

Safety Training

for

Individual Providers



February 2008



Sedgwick CMS manages workers compensation claims for Individual Providers.



In case of a work related injury call:

1-866-897-0386

(Sedgwick Claims Management Services)

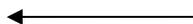
If medical treatment is necessary:

Go to your doctor. Tell them your injury is work related.

The doctor's office will help you file a *Washington Labor and Industries' State Fund Report of an Accident*.

List your employer on the form as:

HCQA Negotiated Contract
601 Union Street, Suite 3500
Seattle, Washington 98101



It is important for you to know who to list as your employer if you are injured on the job and seek medical services.

To check on your claim status:

Call: 1-800-LISTENS (1-800-547-8367) or

Online at: www.lni.wa.gov



Safety Training for Individual Providers

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Chapter 1



Introduction

What is this chapter about?

This chapter will help you:

- Know what this course is about.
- Review basic safety guidelines.

Lesson 1

Introduction
Safety Guidelines

Chapter 1- Lesson 1

Introduction
Safety Guidelines
Reporting Work Related Injuries



What you will learn in this lesson:

1. About this safety course and why it is required.
2. General safety guidelines and why they are important.
3. Where to call if you are injured on the job.



Key Words

Emergency Evacuation Route

Definitions

The route you and your employer establish to use in case of a home emergency such as a fire.

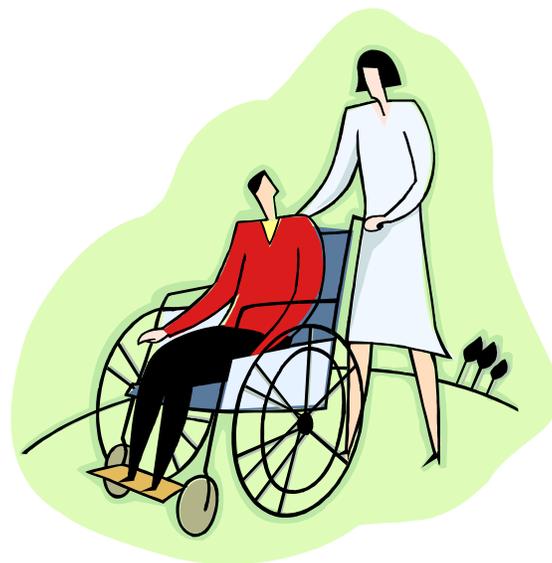
Introduction

This *Safety Manual for Individual Providers* was developed to help you stay safe and avoid injury and illness related to performing home care services.

It is designed to give you, the provider, ownership in your own safety and health. We want you to learn how to be safe and help your employers be safe as well.

You are the most important person to prevent accidents. Accidents happen when we least expect them. Many accidents can be eliminated by paying attention and following safety guidelines.

Safety guidelines and tips will be highlighted throughout the manual to help you prevent accidents and injuries. By following these guidelines and tips, you can greatly reduce your risk of accidents, injury, and illness.



Key points are identified in the manual and at the end of each chapter by this symbol.

Note: You may refer to the person you provide care for as a client, care recipient, consumer, resident, or employer. In this course, we use “employer” to represent any of these.





Safety Guidelines

Your safety is very important. Below is a list of general guidelines to help you practice safety at all times for both for you and your employer. More information about each of these topics is found throughout this manual.

- Take the time to plan and prepare for emergencies with your employer. Develop an emergency action plan together and know your emergency evacuation escape routes.
- Perform a safety hazard inspection with your employer and know how to help control the affect of any hazards.
- Take care of your back with conditioning and strengthening exercises.
- Lift materials and people safely and properly.
- Wear closed toe, sturdy shoes such as tennis shoes.
- Use gloves or other Personal Protection Equipment when there is a risk you will be exposed to blood or body fluids.
- Wear a seat belt and always practice other safe driving practices.
- Keep your work area clean and orderly.
- Use a ladder when you need to reach something.
- Pay close attention to the type, condition, and what's on all walking surfaces. Do what you can to maintain a clear pathway inside and outside the home.
- Make sure there is proper lighting throughout the home and entryway.
- Keep sources of flame and spark away from oxygen tanks.
- Make sure smoke detectors are in place and work. Routinely check batteries and function.
- Use gloves and make sure there is good ventilation when working with household chemicals.
- Do not use appliances or lights that have a broken or frayed cord.

Reporting Work Related Injuries

You are covered by workman's compensation in your job as an Individual Provider. Sedgwick Claims Management Services is your claims management service **in case you are injured while working.**



In case of a work related injury call:

1-866-897-0386

(Segwick Claims Management Services)

If medical treatment is necessary:

1. Go to your doctor. Tell them your injury is work related.
2. The doctor's office will help you file a *Washington Labor and Industries' State Fund Report of an Accident.*
3. **List your employer on the form as:**

HCQA Negotiated Contract ←
601 Union Street, Suite 3500
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It is very important for you to know who to list as your employer if you are injured on the job and seek medical services.

4. **To check on your claim status:**

Call: 1-800-LISTENS (1-800-547-8367) or

Online at: www.lni.wa.gov



Chapter 1

Lesson 1 and 2 Review

1. Who is the most important person in preventing accidents in your life?
 - a. The fire department.
 - b. You.
 - c. The Case Manager.
 - d. Your Employer.

2. You can greatly reduce the risk of an accident and injury by following safety guidelines.
True False

3. List three safety guidelines.
 - 1.
 - 2.
 - 3.

4. If you are injured on the job as an Individual Provider, call:
 - a. Segwick Claims Management Services.
 - b. The Department of Labor and Industries.
 - c. Your employer's Case Manager.
 - d. The Home Care Quality Authority.

Chapter 2



Emergency Procedures

What this chapter is about:

This chapter will help you:

- Know how to plan and prepare for an emergency.
- Learn what you can do as an Individual Provider to protect your employer and be helpful to the authorities.
- Know what you need to do and know before an emergency occurs.

Lesson 1

Emergency Action Plan

Lesson 2

Emergency Numbers and
Employer Information

Chapter 2-Lesson 1 and 2

Emergency Action Planning Emergency Numbers and Employer Information



What you will learn in these lessons:

1. What an Emergency Action Plan is and why it is important.
2. The types of emergencies to prepare for.
3. The essential numbers you need to know and the best place to post them.
4. Essential information to know about your employer.

Key Words

Emergency Action Plan

Definitions

A plan developed by you and your employer to ensure that both of you are safe during an emergency.

Natural Disaster

A disaster that is caused by a naturally occurring event such as an earthquake, flood, or volcano eruption.

Weather Emergencies

Emergencies specific to a weather situation such as snow, ice, or a wind storm.

Emergency Numbers

Essential telephone numbers you need to have during an emergency.

Emergency Action Planning

The following is a plan to help you prepare for emergencies. By looking carefully at your work area and preparing for emergencies, lives can be saved. When planning for any type of emergency, the basics of being prepared are essentially the same:

Establish a plan with your employer and have supplies on hand to respond to a disaster. 

Emergency Action Planning

You and your employer need to make plans *before* an emergency occurs. Use the *Emergency Action Plan Form* on page 69 to develop an emergency action plan with your employer.

Draw a basic layout of your workplace and identify exits with arrows. Post the completed sketch near the phone—you may need it in an emergency.

Make arrangements to move to a temporary site in case your employer's home becomes unsafe for re-entry. This could be a friend's home or local church. Have a second site if the first site is not available in an emergency.

Shelters do not take animals. Help your employer make arrangements for his or her pets before an emergency occurs.

Emergency Kits

An emergency kit is a collection of supplies that allows you and your employer to live without assistance for at least three days in case of emergencies.

Talk with your employer about this type of emergency kit and let them decide if they want to keep these emergency supplies on hand.

Identify in your Emergency Action Plan where the emergency kit is kept in the home.

Suggested Emergency Kit Items

- Food
- Can opener
- Bottled water
- Blankets (bed linen)
- Radio
- Flashlights
- Batteries for flashlight and radio
- Medications
- Change of clothes
- Any needed supplies such as Depends
- Pet supplies
- Non-portable land line Phone 
- Wind up clock
- Writing pen and pad

Prepare For the Following Types of Emergencies

Life Threatening Emergencies:

Whenever a life-threatening emergency occurs, call 911. Give the operator the telephone number, address, nearest major cross street, and directions to your employer's home.

Any cell phone will call 911 even if services have been terminated. Make sure an extra battery for the cell phone is available.

Keep a list of important numbers by the phone (see page 13 for more information on what information to gather).

Natural Disasters:

Natural disasters can come on without warning and be a major threat to you and your employer. Earthquakes, wild fires, and volcanoes are a concern in Washington.

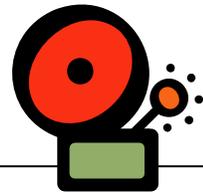
During an earthquake, keep yourself safe so you can assist your employer when the shaking stops. You should:

- Stay in the building, take cover under a desk or table, and hold on.
- Stay away from windows, heavy cabinets, bookcases, or glass dividers.
- When the shaking stops, get out of the building. Don't attempt to move a seriously injured person unless he or she is in immediate danger of further injury.
- **If you are outside:** stand away from the buildings, trees, or telephone and electric lines.
- **If you are on the road:** drive away from underpasses or overpasses. Stay in the vehicle.

Weather Emergencies

Weather related disasters may or may not give you warning. Weather conditions that may result in an emergency situation include wind, rain, heat, lightning, or flooding.

If you will be outside with your employer, be sure to check the forecast ahead of time.



In the event of fire or
life-threatening
emergency,

**Call 911
First**



Exposure to sun or high temperatures can be a hazard.

- Apply sunscreen with a protection factor of thirty or higher.
- Wear sunglasses and a hat.
- **NEVER** leave a person or a pet in a vehicle on warm, sunny days.
- Drink plenty of fluids on hot days.
- Make sure your employer has access to shaded areas if he or she will be outside for an extended period of time.



