

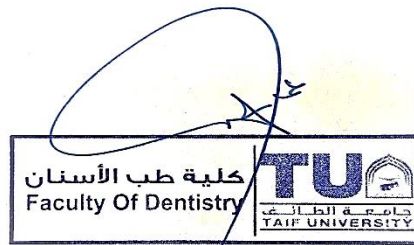
Dental Health Care Workers Manual

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Health and Safety Policy

For

TAIF UNIVERSITY DENTAL HOSPITAL



TUDH Vision Statement

TUDH is devoted to attaining leadership in patients' care, community service, education, and workforce development in oral health care.

TUDH Mission Statement

The TUDH is dedicated to developing oral health care through empowering, inspiring, and supporting staff, trainees, and students at all levels to achieve their goals.

TUDH Strategic Goals

TUDH craves to deliver its vision, mission, and values, in addition to develop and improve the skills of its staff.

The four main concepts are:

- Patient Care
- Education, Training, and innovative Scientific Research
- Serving the Community
- Influential Leadership

Introduction:

This manual serves as a practical guide for clinical practice at the TUDH. All Dental Health Care Workers (DHCW) must abide by this manual, gain a thorough understanding of its contents, and reference this manual as often as necessary. DHCW, including students, are held responsible and accountable upon receiving a copy of this manual (signature required).

TUDH mandates that all DHCW must adhere to the TUFU/TUDH Professional Code of Conduct and Ethics, and to all rules and regulation laid out in this manual. Violations Point system is put to monitor and record infarction to rules and regulation. The descriptions provided in this manual are intended to inform all DHCW of the range of possible consequences for failing to uphold the standards of conduct. In each case, factors such as the nature and gravity of the incident, the motivation underlying the behavior, the DHCW's disciplinary history, the impact of the behavior on the community, and precedent in similar cases will be considered in determining the appropriate disciplinary action(s). Failure to comply with any disciplinary action will result in additional conduct charges and may result in additional disciplinary action(s).

The manual shall discuss fundamentals as follow:

Responsibilities

Overall responsibility for the health and safety within the Practice listed in the table below, were made to ensure the compliance with the relevant legislation.

The following staff has specific responsibility for health and safety in the areas listed:

Dental Team Member	Responsibility	Contact information
Bryan M. Café	Electricity at Work,	b.cafe@tudent.edu.sa
Verly J. Radam	Maintenance of Equipment	mail@berlytravel.com
Mohammed Fayeze Alrubei	Risk Assessment, Fire Safety	m.alrubei@tudent.edu.sa
Norman Dela Paz	Control of Substances Hazardous to Health , Waste Management, Mercury Handling	n.delapaz@tudent.edu.sa
Hector L. Calivozo	Radiation Protection	h.calivozo@tudent.edu.sa

Nurshan Abdurajak	Infection Control	nurshan@tudent.edu.sa
Nawaf Alaotaybi	Premises	n.alaotaybi@tudent.edu.sa
Azimyr Titing	First Aid	titingazimyr@gmail.com
Rasheema Kim	Staff Training, Personal Protective Equipment	r.castanares@tudent.edu.sa

(Individuals name above are subjected for changes)

Employees also have the following responsibilities.

Everyone must take reasonable care to ensure their own safety and that of other people who might be affected by their acts or omissions at work. Employees are also required to attend any health and safety training that is provided for them. This policy applies to all employees of the practice, dental associates, dental hygienists and other contractors providing services to the dental practice, collectively referred to throughout the policy as 'staff'.

If any member of staff has any concerns regarding health and safety, they must inform the relevant person listed above.

How will a safe and healthy workplace be provided?

To ensure a safe and healthy workplace:

All staff are provided with suitable information and training for general health and safety in the workplace for the safe use of specific equipment and materials;

Staff is able to provide and maintain safe equipment, systems and working conditions, and evaluates risks;

Staff Training

Members of staff were provided with suitable training for general health and safety in the workplace. Training sessions take place every 6 months. Any concerns or uncertainty about individual competency to carry out a certain task or to deal with a specific health and safety issue are reported to relevant member of staff shown in the previous table.

