meeting
- Create deadlines for and assign team members to each task



Sample Scenario Review

1. Plan the lift - look for ways to reduce the amount of manual handling.
2. Keep your lower back in the normal, neutral position - a position of strength.
3. Stand close to the load, both feet firmly on the floor, about shoulder-width apart, toes pointed slightly outward.
4. Keep your abdominal muscles tight, squat down close to the load, bending at the knees and hips and keeping head and shoulders upright.
5. Place hands on diagonally opposite corners of the load - one hand pulls the load toward you, one hand lifts.
6. Grip the load firmly with both hands.
7. Bring the load close to the body. Keep weight centered over feet. Tuck arms and elbows.
8. Lift with your legs, not your back.
9. Whenever possible, use your body weight and momentum to move the load - not just muscle strength.
10. When carrying a load, take small steps, keeping the load close to the body no more than waist high.
11. When changing direction, don't twist; instead pivot or side step, moving the feet instead of the trunk.
12. When unloading an object, lower the load slowly. Letting the legs do the work, position hands so fingers won't get caught under the load, place load on edge of surface and slide it back.

Safety Meeting: Preventing Bite and Scratch Injuries

Protect employees, clients and animals with safe work practices



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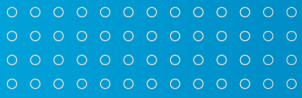
Meeting Topic: Preventing Bite and Scratch Injuries

PURPOSE

The purpose of an animal restraint and bite prevention program is to protect employees, clients, and animals from injury by using safe work practices and the appropriate means of restraint.

SAFETY DISCUSSION

- When you are entering an animal's environment, observe the animal's body language.
- Documentation in medical records allows staff to know how the animal behaved in previous visits.
- 70.5% of workers' compensation claims in 2019 (AAHA Hartford Claims data) were due to animal attacks. These claims cost practices, on average, \$1,585.
- The ability to "read" the animal and understand it is important to everyone's safety.
- Animals are more likely to be aggressive if they are:
 - In pain
 - Nervous or apprehensive
 - Protecting their young
 - Protecting their territory
 - Fearful



SAMPLE SCENARIO

Dr. Peterson has had several close calls involving staff with aggressive dogs in her practice. She decides to train her employees on common canine behaviors to identify prior to treatment.

Discuss common dog behaviors that you have observed and how to identify each (*review below*).

ACTION ITEMS

Work with attendees to apply the discussion within your practice:

- Set objectives for attendees to complete by the next safety meeting
- Create deadlines for and assign team members to each task

Sample Scenario Review

Five common types of dog behavior are exploration, dominance, play, standing submission, and lying submission:

1. **Exploration** is characterized by staring, ears standing erect, alertness, closed mouth, and tail pointed straight back.
2. **Dominance** is similar to exploration with tail held vertical, head held high, fur bristling or fluffed, ears erect, lips pulled forward, and a stiff-legged stance. There may be growling and baring of teeth.
3. **Play** may be associated with the play grin, forward-pointed ears, tail pointed up, a wagging tail and bowing.
4. In **standing submission** the animal may lower its head, direct the ears back, thrust out the tongue, have a tense grin or draw back the lips, lower the hind quarters, avoid direct eye contact, place the tail between the legs, and flatten the fur to look smaller. There may be whining and urinating.
5. In **lying submission** the animal resembles standing submission but is lying on its back. The head is tucked toward the front legs, the paws are directed toward the body, the ears are held back, the mouth is closed, the eyes look away, the tail is between the hind legs and close to the body, and the belly is exposed. This posture may be accompanied by urination.
6. Name any others observed in your practice.