Fire Emergencies:

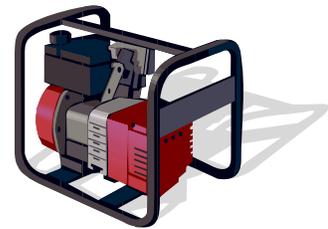
The most important action in a fire emergency is to get you and your employer safely outside. If you discover a fire, call 911. See page 60 for more fire safety tips.

It is important to conduct regular fire drills with your employer. If your employer cannot get out of bed by himself or herself, **prepare** for how you will move him or her off the bed to safety in case of fire. Know the shortest route to get outside. Remember that if you are in an apartment, elevators will not work.

Power Outage Emergencies:

Get Prepared:

- Register any life-sustaining equipment your employer needs (if any) with his or her utility company.
- Encourage your employer to consider buying a generator or know where to rent one if he or she needs life sustaining equipment that requires electricity. Have phone numbers available for rental generators if your employer can't buy one.
- Post the telephone number of your employer's local utility company for reporting power outages or outage updates.
- If your employer has an electric garage door opener, learn how to open the door without power.
- Encourage your employer to have an alternate heat source and a supply of fuel.

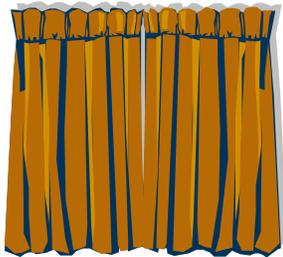
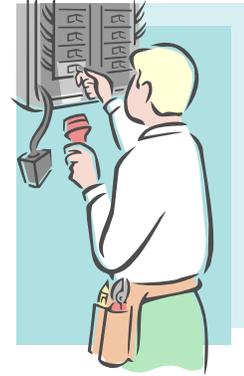


It is always better to be prepared for an emergency!



When The Lights Go Out:

- If your employer's house is the only house without power, check the fuse box or circuit breaker panel. Turn off large appliances before replacing fuses or resetting circuits.
- If power is out in the neighborhood, disconnect all electrical heaters and appliances to reduce the initial demand and protect the motors from possible low voltage damage.
- Unplug computers and other voltage sensitive equipment to protect them against possible surges when the power is restored.



- Conserve water, especially if the employer has a well.
- Keep doors, windows, and draperies closed to retain heat in the employer's home.
- Leave one light switch in the "on" position to alert you when service is restored.
- Keep refrigerator and freezer doors closed. If the freezer door remains closed, a fully loaded freezer can keep foods frozen for two days.
- Be extremely careful of fire hazards caused by candles or other flammable light sources.
- When using kerosene heaters, gas lanterns, or stoves inside the house, maintain ventilation to avoid build-up of toxic fumes.
- Never use charcoal or gas barbeques inside, they produce carbon monoxide.



Emergency Numbers and Employer Information

There is information you should write down about your employer to ensure proper care is given in an emergency and the right people are notified.

Emergency contact telephone numbers should be posted in an easily accessible place by a phone. For example, write the numbers in big, bold letters and tape them on the inside door of the kitchen cabinet closest to the phone.



Information that should be collected and documented is the:

- Employer's name, address, and phone number.
- Closest cross road or intersection to the employer's home.
- Employer's primary doctor's name and phone number.
- Employer's Case Manager's name and phone number.
- Who your employer would like to be notified after an emergency and in what order they should be called.

This information is essential. In an emergency, it may save your employer's life. If it is discussed with your employer, written down, and posted, there are no surprises.

Do write it down. Although you might think you know all of this information by heart, in an emergency, you may not remember it in the chaos of dealing with everything happening.

Alert Others and Help Prevent Emergencies

It is always best to prevent an accident or emergency whenever possible. Alert others if you become concerned about your employer. Who you contact depends on your employer's situation. Many times it will be his or her Case Manager.

Contact the appropriate person in your situation when:



- You feel that the decision your employer is making puts him or her in jeopardy.
- You notice a pattern of changes or decline in your employer's functioning.
- Your employer continues to refuse care or treatment.



Chapter 2

Lesson 1 and 2 Review

1. What is an Emergency Action Plan?

2. Name three pieces of equipment that should be in your Emergency Kit.
 - 1.
 - 2.
 - 3.

3. Who should you call **first** in an emergency?
 - a. The family
 - b. 911 operator
 - c. The case manager
 - d. All of the above

4. What is the most important action you can take in a fire emergency?

5. Why should you write down important emergency numbers – even if you think you know them?

Chapter 3



Provider Safety

What is this chapter about?

This chapter will help you:

- Learn what you can do to strengthen and condition your back.
- Know how to lift materials and people properly so you don't hurt your back.
- Learn about assistive devices that are available for use in transferring and moving your employer.
- Know how to treat sprains and strains and what is proper footwear for your job.
- Learn about how to protect yourself from disease and use Personal Protective Equipment (PPE).
- Learn driver safety tips.
- Learn how to protect yourself from violence in the workplace setting.

Lesson 1
Back Safety and
Conditioning

Lesson 2
Proper Lifting Techniques
for Materials

Lesson 3
Safely Moving People

Lesson 4
Assistive Devices

Lesson 5
Sprains and Strains
Use of Proper
Footwear

Lesson 6
Infection Control
Personal Protective
Equipment (PPE)

Lesson 7
Driver Safety

Lesson 8
Violence in the Workplace

Chapter 3-Lessons 1 and 2

Back Safety and Conditioning Proper Lifting Techniques for Materials



What you will learn in these lessons:

1. Techniques that can be used to condition and strengthen your back.
2. Back safety tips.
3. Proper techniques to lift materials such as boxes, wheelchairs, or groceries.
4. Major things you can do to avoid back injuries.

Back Safety and Conditioning

Your back is like a complex machine made up of numerous muscles, bones, nerves, and supporting tissues. It is a machine you use every day, probably in ways you don't even notice.

Back disorders are one of the leading workplace injuries. Just like the finest machinery, ***your back requires proper care*** to keep it working.

If your back is not working right, you'll suffer. An injured back affects your ability to move your limbs, hips, neck, and head.

Injuries to the back can:

- Cause weakness and be painful.
- Cause time away from work.
- Require physical therapy or surgery.

Take Care of Your Back!

Your job may involve lifting or being in awkward postures that puts stress on your back. You may be at risk for a back injury.

Tips To Keep Your Back in Good Condition

1. Posture

Proper posture includes standing and sitting in an upright position without slouching or rounding your shoulders. Get in the habit of holding in your belly to keep it from protruding and putting excess force on your spine. When standing, bend your knees slightly.

Proper sleeping posture is also important to prevent and relieve back pain. Sleep on a mattress that is firm, not sagging, but not too hard. Do not sleep on your stomach. Instead, sleep on your side with a pillow between your knees.



2. Conditioning

Proper conditioning involves aerobic exercise, as well as strengthening and stretching core muscles of the spine and stomach. Walking, swimming, and bicycling are excellent ways to condition the entire body and improve your heart.

Aerobic activity along with a healthy diet helps prevent weight gain - a risk factor for back injury.

Moderate Exercise Builds a Healthy Back

1. Walk for 10 minutes, 2 times a day.
2. Build up to at least one 30-minute walk a day at least 3 times a week.
3. Stretch your back 5-7 days/week (see stretching exercises below).
4. Back strengthening exercises should be done at least 4-5 days/week (see pages 19 and 20).

Begin your stretching and strengthening exercises slowly and increase levels gradually. It is recommended that you begin any exercise program with stretching.

Remember to talk to your doctor before attempting any exercise, especially if you are already experiencing back pain.

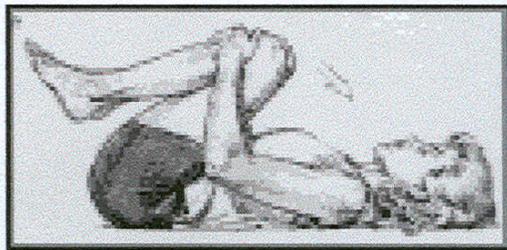
Stretching Exercises

Trunk Flexion Stretch



- On hands and knees, tuck in chin and arch back.
- Slowly sit back on heels, letting shoulders drop toward floor.
- Hold for 45 to 60 seconds.

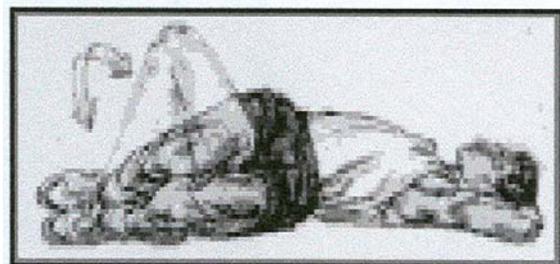
Double Knee-To-Chest Stretch



- Lie down on back.
- Pull both knees in to chest until you feel a comfortable stretch in lower back.
- Keep the back relaxed.
- Hold for 45 to 60 seconds.

Lower Trunk Rotation Stretch

- Lie on back.
- Keeping back flat and feet together, rotate knees to one side.
- Hold for 45 to 60 seconds.



3. Prevention: Exercises for a Healthy Back

Strong lower-back and stomach muscles work together to make a healthy back. The exercises shown on the following pages help strengthen the muscles of the lower back and increase flexibility.

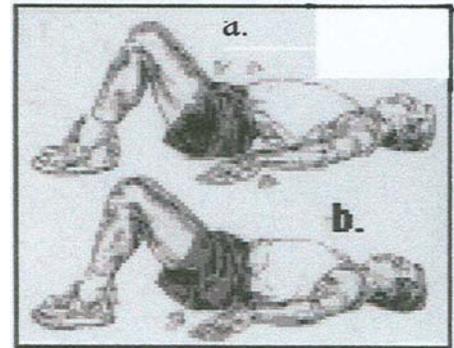
Unless instructed otherwise, do each exercise one to five times, twice each day. Gradually increase your workout to ten repetitions twice a day. Use slow, smooth actions as you exercise.



Stop any exercise that increases back pain, discomfort, or causes tingling, numbness, or weakness in your legs. Contact your doctor if the symptoms continue.