Maintenance of Equipment

All equipment is regularly tested and serviced by suitably qualified and certified engineers according to manufacturers' instructions. Any maintenance problems must be reported to relevant member of staff shown in the previous table. Members of staff adhere to manufacturer's instruction for the use of equipment to avoid posing a threat to themselves or others.

Risk Assessment

The practice aims to eliminate or minimize the health and safety risks to staff and visitors to the practice by conducting a risk assessment of the whole practice daily, and making any changes necessary. All staff are encouraged to discuss risks at staff meetings and raise any concerns they might have.

Premises

Relevant member of staff shown in the previous table is responsible for maintaining the premises. Assessment of the practice premises is included in the risk assessment for the whole practice. The Practice provides premises that have adequate ventilation and lighting, and have floors kept in good repair. Drinking water is provided for staff in the staff room, and toilet facilities are provided, and the practice is cleaned 3 times daily.

Fire Safety

To minimize the risk of fire a fire risk assessment is carried out as part of the Health and Safety risk assessment of the whole practice. Training is provided to all staff regarding what to do in the event of a fire, and a fire drill is conducted and records kept. The fire alarm and smoke alarms are regularly checked and a notice of this is displayed. Fire doors are signposted, kept free of obstruction and kept closed. Fire extinguishers are present, instructions on how to use them are displayed, and extinguishers are inspected annually by the university's safety department.

Electricity at Work

Regular inspection of electrical equipment by a competent person is an essential part of a preventative maintenance program. Therefore, to ensure that all electrical equipment is maintained in good working order and that testing of both fixed and portable equipment is carried out regularly.

Staff is encouraged to visually check each piece of portable electrical equipment before use and to report any suspected faults to relevant member of staff shown in the previous table. Faults include damage to the plug, flex or socket or cables that are trapped, kinked or trailing. Records of faults will be maintained with the practice records.

Visual inspections must be carried out on all portable electrical equipment at the practice. Records of these inspections are maintained and kept with the practice records.

Control of Substances Hazardous to Health

Arrangements in place to comply with COSHH (Control of Substances Hazardous to Health) this includes identifying substances hazardous to health in the workplace and formal

assessment (in writing) of the risk to employees from these materials. Control measures are provided to reduce the risk from hazardous substances and all members of staff are provided with adequate instruction and training. Health surveillance is provided where appropriate and plans are in place to deal with any emergencies that involve hazardous substances.

Mercury Handling

Dental Practice premises are designed to enable the safe handling of mercury. A COSHH (Control of Substances Hazardous) assessment for mercury is conducted by the practice. All members of staff who come into contact with mercury are provided with in-house training to ensure safe handling of this potentially hazardous material. Mercury spillage kits are available and waste mercury and amalgam are disposed to the correct waste stream. In the event of possible mercury exposure, the relevant member of staff shown in the previous table will arrange for members of staff to undergo an assessment of their biological levels of mercury. Members of staff are required to report any event which may pose an exposure threat to themselves or others.

Radiation Protection

Radiation equipments are operated by members of staff who are eligible to take radiographs. Local rules for each machine used in the practice are kept at the radiation facilities and monitored to ensure the implementation of the local rules. Members of staff involved in taking radiographs who did not have appropriate training or are not confident in taking radiographs must not operate any radiographic equipment. Any incidents, including overexposure, which may pose a threat to staff or patients, are reported to relevant member of staff shown in the previous table.

Infection Control

Dental Practice has an Infection Control Policy, based on local regulations. This document covers areas including training in infection control; immunisation; procurement of instruments and equipment (including single-use items); personal protective equipment; hand hygiene; decontamination; environmental cleaning (including blood spillage); clinical and special waste; needlestick and other inoculation incidents; latex allergy. All members of staff are required to comply with Infection Control Policy. The Infection Control Policy is reviewed and updated regularly by the collage, and any incidents or concerns about infection control are reported to relevant member of staff shown in the previous table.