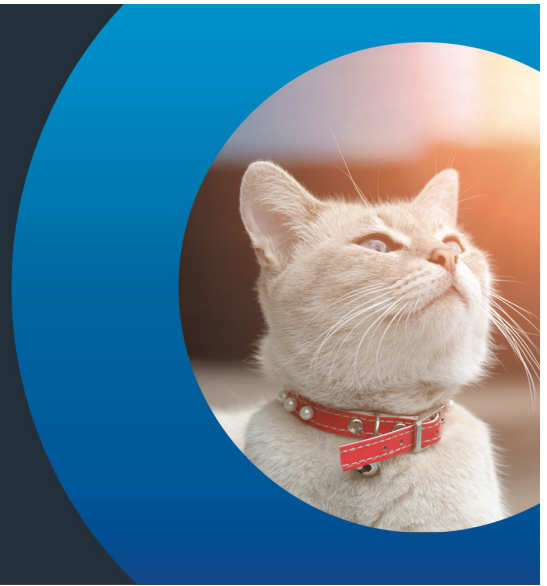
Broker and Consultant: HUB International Midwest Limited, HUB International Midwest Insurance Agency (CA)

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Safety Meeting: Radiation Safety

Protect employees from exposure to radiation hazards



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Meeting Topic: Radiation Safety

PURPOSE

The purpose of a radiation safety program is to protect employees from exposures to hazards associated with radiation-emitting equipment, such as x-ray machines.

SAFETY DISCUSSION

Observe the radiology rotation schedule to avoid overexposure.

Personal Protective Equipment (PPE)

- Lead aprons
- Lead gloves
- Thyroid shield

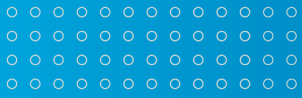
Dosimeter badge

- Wear on outside of apron, collar or thyroid shield
- Store outside of radiology when not in use
- Inspect for damage before wearing

SAMPLE SCENARIO

Dr. Frank's practice has been steadily growing for the last 10 years. Because of the large amount of patients seen every day, he decides to establish an RSO (Radiation Safety Officer) to oversee the day to day compliance of radiation safety within the practice.

Name some responsibilities that the RSO should expect to implement in this role (review on next page).



ACTION ITEMS

Work with attendees to apply the discussion within your practice:

- Set objectives for attendees to complete by the next safety meeting
- Create deadlines for and assign team members to each task

Sample Scenario Review

The **Radiation Safety Officer** should expect to:

1. Develop and implement written policies and procedures to cover the purchase, storage, use, and disposal of radioactive by-products.
2. Complete a radiation hazard assessment:
 - The RSO is responsible for completing an initial and periodic radiation safety surveys. Surveys will be repeated after major maintenance, modification or relocation of the device. The RSO will also retain copies of radiation safety surveys for inspection.
3. Ensure all affected personnel are properly educated and trained.
4. Develop procedures to investigate all incidents, accidents, or other deviations from prescribed procedures.
5. Maintain documentation as required by the program and other applicable regulations:
 - A Radiation Safety Program
 - Documented Hazard Assessments
 - Required Radiograph Registration Forms
 - Documented Safe Operating Procedures
 - Training Documentation
6. Implement ALARA (As Low As Reasonably Achievable) guidelines. OSHA and NRC require employers to minimize radiation exposure to all employees working in the radiation area by implementing ALARA. The RSO will do the following to keep radiation exposures ALARA:
 - a. Review radiation workers' doses quarterly and annually, investigating ALARA notifications to determine whether exposures are being kept to a minimum.
 - b. Carefully review applications for radiation producing devices to ensure that the applicant is qualified and that the proposal incorporates the ALARA philosophy.
 - c. Establish investigation levels for occupational radiation exposures. When these levels are exceeded, notify the recipient and review work practices, etc., in order to attempt to lower the exposure if possible.
 - d. Provide training classes to radiation workers and other affected personnel regarding the ALARA philosophy and methods to keep exposures ALARA.

Safety Meeting: Return-to-Work Program

Help injured workers get back to work quickly and safely



Prior to beginning your meeting, review action items and minutes from previous meeting(s). If this is your first meeting, start by walking through the Veterinary Safety Evaluation form with attendees. Keep attendees engaged by including them in the agenda-setting process, discussion and action items.