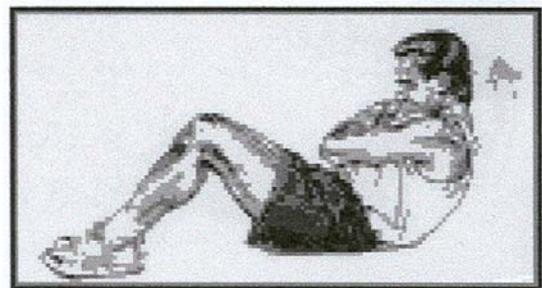
Pelvic Tilt Exercise

- Lie on back with knees bent, feet flat on floor and arms at sides (a).
- Flatten small of back against floor (hips will tilt upward) (b).
- Hold for 10-15 seconds and release. Gradually increase your holding time to 60 seconds.



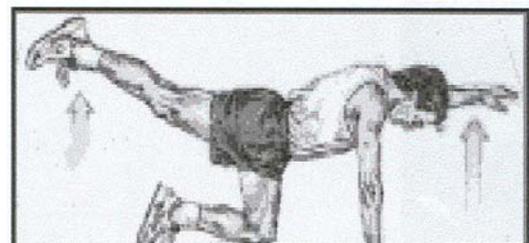
Curl-up Exercise

- Lie on back on the floor.
- Keeping arms folded across chest, tilt pelvis to flatten back. Tuck chin into chest.
- Tighten abdominal muscles while raising head and shoulders from floor.
- Hold for 10 seconds and release.
- Repeat 10 to 15 times.
- Gradually increase your repetitions.



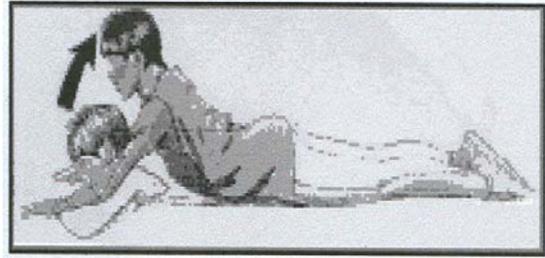
Alternate Arm-leg Extension Exercise

- Face floor on hands and knees. Raise left arm and right leg. Do not arch neck.
- Hold for 10 seconds and release.
- Raise right arm and left leg. Do not arch neck.
- Hold for 10 seconds and release.



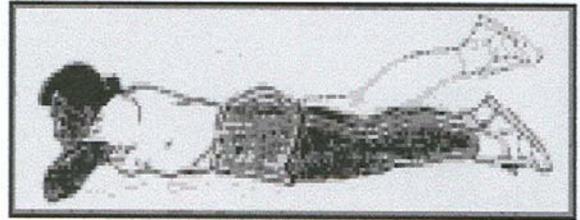
Prone Lumbar Extension

- Lie on your stomach and place your hands on the floor near the sides of your head.
- Slowly push your upper body off the floor by straightening your arms, but keep your hips on the floor.
- Hold for 10 seconds, and then relax your arms, moving back to the floor.



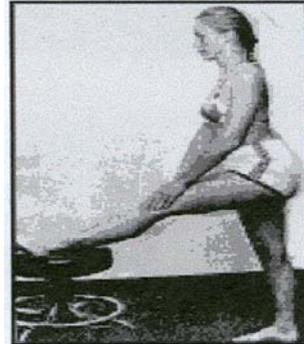
Alternate Leg Extension

- Lie on your stomach with your **arms folded under your chin.**
- Slowly lift one leg without bending it (not too high!) while keeping your pelvis flat on the floor.
- Slowly lower your leg and **repeat with the other leg.**



Hamstring Stretch While Standing

- Stand on right leg with left leg on table or chair.
- Stretch hamstring by slowly bending right knee.
- Hold for 30-45 seconds.
- Repeat with other leg.



Material Handling and Lifting

While in your employer's home, you may be asked to move or lift materials such as groceries, garbage, or equipment needed by your employer such as an oxygen tank.

Lifting and mishandling of materials is the single largest cause of accidents and injuries to the back.



Proper Lifting Technique

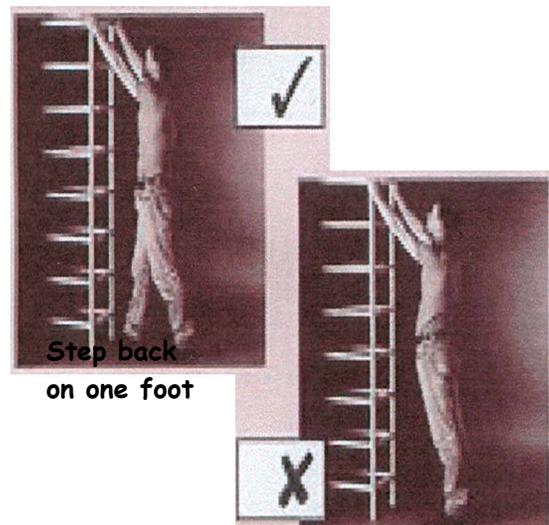
1. Plan your lift. Assess your load and **DO NOT** pick up or move things beyond your capacity.
2. Make sure you know where you are going with your load and where you plan to put the object down. Make sure there is room before you move it.
3. Bend at the knees.
4. Get as close to the load as you can.
5. Tighten your stomach muscles.
6. Keep your back straight, bend with your knees, and stand up.
7. Lift with your legs.
8. **Never twist while lifting!** Using tiny steps, turn with your feet – not your body.



Tips on Safe Lifting

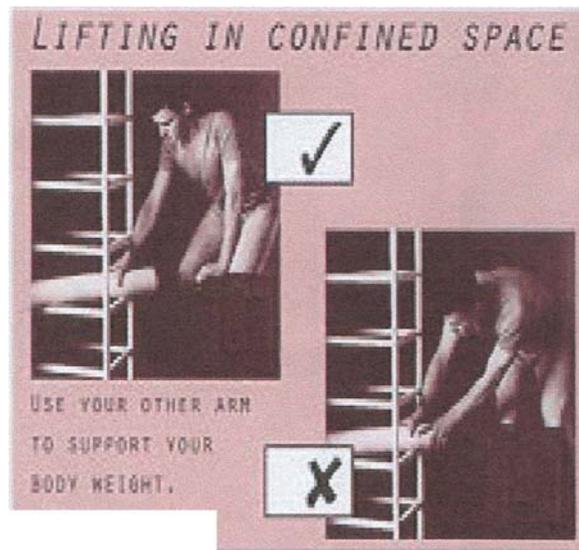
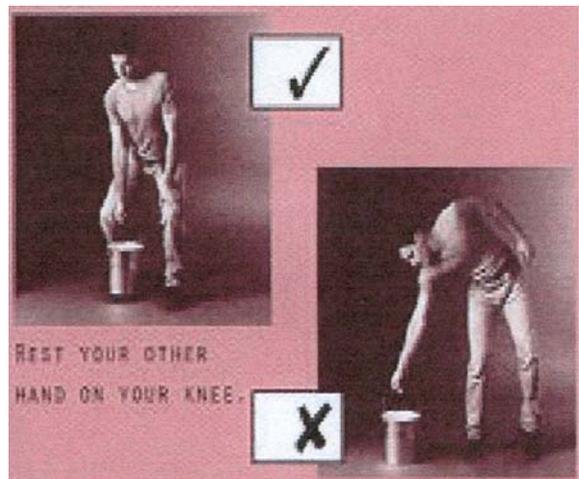
- Hold heavy items between your shoulders and knees.
- Look for easy ways to grasp items to be lifted.
- Reduce the amount of your load. Move sections or part of a load when possible.
- **AVOID** awkward stretches while reaching. This stresses your back and could cause you to lose your balance.

AVOID Awkward Stretches



- Use a stepladder to reach objects above shoulder height.
- Use a handrail when on stairs. Avoid climbing with a load.
- Don't lean on structures such as a shelf or storage rack to support you. They could easily give way if you pull or tug on them.
- The more times you lift or move something, the more likely you are to get hurt. If you need to move something often, use a cart.
- Get help with large loads.

One-Handed Lift



You are responsible for your own back safety.

Conditioning, stretching, and using proper lifting techniques are important things you can do to take care of your back!





Chapter 3

Lesson 1 and 2 Review

1. Exercise, stretching, and conditioning are a major part of back safety.
True False

2. To prevent back injury and increase flexibility you should exercise (select one):
 - a. When the weather is good outside.
 - b. Three to five times per week.
 - c. On your days off when you have more time.
 - d. Whenever you feel like it.

3. _____ is the single largest cause of accidents and injuries to the back.

4. To lift safely you should:
 - a. Plan your lift.
 - b. Get as close to the object as you can.
 - c. Keep your knees straight and lift with your back.
 - d. Both A and B.

5. List three things you will do for yourself to reduce your chances of back injury.
 1. _____
 2. _____
 3. _____

6. Twisting while lifting will help prevent injury to your back.
True False

Chapter 3

Lesson 3 and 4



Safely Moving People Assistive Devices

What you will learn in these lessons:

1. Proper techniques for moving, lifting, and transferring your employer.
2. How to move people safely and with dignity.
3. Assistive devices and equipment that are used for transfers and ambulation.

Key Words

Ambulation

Assistive Devices

Transfer

Transfer belt/gait belt

Definitions

The process of walking or moving about.

Aids to help people regain lost functions or to assist in transfers and mobility.

Moving a person from one place to another when he or she can't do it on his or her own.

A belt worn around the waist to aid in transfers and ambulation.

Safely Moving People

Providing care to your employer is physically demanding work. Manual lifting, repositioning, and providing care means an increased risk of pain and injury to your back.

Risk Factors

There are certain known "risk factors" to your body because of these high physical demands. This is due to the large amount of weight involved; 30 to 50 pounds is considered a heavy load.

Be aware of the following risk factors you may face in your day-to-day work.

- **Repetitive Motion** such as repeatedly cranking manual adjustments for a bed.
- **Awkward postures** such as reaching across a bed to lift your employer.
- **Force** such as pushing a wheelchair across an elevation change or up a ramp.