Waste Management

Dental Practice has a written Waste Management Policy in place which is updated regularly by Health and Safety committee. Members of staff are required to comply with the Waste

Management Policy, and ensure that waste is correctly segregated at source, packaged, labeled, stored, transported and disposed of accordingly. Any concerns or uncertainty about the waste management are reported to relevant member of staff shown in the previous table.

Personal Protective Equipment

Personal protective equipment is provided in those circumstances where staff is exposed to risks to their health that cannot be controlled by other means. All members of staff are required to comply with the Personal Protective Equipment. Any concerns or uncertainty about personal protective equipment are reported to relevant member of staff shown in the previous table.

First Aid

Dental Practice provides all staff with health and safety policy information on first aid arrangements. ER (emergency room) personnel are responsible for administering first aid and other necessary first aid arrangements, including maintaining a fully stocked first aid box and calling emergency services when required. All facilities are equipped with first aid kits. Any concerns or uncertainty about first aid arrangements are reported to relevant member of staff shown in the previous table.

Emergency and Disaster Management Policies & Procedures

Goals

The goal is to provide a safe and secure environment at TUDH for students, employees, patients, and visitors to protect their lives.

Emergency and Disaster Committee

The Role of the Emergency and Disaster Committee is as follows:

A) Routinely

- 1- Approve and review the Faculty Emergency and Disaster Management Plan EDMP annually.
- 2- Supervise the Emergency and Disaster Management Plan.
- 3- Approve Emergency and Disaster Management Plan budget.

B) During an Emergency/Disaster

- 1- Call for the EDMPG urgent meeting.
- 2- Evaluate and decide the disaster level.
- 3- Report the disaster to the University Emergency and Disaster Operation Administration (EDOA).
- 4- Report the disaster outcome to the public in coordination with University authorities.
- 5- Setup the Operations' room at the Faculty level in the deanship office.
- 6- Manage the disaster situation on a continuous basis.

C) After an Emergency/Disaster

- 1- Announce the end of the disaster situation.
- 2- Submit the final report to the University EDOA.
- 3- Request financial support from the University.

Roles and Responsibilities of all TUDH Personnel (Students, and Staff)

A) Routinely

1. Familiarize yourself with the following:

- General safety principles and procedures.
- Emergency and disaster procedures.
- Emergency exits and location of the nearest fire extinguishers.
- Hazards in your department.
- Nearest assembly points.

2. Participate in the following:

- Training programs.
- Drills.
- Volunteer programs.

3. Know the emergency contact numbers.

B) During an Emergency/Disaster:

1. Do not panic, be calm and quiet.
2. Follow the general safety procedures.
3. Follow the evacuation procedures.

C) After an Emergency/Disaster:

1. Report any losses or damages.
2. Any feedback.

Training Program

The training program concerning emergency and disaster preparedness shall cover all personnel and include Top-table fire drill which should be conducted quarterly. Full drill should be conducted in every department and unit annually.

Fire Safety:

To minimize the risk of fire a fire risk assessment is carried out as part of the Health and Safety risk assessment of the whole practice. Training is provided to all staff regarding what to do in the event of a fire, and a fire drill is conducted and records kept. The fire

alarm and smoke alarms are regularly checked and a notice of this is displayed. Fire doors are signposted, kept free of obstruction and kept closed. Fire extinguishers are present,

Internal Emergency Fire Drills - Schedules and Frequency

All departments and units should submit their simulated fire drill schedule and reports to the Faculty Health and Safety Coordinator at the beginning of the year and simulated fire drill should be held quarterly. Unscheduled full fire drill should be held at least once annually for each of the departments and units.

Assessment of Drills

1. All drills at TUDH departments and units should be thoroughly documented and critiqued. Identified deficiencies should be promptly addressed by health and safety officer.
2. The simulated and the full fire drills evaluation forms should be completed by the safety officer and returned to the Health and Safety Coordinator to facilitate the compilation of statistics of the number of drills performed.