Meeting Topic: Return-to-Work Program

PURPOSE

The purpose of a Return-to-Work Program is to help injured workers get back to work quickly and safely, returning the person to their full-time position as soon as possible. These programs apply to both occupational and non-occupational injuries and illnesses, while benefiting both the injured worker and the company.

SAFETY DISCUSSION

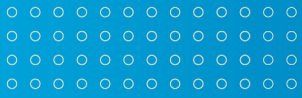
Steps to Start Your Program

1. Develop a Return-to-Work Policy
2. Establish a Return-to-Work Team
3. Develop Functional Job Descriptions
4. Identify Opportunities for Transitional Duty
5. Educate
6. Report Injuries Promptly
7. Obtain Medical Treatment Promptly
8. Communicate
9. Investigate the Incident
10. Return the Employee to Work

The Process is Working When

- Number of cases with restricted work declines
- Amount of lost time is lower
- Lost time is in the form of restricted work and not days away from work





SAMPLE SCENARIO

Happy Animals Veterinary Clinic has implemented a new Return to Work program, and currently has an employee scheduled to return to work after a two week layoff due to a broken arm.

List six accommodations that could be made to help the disabled employee return to work and perform essential job *(review below)*.

ACTION ITEMS

Work with attendees to apply the discussion within your practice:

- Set objectives for attendees to complete by the next safety meeting
- Create deadlines for and assign team members to each task

Sample Scenario Review

The goal is to bring the injured employee back to work in an appropriate capacity as soon as possible (according to medical recommendation). A job analysis and/or workstation assessment may be necessary to verify job demands and to determine opportunities for modification. Accommodations to assist the employee could include:

- Modifying work stations
- Restructuring job tasks
- Providing short-term retraining
- Providing special adaptive equipment
- Offering scheduling flexibility
- Offering temporary, alternative productive work.

Safety Meeting: Slips, Trips and Falls

Keep employees safe from common and often overlooked opportunities for injury



Prior to beginning your meeting, review action items and minutes from previous meeting(s). If this is your first meeting, start by walking through the Veterinary Safety Evaluation form with attendees. Keep attendees engaged by including them in the agenda-setting process, discussion and action items.

Meeting Topic: Slips, Trips and Falls

PURPOSE

Slips, trips and falls are the second most common cause of workplace injuries in veterinary clinics, and one that is easily overlooked.

SAFETY DISCUSSION

Practices to Prevent Slips, Trips and Falls

- Clean up all spills immediately
- Keep aisles and walkways free of obstructions
- Report damaged walking surfaces
- Place mats and signs at entrances in bad weather
- Always use handrails on stairs

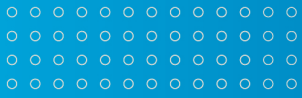
Ladder Safety:

- Maintain three (3) points of contact at all times
- Never use a rolling chair or stool
- Always face the ladder when climbing
- Never stand on the top two rungs

SAMPLE SCENARIO

Dr. Barton has implemented a new “Slips, Trips and Falls” safety program at his practice, and has identified three parts of the program: Conditional Causes, Behavioral Causes, and Prevention Guidelines.

Discuss examples for each of these three program components (*review on next page*).



ACTION ITEMS

Work with attendees to apply the discussion within your practice:

- Set objectives for attendees to complete by the next safety meeting
- Create deadlines for and assign team members to each task

Sample Scenario Review

Conditional Causes:

- Wet surfaces
- Inclement weather
- Uneven surfaces
- Poor design / maintenance
- Poor housekeeping

Behavioral Causes:

- Lack of focus / distraction
- Poor planning / risk assessment
- Rushing
- Improper equipment use
- Insufficient footwear

Prevention Guidelines:

- Good Housekeeping
- Properly maintaining walking / working surfaces
- Proper footwear
- Proper equipment
- Appropriate pace of work (not rushing)