Other lifting or repositioning tasks that put your body at risk include:

- Multiple lifts.
- Lifting an uncooperative and/or confused person.
- Lifting a person that cannot support his or her own weight.
- Moving or lifting a person in and out of a chair or motor vehicle.
- Trying to stop a person from falling.
- Picking up a person from the floor or bed.

Other work-related activities that can put you at risk include:

- Bending to make a bed or feed a person.
- Collecting waste.
- Pushing heavy items or equipment.
- Removing laundry from a washing machine or dryer.
- Lifting, carrying supplies, and equipment.



Although these tasks may not present problems in all circumstances, the **duration** (how long) AND **frequency** (how often) of these tasks may place you at greater risk.



Musculoskeletal Disorders (MSD's)

Excessive exposure to these risk factors can result in a variety of disorders. These conditions are referred to as Musculoskeletal Disorders (MSD's). While some MSD's develop gradually over time, others may result from a single event.

Early indications of MSD's can include:

- Persistent pain.
- Restriction of joint movement.
- Soft tissue swelling.

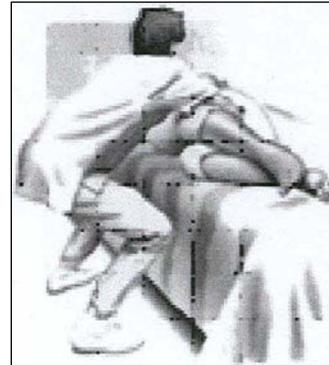
Musculoskeletal Disorders (MSD's) include conditions such as:

- Low back pain.
- Rotator cuff injuries.
- Tennis elbow.
- Carpal Tunnel Syndrome.

Reducing Risk Using Safe Transfers

The following steps will help keep you and your employer safe when he or she needs help transferring from a bed to a wheelchair.

- Put the wheelchair close to the bed and lock the wheels.
- Face him or her.
- If your employer is not strong enough to push up with his or her hands to a sitting position, place one of your arms under the person's legs and your other arm under his or her back.



- When your employer is closer to the edge of the bed, move his or her legs over the edge of the bed, while pivoting his or her body.
- You want the person to end up sitting on the edge of the bed. The height of the bed may be adjusted to the person's feet if there is an adjustable bed.

- Place your feet shoulder-width apart, bend your knees with one foot slightly in front of the other for better balance and keep your back in a natural straight position.
- Position the person's feet on the floor and slightly apart. The person's hands should be on the bed or on your shoulders - **NEVER AROUND YOUR NECK.**



- Place your arms around the person's back and clasp your hands together. Use a transfer belt fastened around the person's waist, when available.
- Tell the person you will begin the transfer on the count of 3. This allows him or her to anticipate and prepare for the transfer.
- Talk to the person throughout the lift and transfer. Always let him or her know what you are doing.

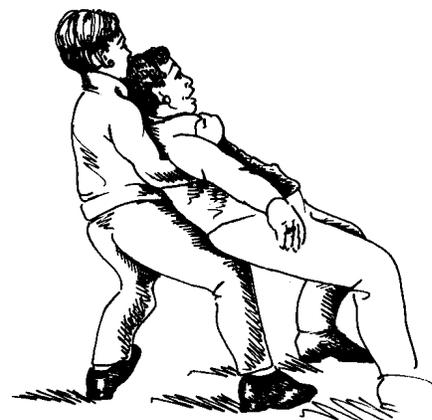
- Hold the person close to you, lean back, and shift your weight.
- Pivot toward the chair.
- Bend your knees and lower the person into the chair.
- The person should have both hands on the arms of the chair before lowering him or her down.



Employer Falls

The following are guidelines to help keep you and your employer safe if he or she falls.

1. Do not try to prevent the fall. It is better if you help support his or her head and gradually ease the employer onto the floor.
2. Keep your feet apart and back straight.
3. Pull the person close to you. Let the employer slide down your body to the floor.
4. Gently ease the person to the floor. Often you will also "go to the floor" with the person.



Assistive Devices for the Home

Assistive devices are designed to increase your employer's independence and promote safety. If they are available, make every effort to use them.

Lifting or Transferring Assistive Devices

If your employer is not using any lifting or transferring assistive equipment, encourage him or her to do so. Medical supply stores often carry these items. They may be available using Medicaid or other medical insurance.



A lifting belt allows you to 'use a handle' for lifting.

Transfer or gait belt - a specialized belt that fits snugly around a person's waist. It may have hand straps for you to grasp while assisting during transfers or walking (ambulation).

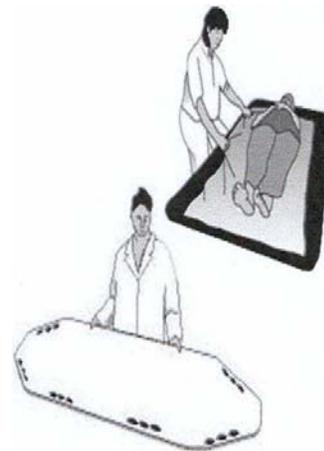
Walkers – a lightweight metal frame device with handles that can be gripped by the employer to help to support his or her body weight during transfer, when rising from sitting, and walking.

Draw/or lift sheets - a regular flat sheet placed under a person in bed used to lift and transfer your employer.

Sliding/transfer boards - a smooth board with tapered ends, made of either wood or plastic, and used to help your employer get from one surface to another.

Rails - wooden or metal rails that are fixed to walls or equipment, such as beds, to allow the employer to help support his or her body weight during transfer.

Trapeze lifts - a bar suspended above the bed which allows a person with upper body strength to help reposition themselves. This device is particularly useful with adjustable beds and armless wheelchairs.



Other Assistive Equipment

Wheelchairs with removable arms - allow for easier lateral transfers. Especially useful with height adjustable beds.

Sitting-standing chairs - chairs that provide sitting to standing options.

Shower stalls – a shower without the front lip. Allows a shower chair to be pushed in and out on level floor surfaces.

Shower chairs – a durable, plastic, non-slip chair. Can eliminate multiple transfers and save you from multiple lifts. A person can be moved to the shower chair, toileted, showered, and transferred back to the wheelchair.



Grab bars – bars mounted to assist your employer in moving about and pulling him or herself up independently.

Reach extenders – a device to help your employer pick up items without bending.

Toilet seat risers - equalizes the height between a wheelchair and toilet seat, making it a lateral transfer rather than a lift up and back into a wheelchair.

Adjustable beds – a bed that can be adjusted manually or electrically. If your employer has an adjustable bed, adjust the height to reduce bending and reaching.



Chapter 3

Lesson 3 and 4 Review

1. List three risk factors that can lead to back injury because of the high physical demands of providing care.
 - 1.
 - 2.
 - 3.

2. The duration and frequency of performing certain caregiving tasks can increase your risk of back injury.
True False

3. To safely transfer your employer, you should:
 - a. Get help if you can't do it safely alone.
 - b. Use assistive devices, when available.
 - c. Have your employer's hands around your neck.
 - d. Both A and B.

4. Assistive devices are designed to increase your employer's independence and safety.
True False

Chapter 3-Lesson 5

Sprains and Strains Proper Footwear



What you will learn in this lesson:

1. What a sprain or strain is, possible causes, and symptoms.
2. Proper techniques for treating a strain or a sprain.
3. What you need to look for in proper footwear for your job.

Key Words



Sprain

Strain

Definitions

Injury to a ligament.

Injury to muscles and tendons.

Sprains and Strains

Sprains and strains are common injuries to the musculoskeletal system. Although these two words are often used interchangeably, they are different types of injuries.

What is a Sprain?

A sprain is an injury to a ligament (tissue that connects bone to bone) which helps provide joint stability. Common injured ligaments are the ankle, knee, and wrist. Sprains occur when a ligament is stretched too far from its normal position, such as turning or rolling an ankle.



What is a Strain?

Strains are injuries to muscles and tendons. Tendons are tissues that connect muscle to bone. These strains take place when a muscle is stretched and suddenly contracts, as with running or jumping.

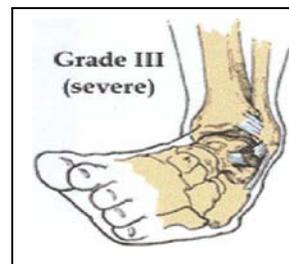
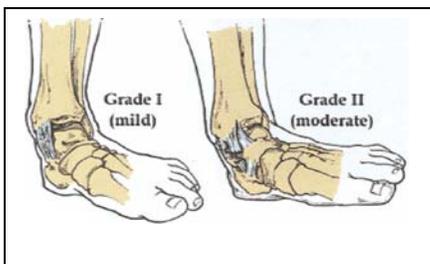
What Are the Causes?

Causes of sprains and strains include:

- Falls.
- Twisting suddenly.
- Blow to the body.
- Joint dislocation.
- Rolling an ankle.

What Are the Symptoms?

The usual signs and symptoms include pain, swelling, bruising, and loss of the ability to move and use the joint or muscle. Signs and symptoms can vary from mild to severe, depending on how bad the sprain or strain is.



How are Sprains and Strains Categorized?

A physician categorizes sprains and strains according to severity.

- **Grade I (mild)** sprain or strain involves some stretching or minor tearing of a ligament or muscle.
- **Grade II (moderate)** sprain or strain is a ligament or muscle that is partially torn but still intact.
- **Grade III (severe)** sprain or strain means that the ligament or muscle is completely torn, resulting in joint instability.

What Are the Treatments?

- Grade I injuries usually heal quickly with rest, ice, compression (such as using an Ace bandage), and elevation (RICE).
- Grade II injuries are treated similarly but may require you not to use it (immobilization) to permit healing.
- Grade III sprains and strains usually require immobilization and possibly surgery to restore function.

Sprains and strains
heal more quickly
with RICE

Rest
Ice
Compression
Elevation

Proper Footwear

Proper footwear is important to provide adequate support to the feet and ankles and to help prevent sprain and strain injuries. Hazards may include standing for long periods of time, walking on uneven surfaces, or slipping and falling.