Emergency Response Team

Each member of the response team should be available to respond immediately to the emergency site. The response team including the following:

- Medical Emergency Response Team.
- Health and Safety Officer
- Monitor fire and medical emergency drills
- Report to Health and Safety Coordinator.
- Consider questions, suggestions, and recommendations concerning fire prevention, potential hazards, etc. from any supervisor conducting critique meetings as a result of a fire drill.
- Ensures to train all employees regarding internal emergency preparedness is done.
- The training should be conducted during new hire orientation, and annual refresher training, and drills.
- Prepare incidents reports to forward it to the Health and Safety Coordinator.
- Each safety officer will be provided with personal pager for easy accessibility.

C. Security

- Control traffic and crowdedness during any emergency.
- Communicate with the University safety and security administration mutual aid such as extra security staff.

D. Switchboard

- Receive emergency calls from staff and students.
- Inform the Emergency Team Response and announce the proper code using the Faculty overhead paging system (codes are illustrated at the end of this manual).
- Call Emergency and Disaster Administration at **0541111111** when necessary.

Emergency Procedures: General Guidelines

1. Remain calm.
2. Never use an elevator in a fire emergency.
3. Treat every alarm as an actual emergency.
4. In a fire emergency, the first choice is evacuation.
5. Leave all material in room/class to avoid wasting time.
6. Follow signs to exits.
7. Be prepared to abandon electric chair, if applicable.
8. Avoid smoke filled stairwells.
9. If volunteers would not be able to assist safely, opt to wait in a safe location for emergency personnel.
10. For fire emergencies, never re-enter a building until permitted by emergency personnel.

Fire or explosion

Small Fires

1. Activate the nearest fire alarm and take appropriate precautions to assure personal safety.
2. Extinguish the fire if it is small.
3. If incident occurred during working hours, call **0541111111** from a safe area.

4. If incident occurred during off-working hours, call **0541111111** from a safe area or **911**.
5. Be sure to stay on the phone until released by the emergency operator, if possible.

Big Fires / Explosion

1. Take appropriate precautions to assure personal safety such as securing working area or closing the door, etc.
2. Activate the nearest fire alarm.
3. Call (**0541111111**) from a safe area.
4. Be sure to stay on the phone until released by the emergency operator, if possible.
5. Evacuate the building using the nearest exit (do not use elevators. do not panic). If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell.
6. Once outside, move to a clear area and follow instructions (keep streets and walkways clear for emergency cars and members).
7. Do not return or enter an evacuated building unless authorized.

Natural Disaster

Severe windstorm or severe weather

Employees and students are expected to take the following action when receive notification warning from the University:

1. Move to the lowest level in an interior entry of the building as quickly as possible.
2. Stay away from windows and areas with a large area of glass.
3. Avoid auditoriums, and other large rooms.
4. If persons with disabilities cannot safely move to the lowest level, assist them to an interior entry away from windows and areas with a large area of glass.
5. Protect head and face. Get under a table or other structure.
6. Take a battery-powered radio with you to monitor news about the situation, if possible.
7. Stay in a safe area of the building until the warning is officially over.
8. Informed EDOA, if weather causes significant property damage, injury, and/or loss of life.

Heavy Rains and Runoffs/Flood.

Warnings will be initiated by EDOA. During heavy rains, do the following:

1. Pay attention to the warnings.
2. Follow directions carefully.
3. Evacuate to higher ground.
4. Do not walk or drive through flood waters.

During runoff/flood:

1. Evacuate when rainfall is heavy enough to cause runoff.
2. Turn off utilities if the area is likely to be flooded, and prepare to evacuate when flooding is occurring or will occur soon.
3. Evacuate immediately to higher ground when flash flooding is occurring or imminent.
4. Stay away from storm drains while driving.

EMERGENCY CLOSING

To minimize confusion about appropriate authority to close components of TUDH for emergency reasons (i.e. weather-related events), all students, and trainee should be aware of the following policy and procedures:

1. The emergency closing decision be made only by the Dean, Vice Deans for Academic Affairs and the Vice Dean for Clinical Affairs
2. General announcements from any other office do not constitute authorization for any unit to close or any employee to leave work.
3. Emergency closings will be announced and communicated to all units by members of the administration.