Work shoes should provide adequate support and comfort. Work shoes should:

- Be closed toed and sturdy.
- Be low with wide heels to reduce stress on the feet and the chance of ankle injury.
- Provide good traction such as shoes with rubber soles.

Take off your shoes at the door to prevent tracking in of rain, snow, mud etc. Have an extra pair of shoes for inside use.



Tennis shoes are a good choice of work shoes for providers.



Chapter 3

Lesson 5 Review

1. List two causes of sprains and strains.

1. _____
2. _____

2. Sprains and strains can heal more quickly with RICE (fill in the blank with what RICE stands for).

- R _____
- I _____
- C _____
- E _____

3. Work shoes for a provider should provide adequate support to the feet and ankles and have good traction.

True False

Chapter 3 - Lesson 6

Infection Control Blood Borne Diseases Personal Protective Equipment



What you will learn in this lesson:

1. How to properly wash your hands.
2. What blood borne diseases are, which diseases are most common, and how to protect yourself from them.
3. What standard precautions are and what personal protective equipment to use and when.

Key Words

Definitions

Blood borne disease

Disease causing germs spread through contact with blood.

Personal Protective Equipment (PPE)

Equipment or clothing such as gloves, gowns, or masks, designed to prevent injury or illness from a specific hazard in the workplace.

Standard Precautions

A group of accepted practices used to prevent infection from blood borne pathogens.

Infection Control

Infection Control is a very serious part of your job. Taking precautions to prevent infection is essential to you and your employer's safety and an important step to protect you from disease.

Hand Washing

Hand washing is the best defense against spreading infection. You will wash your hands several times a day and may use many pairs of gloves.

How to Wash Your Hands

1. Turn on warm water. Keep water running while washing your hands. Pull out paper towels to use to dry hands.
2. Apply soap to hands. Rub palms together to make lather. Scrub between fingers and entire surface of hands and wrists. Scrub hands for 20 seconds.
3. Rinse hands thoroughly. Point fingers down so water does not run up your wrists.
4. Dry hands with a clean towel.
5. Use a clean paper towel to turn off the faucet.
6. Use hand lotion if available to prevent chapping.



Wearing Gloves

When doing certain personal care tasks, gloves are a must. For example, gloves should be worn when helping your employer with mouth care, bathing, or toileting.



Washing your hands with soap and water is the best way to prevent illness. 

Colds and flus are mostly passed by person-to-person contact.

Sneeze or cough into your sleeve or cover your nose and mouth with a tissue (throw it away after use).

Protecting Yourself From Blood Borne Diseases

Although **your risk of exposure to blood borne pathogens in the workplace is small**, it still exists. The information provided here will equip you with the most current, effective methods for protecting yourself from blood borne diseases.

Blood borne diseases like Hepatitis B (HBV) and C (HCV), and the Human Immunodeficiency Virus (HIV), have changed the way providers need to conduct their day-to-day work.

Protecting yourself from blood borne diseases on-the-job requires knowing the facts, practicing good hand hygiene, and taking a few sensible precautions.

There are measures **YOU can take** to protect yourself from blood borne diseases. Take them seriously and do them.



HBV and HCV

The term "hepatitis" refers to syndromes or diseases that cause liver inflammation or disease. Viruses that can cause hepatitis include HBV and HCV. Both are passed by contact with the blood (fresh or dried) or other body fluids of someone who has the virus.

Symptoms of HBV can be treated. In most cases, Hepatitis B cannot be completely cured. About 94% of adults fully recover from the symptoms of HBV. 6% become chronically ill.

If you become infected with HBV:

- You may feel like you have the flu.
- You might be so sick you have to be hospitalized.
- Your blood, saliva, and other body fluids are infectious.

There is a vaccination to help prevent HBV infection. You can be vaccinated (a series of three shots over a period of time) prior to, or immediately after, exposure.



HCV is now the most common blood borne disease in the United States. Many people infected with HCV don't have symptoms. HCV is often detected during blood tests for a routine physical or other medical procedures. There is no vaccination for HCV.

HIV/AIDS

Today, almost everyone has heard of Acquired Immune Deficiency Syndrome (AIDS). AIDS is caused by HIV, a blood borne virus that attacks the body's immune system.

Most people infected with HIV will get AIDS. However, while AIDS can't be cured, it can be managed with medications, diet, and exercise. AIDS is no longer a "death sentence."

In the US, there are approximately 40,000 new infections of HIV each year.

How Blood Borne Diseases Are Spread

All kinds of people have HBV, HCV, and HIV. You can't tell who is infected just by the person's appearance. They can be old or young, male or female, married or single, or from an inner city or a small town

Many people may not even know they are infected. People can carry these diseases for many years and look and feel healthy. Their blood and body fluids may be highly contagious, so they can unknowingly spread the diseases to others.

HBV, HCV, and HIV are spread through exposure to infected blood and other body fluids. Examples of high-risk behaviors include:

- Unprotected sex with an infected person.
- Blood transfusions from infected blood before 1986 (HIV) or 1992 (HVC).
- Sharing injection equipment, needles, and syringes.
- An infected mother who breastfeeds.
- An infected mother passing HIV to her baby before or during birth.
- Tattoos or body piercing with contaminated equipment.

Situations that can lead to exposure to blood borne diseases in your workplace include:

- Handling needles or other sharp items that are contaminated, even insulin syringes.
- Helping an employer who is bleeding.
- Changing linens contaminated by blood or other body fluids.
- Cleaning up blood, vomit, urine, or feces.
- Changing a dressing or bandage with blood that has oozed from a wound.



Standard Precautions

Standard Precautions prevent blood borne pathogens being spread to you through contact with another person's blood, body fluids, secretions, excretions (except sweat), non-intact skin, or mucous membranes. Don't take any chances. It can take just **one** exposure to become infected with certain blood borne diseases.

A main rule of standard precautions is to treat *all* blood or body fluids as potentially infectious.



Standard precautions include:

- Practicing good hand hygiene (washing your hands correctly and frequently).
- Using appropriate Personal Protective Equipment.
- Properly cleaning and disinfecting the environment and contaminated equipment.



Personal Protective Equipment (PPE)

Always wear gloves to protect your hands when having direct contact with blood or body fluids. Even tiny breaks or cracks in the skin from common conditions like dermatitis, hangnails, acne, chapping, or broken cuticles can be doorways for viruses to enter your body. Throw gloves away after use.

Use additional PPE depending on the anticipated exposure. This could be a:

- Gown to protect your skin and clothing.
- Mask to protect your mouth or nose.
- Goggles to protect your eyes.
- Face shield to protect your face, mouth, eyes, and nose.



PPE can be purchased at a drug store or medical or safety supply store. In some cases, Medicaid will pay for some supplies when the employer has a doctor's written prescription requesting them.

The risk of transmission of a blood borne pathogen to you in your employer's home is **extremely small** if **standard precautions are used** each time you may be exposed to blood or body fluids.



Cleaning and Disinfecting Blood or Body Fluids

- Wear gloves to protect your hands. Avoid tearing your gloves on any equipment.
- Use disposable towels to soak up most of the blood.
- Disinfect with an appropriate disinfecting solution such as ten parts water to one part bleach.
- After cleaning up, promptly disinfect mops and other cleaning equipment.
- Remove gloves and throw them away. Make sure to turn gloves inside out when removing them.
- Put all contaminated towels and waste in a sealed color-coded or labeled leak-proof container. Double bag all contaminated materials that are being thrown away.
- Wash your hands when tasks are completed.



Wear gloves and use other needed PPE when you **clean surfaces soiled** with blood or other body fluids. 

What to Do If You Come Into Contact With Your Employer's Blood or Body Fluids



If you get blood or other body fluids on your skin: **Immediately WASH** with non-abrasive soap and water.

If your eyes are exposed, **immediately FLUSH** with running water for 5 minutes in each eye at the sink or at an eyewash fountain.

An unprotected incident should be reported to your local Health Department immediately.

Exposure to bodily fluid does not constitute an occupational disease or injury. A diagnosis must be supported by objective medical findings and it must be established that the condition resulted directly from exposure or activity in the course of employment.

Other Exposure Hazards

You may be exposed to blood borne diseases while performing routine cleaning or maintenance tasks for your employer. This exposure is just as dangerous as an accident situation. Blood, even if you can't see it, can be almost anywhere you have to clean such as toilets, sinks, or trashcans.



Laundry

Handling laundry can also be risky. It may conceal contaminated items such as bloody sheets, clothing, rags, or contaminated sharps.

To protect yourself when handling laundry, always hold and carry it by the top. Never place a hand underneath to support it.

When sorting laundry, protect yourself and wear gloves.

Other Common Sense Rules

Be sure to wash your hands and remove any protective clothing that might have been contaminated before:

- Eating
- Drinking
- Smoking
- Handling contact lenses
- Applying cosmetics or lip balm

Other Infectious Diseases or Illness

There are other times infection control practices are needed besides protecting yourself from blood borne pathogens. You can be exposed or expose others to disease or illness causing germs in the workplace.

Good hand hygiene and the use of appropriate PPE should always be considered when there is a potential of infection.

For example, Tuberculosis (TB) is a disease caused by bacteria and spread through the air. Coughing is usually associated with TB, but may not be present at the beginning. Encourage your employer to get medical attention if he or she has a chronic cough, fatigue, blood in the sputum, and/or weight loss. Prolonged exposure is normally necessary for infection to occur.

If your employer has TB, a mask might be needed in addition to the normal day to day infection control practices you should always be using.





Chapter 3

Lesson 6 Review

1. _____ is the best way to prevent the transmission of infections.
2. Your risk of exposure to blood borne pathogens in the workplace is small if you use standard precautions any time you may be exposed to blood or body fluids.
True False
3. Protecting yourself from blood borne diseases means:
 - a. Treating all body fluids as if infected.
 - b. Putting a bandage on if you are bleeding.
 - c. Going to the doctor when you have the flu.
 - d. All of the above.
4. Standard Precautions include:
 - a. Being careful where you walk.
 - b. Practicing good hand hygiene.
 - c. Using the appropriate Personal Protective Equipment.
 - d. Both B and C.
5. You don't have to use standard precautions if you are really busy and don't have time to use them.
True False

Chapter 3 - Lesson 7 and 8

Driver Safety Violence in the Workplace



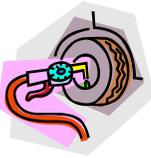
What you will learn in these lessons:

1. How to drive safely with or without your employer.
2. Characteristics of violent behavior and what to do in case of violent behavior in the workplace.

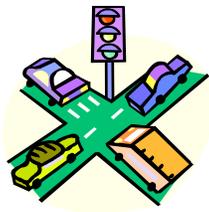
Driver Safety

The purpose of this section is to help you drive safely with or without your employer. Many of the things mentioned here are things that all of us know, but don't always do. You need to make it your habit to always:

- Wear your seat belt. It's the law in Washington for a very good reason. Drivers thrown from vehicles are 25 times more likely to die in the accident.
- Never drive while under the influence of alcohol or other drugs. 40% of all fatal accidents involve alcohol.



- Check your tires for wear and tear. Faulty or under inflated tires cause many preventable accidents. The wrong tires can cause accidents too. Be prepared for snow and ice with good traction tires.
- Follow the car's recommended vehicle maintenance schedule. Make sure your engine, brakes, steering, shocks, lights, horn, and windshield wipers are working properly.
- Slow down! 30% of all fatal accidents involve excessive speed.
- Back off! For every 10 miles of speed, you need one car length between you and the next car. For example, if you are going 60 MPH you need 6 car lengths between cars be able to stop in time to prevent an accident.



- Use extreme caution at intersections. Some drivers think stopping at red lights and stop signs is optional.
- Reduce distractions and concentrate on your driving. Pull over to make a call or answer your cell phone. Putting on makeup, talking, or snacking can distract you and contribute to accidents.
- Don't drive while drowsy. Get plenty of sleep. Pull over and take a short nap if necessary. Caffeine is only a temporary solution.



Drive carefully! The number one cause for workplace fatalities in the US is motor vehicle accidents. Driving is the single most dangerous activity people do on a daily basis.

Violence in the Workplace

Violence in the workplace can happen in any career field. You need to be aware of the potential for violent or aggressive behavior and how to handle such an event.

Examples of violent behavior include:

- Verbal attacks on you or others, including harassment and intimidation.
- Threats or actual physical attack against you or others.
- Damaging things or property.

Violence in an in-home setting may include violence by your employer or someone in the home against you, violence between others in the home such as spousal abuse, or violence in your employer's neighborhood.

Although violence in the home is not limited to these actions, always be alert and aware of what is happening around you. Have an understanding and plan for what you would do in case violence occurs. **Avoid unnecessary risks.**



There needs to be zero tolerance for workplace violence. **Report any incidents of violence** to the appropriate person in your circumstance. Depending on the situation, this may be your employer's Case Manager or other members of your employer's care team, your employer, law enforcement, or the DSHS abuse hotline.

The following are possible behaviors and attitudes that may be warning signs a person may become overly aggressive or violent:

- Abuse of drugs or alcohol.
- A history of violence or uncontrolled anger.
- Preoccupied or dwells on injustices or unrealistic fears .
- Blames others for problems.
- Suspicious, holds grudges.
- Talks of detailed plans of violent acts.
- Fascination with weapons.
- Intentionally frightens people.
- Rapidly shifting moods that seem unstable.
- Recent major change in behavior or appearance or withdrawal from normal activities, family, and friends.



Handling Aggressive or Violent Behavior

Never minimize threats or your own internal sense that something is “off”. Trust your own instincts if you feel uneasy.

Some early warning signs that a person may become aggressive or violent may include:



- A raised voice
- Shaking or clenched fist
- Prodding with fingers or finger jabbing
- Overly anxious
- Excessive pacing
- Angry muttering or glaring at you

It is best to respond early if you are concerned about aggression or violence. First, assess your risk of potential danger. A person on the edge of physical aggression has three choices. He or she can attack, retreat, or compromise. Your goal is getting the person to retreat or compromise.

If you do NOT think you are in danger:

- Remain calm and stay in control of your responses.
- Remind the person you are a friend and there to help.
- Talk calmly. Indicate your desire to listen and understand the problem or situation.
- Validate the person’s feelings but don’t condone acting out behaviors.
- Do not use aggressive body language such as crossing your arms or finger pointing. Move slowly.
- Try not to stand too close or over the person, if possible. As long as you continue to have an escape route, sit down.
- Do not put your hand on anyone who is angry.
- Set appropriate limits for a person demonstrating threatening or disrespectful behaviors. Tell him or her that the behavior bothers you and you want it to stop.
- Have an exit strategy planned if the anger escalates to a dangerous level.

Respond early if you are concerned about aggression or violence!



If you feel you are in **danger or violence is about to happen**:

- Find a way to excuse yourself (“my cell is ringing and I have to answer it outside” or “I left something important in my car”) and leave the room/area.
- Do not turn your back on the person. Move gradually backwards.
- Avoid potentially dangerous locations such as the top of stairs or places where furniture or other objects can be used as weapons.
- **Call 911.**
- Alert your employer’s Case Manager or other appropriate members of the care team once the situation is under control.



Witnessing or Suspecting Violence Towards Your Employer

If you witness violence towards your employer, you are a mandatory reporter of abuse and are required by law to report it. The numbers to report can be found in your *Revised Fundamentals of Caregiving Learner’s Guide* on page 28.

If you suspect or witness physical or sexual assault, you are also required to report it to law enforcement. **If you think your employer is in danger, call 911.**



Ruling Out Other Reasons for Violent Behavior

Sudden, unexplained violent or aggressive behavior can be caused by an adverse reaction or side effects from medication, an undiagnosed urinary tract or other infections, or even the disease or condition of your employer.

To ensure you and your employer’s safety, always work with other members of the care team to ensure your employer gets medical attention immediately when needed.



Chapter 3

Lesson 7 and 8 Review

1. Safe driving includes:
 - a. Wearing a seatbelt.
 - b. Providing good maintenance to your vehicle.
 - c. Not driving while tired or under the influence of alcohol or drugs.
 - d. All of the above.

2. Don't tell anyone if you feel physically threatened at work unless someone gets hurt.
True False

3. Violent behavior can include:
 - a. Verbal attacks.
 - b. Threats to hurt someone.
 - c. A physical attack.
 - d. All of the above.

4. If you feel you are in danger or are attacked, you should:
 - a. Leave the area and call 911.
 - b. Stay with the person.
 - c. Turn your back and sit down.
 - d. Stand over the person until they calm down.

Chapter 4



In-Home Hazards

What is this chapter about?

This chapter will help you:

- Know how to do a hazard assessment.
- Learn what you can do to promote safety in your employer's home.

Lesson 1

Hazard Assessment
Housekeeping Issues
Sanitation Issues

Lesson 2

Walking Surfaces
Proper Lighting

Lesson 3

Ladder Safety
Oxygen Safety
Chemical Safety
Electrical Safety
Fire Safety
Firearms Safety
Animal Safety

Chapter 4

Lesson 1 and 2



Hazard Assessment
Housekeeping Issues
Sanitation and Working
with Household Chemicals
Walking Surfaces
Proper Lighting

What you will learn in these lessons:

1. How to do a hazard inspection in your employer's home.
2. Areas of specific concern when dealing with hazards in the home.
3. How to control the effect of hazards if they can not be removed.
4. How good housekeeping promotes safety.
5. How to use proper sanitation to help prevent illness.
6. How to safely work with household chemicals in your employer's home.
7. What items **must** be removed from walking surfaces to make them safe.
8. The importance of proper lighting.

Key Words

Chemicals

Chemical Hazard

Sanitation

Definitions

A substance or compound.

Chemical products with hazardous ingredients that are a possible source of danger, injury, or harm.

Standards of cleanliness and the protection of health by the removal of dirt and waste.

Hazard Assessments

Hazard Assessments

A hazard assessment is a review of your employer's home to identify existing and potential safety hazards. This assessment provides an opportunity to eliminate, reduce, or control these hazards.

A sample *Hazard Assessment Checklist* is included in the Appendix on page 70. Use this *Checklist* with your employer to perform a hazard assessment. Working together, you can develop a plan for eliminating or controlling any safety hazards found.

Controlling Hazards

The **first solution** is to *eliminate or remove* a hazard.

Examples might be picking up pet toys to prevent tripping, removing clutter from the top of stairs, or having a light put in a dark entryway.



The **second solution** is to *reduce* the hazard. If you can't get rid of the hazard, look for ways to reduce potential danger. For instance, your employer may not want to remove a sharp-edged table from the living room to prevent a bumping hazard. To reduce the hazard, you could recommend the sharp edges be padded to "soften" them.



The **third solution** is to use Personal Protective Equipment (PPE) to help eliminate or reduce hazards. For example, wear household gloves when you will be cleaning with strong chemicals or disinfectants and latex gloves when there is a risk of exposure to your employer's blood or body fluids.

Getting the Information You Need

The information in the rest of Chapter 4 will help you understand what to look for inside and outside the home when doing a hazard assessment. It will also offer some tips or possible solutions for eliminating or reducing the hazard.

Although these materials are a great source of information, tips, and suggestions, every situation is different. You may need additional information or support.

There are many avenues to get it. Your local fire and police department staff or the local chapter of the American Red Cross will be happy to help or direct you to other resources.





Housekeeping

Good housekeeping is one of the most important factors in job safety. Many accidents are the direct result of poor housekeeping.

- Keep floors, hallways, and stairs free of clutter. When you see something that may be a potential risk for a slip, trip, fall, or injury, ask your employer if you can put it away or move it to a safer location.



- Clean up after yourself.
- Close drawers of dressers, desks, and keep kitchen cabinets closed when not in use.
- Store items on shelves so they don't roll or fall out. Put heavy objects on lower shelves. Put most used items within easy reach.
- Stack materials and supplies in an orderly way so they won't topple.

- Mop or clean up spills immediately.
- Store household cleaning products safely, in their original container, and clearly labeled.
- Keep vents clear of dust and clutter.
- Pick up trash and put it in the garbage. Take the garbage out frequently to a garbage can with a tight fitting lid.
- Keep the kitchen clean to help prevent food borne illness.
- Some laundry soaps may produce a rash on you or your employer. If you notice this, you may want to recommend a change in detergents/soap.



A clean and orderly work area is a safe place to work. You are less likely to be injured or cause injury to your employer.



Sanitation and Working With Household Chemicals

Maintaining a sanitary environment helps prevent illness. Clean and disinfect household surfaces with a sanitizer such as bleach. Follow the manufacturers instructions for usage. Don't make the solution any stronger than what is recommended.

Product Labels

Always look at a product's label before using it. The product label indicates how toxic or hazardous a product might be. Look for the words caution, warning, and danger.



- **Caution** means that a product could hurt you. It could bother your skin, make you sick if you breathe the fumes, or hurt your eyes if contact occurs.
- **Warning** is more serious than caution and means you could become sick or seriously hurt with improper handling of the product. It also identifies products that can easily catch on fire.
- **Danger** indicates serious concern. Be extremely careful when handling products that contain the word danger on the label. If used incorrectly, you could become very sick.

Never remove product labels. Besides these warnings, they also contain important emergency treatment information.



Tips On Working With Household Chemicals

- Never mix two different kinds of cleaners together, especially products containing ammonia and bleach. Mixing bleach with ammonia produces a dangerous gas which can cause serious breathing problems and be potentially fatal if inhaled in great quantities.
- When working with oven cleaners or drain cleaners always wear gloves and safety goggles. Do not breathe the fumes. Make sure the work area is well ventilated.

Use household chemicals only in well ventilated areas.



- When working with all-purpose cleaners, always wear rubber gloves to protect your skin.
- Keep hazardous products in a cool, dry place, away from pilot lights, stoves, or water heaters and stack products so that they can't fall over.
- Do not smoke when using a flammable cleaning product.
- Stop using a product if you become dizzy, sick to your stomach, or develop a headache.

If You Get Chemicals On You



Generally, if you get chemicals on you, wash or brush off powders, liquids, gels or pastes and then rinse with lots of water.

If you have any question about the danger of a chemical, are not sure what it is, or have significant symptoms, go immediately to the nearest hospital's emergency room, call your health care provider, or depending on your situation, 911.

If you get a chemical in your eye, begin washing your eye immediately for 15 minutes. The longer a chemical is in your eye, the more damage occurs. Washing away any particles that may have been in the chemical is extremely important.

Even though it may be uncomfortable, open your eyelids as wide as possible as you rinse your eye(s). You might want to do this in a shower. This first washing is critical to your safety.

Remember medications are small, powerful chemicals. Some drugs can be dangerous if you get them on your skin, breathe them in, or get them on your hands and then handle food or utensils.



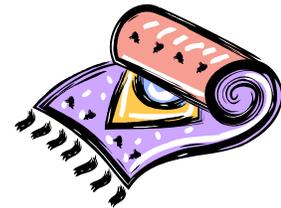
Walking Surfaces

There are many things that can cause slips, trips, and falls inside and outside of your employer's house. Pay close attention to the type and condition of walking surfaces.

- Be observant and stay aware of your footing.
- Use handrails where available.
- Look for sidewalk and entryway hazards such as cracks, holes, slippery or uneven surfaces, and other items such as toys in the walkway.
- Watch for rotting wood or wobbly handrails or stairs.
- Clear a pathway, if possible, to eliminate any hazards.
- Encourage your employer to have a doormat to remove moisture from shoes before entering the home.

Inside your employer's home, look for and remove (if possible):

- Clutter in walkways such as shoes, magazines, or boxes.
- Torn or curled carpets or door mats.
- Throw rugs.



Proper Lighting



Your employer may need brighter lighting to improve his or her depth perception and ability to read and see. Poor lighting can lead to safety concerns such as medication errors if your employer has difficulty seeing the label or the medication. Poor lighting can also be a slipping and tripping hazard.

Encourage your employer to:

- Make sure proper wattage is being used in lamps and overhead lighting fixtures. A lighting fixture lists the highest wattage to use in that fixture. Never exceed the listed wattage.
- Make sure all porches, hallways, and stairs (at the top and bottom) are well lit.
- Use nightlights to help light hallways, stairwells, and bathrooms at night.
- Always turn on a light before entering a room.
- Have a flashlight and extra batteries ready in case of power outage and know where they are.





Chapter 4

Lesson 1 and 2 Review

1. A hazard assessment gives you the opportunity to help eliminate or reduce any hazards found.
True False
2. You don't need your employer's permission to remove or fix a hazard.
True False
3. Good housekeeping practices that prevent safety hazards include:
 - a. Keeping a clean and orderly work area.
 - b. Vacuuming twice a day.
 - c. Storing heavy items on the top shelf.
 - d. Both A and C.
4. Poor housekeeping can lead to accidents, like falls.
True False
5. To prevent accidents, there should be a clear pathway on all walking surfaces inside and outside the home.
True False
6. Always use household chemicals in well-ventilated areas.
True False
7. Never flush your eyes with water if you get chemicals in them.
True False
8. Poor lighting can:
 - a. Lead to an accident.
 - b. Cause medication errors.
 - c. Lead to slipping or falls.
 - d. All of the above.

Chapter 4

Lesson 3



Oxygen Safety
Ladder Safety
Fire Safety
Electrical Safety
Firearms Safety
Animal Safety

What you will learn in these lessons?

1. The proper way to store and safely work around oxygen tanks.
2. The proper use of a ladder.
3. Fire safety tips.
4. Electrical, firearm, and animal safety tips and suggestions.

Key Words

Animal Control

Ground Fault Circuit Interrupter (GFCI)

Definitions

An organization who responds to calls of stray or dangerous animals in the neighborhood.

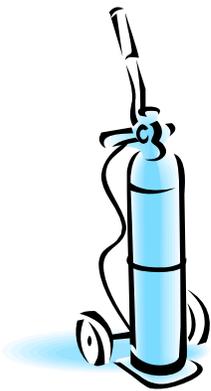
A fast acting circuit breaker that immediately shuts off the electricity if it senses an imbalance in the circuit. It protects against electric shock and electrical fires.

Oxygen Safety

Oxygen is both a prescribed treatment and a hazardous chemical (oxygen is a fire hazard).

Keep all sources of flame or sparks away from oxygen.

- Open flames such as candles and cooking flames should be no closer than 5 feet.
- Smokers should stay at least 25 feet away and preferably in another room. The reason for the difference between open flames and cigarettes is that smokers may not be conscious of their cigarette and approach an oxygen source with a lit cigarette.
- Your employer should stay away from products that burn easily such as Vaseline or other petroleum products, nail polish remover, grease, oil, or aerosol sprays.



Storage of Oxygen Tanks

Store oxygen tanks only in well-ventilated areas. Store oxygen cylinders on their side in a storage rack or chained to the wall. If a cylinder should fall, the pressure of escaping oxygen could create a projectile or fire hazard.

All tanks evaporate a certain amount of oxygen into the surrounding air. A closed room will soon become oxygen rich and flammable. **Keep the door open and the room ventilated.**

Breathing oxygen rich air is also a health hazard. Our body is designed to breathe oxygen at concentrations between 19.5 - 23.5 %. Higher or lower concentrations are not healthy.

Oxygen Concentrators

Plug oxygen concentrators directly into wall outlets. Do not use extension cords or power strips. Concentrators are very sensitive to power changes and may shut down as a result. Power strips, if overused, can easily overload a circuit. Extension cords, if too long, can result in voltage drop or fire hazard.

Oxygen Tubing

Oxygen tubing tends to coil and twist resulting in a tripping hazard. Straighten the tubing and routing frequently to prevent tripping or fall hazards.

Ladder Safety

- Use a ladder that is the proper length for the job. The ladder should extend a minimum of 3 feet over the surface where you will be working.
- Never stand on the three top rungs of a ladder.
- Check the ladder for any loose screws, hinges or rungs. A ladder with broken or missing parts is not going to be able to support a person safely.
- Always face the ladder as you go up and down it. Keep both hands on either side of the ladder.
- Clean off any mud or other liquids that might be on the ladder rungs.
- Use ladders only on stable and level surfaces.
- Open it completely, making sure all locks are engaged.
- Wear slip-resistant shoes, such as those with rubber soles.
- Do not hand-carry loads on a ladder. Carry tools up or down on a belt or with a rope or hoist, not in you hands.
- Do not try reaching so far that you lose your balance; move the ladder.
- Never use a folding step ladder in an unfolded position.
- Metal conducts electricity! Keep a metal ladder away from power lines and live electrical wires.
- Return the ladder to its proper storage place when you are done using it.



When you have to climb, always use a ladder **NOT** a chair, box, or other makeshift ladder.



Fire Safety

You may need to stay with your employer if he or she smokes and can't safely smoke alone. Safety is a concern if your employer has dementia, gets confused or forgetful, or takes medications that cause drowsiness.



Check for smoke detectors. If there are none, suggest your employer get one. Test them to make sure they work several times a year. When daylight savings time begins and ends is a good time to remember to do this. Keep extra batteries on hand.

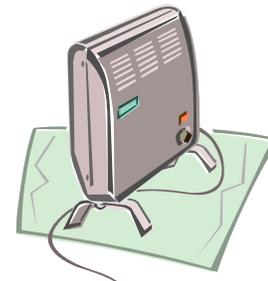


Check to see if there is a fire extinguisher in the home. Read the instructions and know how to use it. Ask your employer to have it serviced annually. A Fire extinguisher should be kept where it can be easily accessed. Where it is located should be documented in the Emergency Action Plan.

Make sure the kitchen stove is off when not in use and that anything cooking on the stove is not left unattended.

If your employer uses a fireplace or woodstove, make sure the damper is open before fires are lit. Fireplace screens are essential and need to be kept in place. Ashes should be removed only when the fire is out and ashes are cool to the touch. After cleaning the fireplace, take the ashes outside in a metal container. Never put ashes in a paper container and next to a wooden building.

If your employer uses a space heater, the heater should be on a level, hard, and nonflammable surface such as ceramic tile floor. Keep the heater at least three feet from bedding, drapes, furniture, and other flammable materials. Turn the space heater off if you leave the area.



If There Is a Fire

Only attempt to put out fires if they are small and you can do so safely. If you choose to put out a small fire, make sure there is an exit behind you. Houses can be replaced, but people can't.

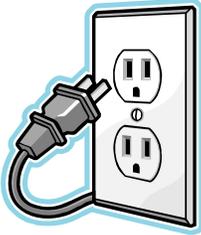
In all other cases of fire, **call 911**. Use the Emergency Action Plan you develop with your employer (see page 69).

Never return inside a burning house to retrieve pets.

Electrical Safety



- Use a Ground Fault Circuit Interrupter (GFCI) – they are especially important in a bathroom.



- Routinely check electrical appliances for signs of wear. If the cord is frayed or cracked, don't use the appliance until its fixed or replaced.
- If an appliance has a three-prong plug, use it only in a three-slot outlet. Never force it to fit into a two-slot outlet or extension cord.
- Make sure equipment is grounded and replace any missing outlet covers.
- Keep electrical appliances away from wet floors, sinks, or bathtubs.
- Make sure extension cords are not frayed and do not carry more than their proper load.
- Do not use extension cords to suspend lighting or as permanent wiring.
- Never run extension cords under carpets or rugs. Pressure from walking can fray wires and cause them to spark.



- Immediately shut off and replace light switches that are hot to the touch.
- Look for telltale signs of electrical problems such as dimming of lights, frequent circuit breaker trips, or blown fuses.

Make sure to address unsafe electrical cords, faulty electrical or other equipment, or any other hazardous condition with your employer.



Weapons/Firearms Safety

Your employer may have firearms or other types of weapons for hunting or protection. If your employer carries a gun or keeps one too close for your comfort, discuss your concerns with him or her. Talk to your employer and see if he or she can store it or put the gun or weapon away while you are present.

If you and your employer can't work out a plan that makes you feel safe, talk with your employer's Case Manager about your concerns.

There are inexpensive trigger safety locks that keep a gun from firing unless it is removed. Encourage your employer to get one if he or she doesn't have one. Some sheriff's departments provide free safety locks for guns and have gun safety classes.



In most cases, a person who is confused, has dementia, certain types of mental illness, or is taking medications that can lead to confusion, should not have access to guns or weapons.

If you are concerned that your employer has access to weapons and shouldn't, enlist the help of his or her family, Case Manager, or other members of the care team to help address this safety concern.



Animal Safety

Pets or farm animals can be a safety problem whether they are your employer's pet or live in the neighborhood.

Bites

Even the friendliest animal can bite in certain situations and some animals are unpredictable. The following tips will help keep you safe around animals.

Don't approach, try to pet, or assume an animal is friendly until you get to know them. Always ask the owner if it is safe to approach any animal before doing so.

Do not pet a dog that is sleeping, eating, behind a fence, in a vehicle, tied up, or seems frightened, injured, or threatening.

Cats often let you know when they have had enough petting by biting or scratching. There are certain signals that may alert you to a coming scratch or bite. These include:

- The cat's tail beginning to twitch.
- Ears turning back or flicking back and forth.
- The cat turning or moving its head toward your hand.

If you see any of these signals, get your hands away from the cat immediately, stay quiet, and let the cat go on its way.

It is best to contact animal control and let them handle any stray or threatening dog or cat in the neighborhood. 



What to Do if You Are Bitten

The most important thing you can do to prevent infection following any bite or scratch is to immediately and thoroughly wash the injury with soap and water.

Secondary infections can be a hazard from bite wounds resulting in joint or systemic infection – especially from cats. Always contact your doctor if you have any questions or concerns.

Tripping

Cats and dogs can become tripping hazards. Always stay aware of where animals are in the home. If necessary, remove them from the room for certain activities that may expose you or your employer to tripping.

Other Animals

Farm animals such as cows, pigs, horses, chickens or exotic pets should be secured, fenced, or stabled, prior to you coming to work.



Always wash your hands after handling pets or cleaning up after them. 

Sanitation and Other Health Safety Concerns

Any home where you work that has animals should be free of offensive odors, excessive animal waste, pest infestation, and rodents. If this is not the case or you are concerned about you or your employer's health and safety, contact his or her Case Manager.

Good hygiene and proper sanitation reduce the chances that a pet will infect people or other animals with parasites or infections. There should be no pet waste on floors, overflowing in litter boxes, or left in the yard.

Encourage your employer to:

- Collect and dispose of pet waste routinely and properly. Small quantities of waste are best disposed with regular trash or flushed down a toilet.
- Not allow animals to be near or on food preparation surfaces.
- Treat any pest infestation for both the comfort and safety of the animal and people.



In rare situations, your employer may no longer be able to provide the minimal standards of care an animal needs.

Get help for any animal in the home that does not have access to food, water, or shelter, has severe untreated illnesses, or is being physically harmed. A neglected or abused animal can not only be in danger – but dangerous.

Depending on the situation, talk with the appropriate contact person for your employer. In cases of abuse, animal control should also be notified.



Chapter 4

Lesson 3 Review

1. How far away from an oxygen tank should sources of flame or spark be kept?
 - a. 8 Feet
 - b. 3 Feet
 - c. 25 feet for cigarettes and 5 feet for open flame
 - d. 50 feet

2. To avoid injury when using a ladder:
 - a. Inspect it for damage before using.
 - b. Position it on level ground.
 - c. Do not stand on the top rung.
 - d. All of the above.

3. In the event of a fire, who should you call **first**?
 - a. The case worker
 - b. 911
 - c. The local police department
 - d. The neighbors to warn them

4. Reduce the possibility of electrical shock by:
 - a. Using a GFCI.
 - b. Never using extension cords as permanent wiring.
 - c. Not using appliances with damaged or frayed electrical cords.
 - d. All of the above.

6. To help prevent injury from animals, you should:
 - a. Make sure animals are under control or confined.
 - b. Be friendly and pet an animal you don't know.
 - c. Try to handle a threatening animal on your own.
 - d. All of the above.

Answers To Lesson Review Questions

Chapter 1

Lesson 1

1. B.
2. True.
3. Take the time to plan and prepare for emergencies with your employer. Perform a safety hazard inspection. Lift materials and people safely and properly. See page 4 for more examples.
4. A.

Chapter 2

Lesson 1 and 2

1. A plan that details what you will do to help your employer remain safe in an emergency.
2. Food, bottled water, radio, flashlight.
3. B.
4. Get you and your employer safely outside.
5. In the chaos of an emergency, you may not be able to remember them.

Chapter 3

Lesson 1 and 2

1. True.
2. B.
3. Lifting and mishandling of materials.
4. D.
5. Examples might be exercise and stretching, lifting correctly, encouraging your employer to use assistive devices as much as possible.
6. False.

Lesson 3 and 4

1. Repetitive motion, awkward position, force.
2. True.
3. D.
4. True.

Lesson 5

1. Falls, twisting suddenly, blow to the body, joint dislocation, rolling an ankle.
2. Rest, Ice, Compression, Elevation.
3. True.

Lesson 6

1. Handwashing.
2. True.
3. A.
4. D.
5. False.

Lesson 7 and 8

1. D.
2. False.
3. D.
4. A.

Chapter 4

Lesson 1 and 2

1. True.
2. False.
3. A.
4. True.
5. True.
6. True.
7. False.
8. D.

Chapter 4

Lesson 3

1. C.
2. D.
3. B.
4. D.
5. A.

Appendix

Emergency Action Plan For Home Care

(Employer and employee should develop this plan and post next to phone)

Employer Name: _____

Date: _____

1. EMERGENCIES- LIFE THREATENING – CALL 9-1-1 *Tell them the number you are calling from*

Home Address: _____

Major Crossroad: _____

Home Direction from Crossroad: _____

2. EMERGENCIES- NON- LIFE THREATENING: List the following local numbers

Fire/Paramedics: _____

Physician: _____

Hospital: _____

Ambulance: _____

Police/Sheriff: _____

Poison Control: _____

Other: _____

3. HOME EVACUATION: Make a sketch of the home in this space and show where exits are. Draw arrows to show escape routes. In the event of a fire, get yourself and your employer out.

4. TEMPORARY RELOCATION SITES: List alternative places to go when the home is unsafe.

Name: _____

Phone: _____

Address: _____

Name: _____

Phone: _____

Address: _____

5. SAFETY EQUIPMENT- The fire department may help you with installation information.

Fire Extinguishers: _____

Smoke Alarms: _____

6. OTHER EMERGENCY EQUIPMENT- Identify location of first aid kit, blankets, food and water, flashlights, radio and other emergency equipment.

Location: _____

Hazard Assessment Checklist

Conduct a safety hazard assessment with your employer when you first begin working in his or her home. Use this Checklist to identify hazards and work with your employer to eliminate or reduce them.

- Emergency Action Plan has been developed and documented
- Adequate Personal Protective Equipment is available for required tasks
- Outside walkways are well lit, cleared of clutter, and water, ice, snow, or grease are cleaned up immediately
- Inside floors and hallways are cleared of clutter and lamp, extension, and telephone cords are out of the flow of traffic
- Throw rugs are removed or non-skid mat or doubled-sided tape in place
- Rug edges are not frayed and tacked down if needed
- Stairs have handrails and are well lit
- Proper lighting exists throughout the home
- Sharps container or closed durable container is available if needed
- Sharp objects such as bed frames are padded
- Oxygen hoses are uncoiled and out of walkways
- No smoking, open flames, or items that burn easily are near when oxygen is in use
- Medical equipment is stored properly
- Materials are stored at proper height and safely
- Home is free of pest infestation and animal waste
- Animals are controlled
- Medications and chemicals are labeled and stored correctly
- No appliances or extension cords with exposed or frayed electrical wires are being used
- Fire extinguishers are readily available and serviced
- Smoke alarms are in working condition