

Louisiana State University Medical Center
OUTLINE for CONTRACT SERVICES PERSONNEL ORIENTATION
Shreveport, Louisiana
April 22, 2010 (Last Revised)

MISSION OF HOSPITAL - Three distinct parts 1) Quality patient care, 2) Provide teaching environment, 3) Provide research environment.

MEDICAL SCHOOL & HOSPITAL ADMINISTRATION - (give brief staff structure) Hospital Administration and Dean over school. Describe chain of command. As a contractor, you will be working under the direction of Physical Plant and shall report to the craft foreman. Instructions/clarifications given by users on the job site (not Physical Plant) shall be immediately reported to the craft supervisor for appropriate action.

POLICY - Lengthy. Mostly applies to staff (make reference to manual). Radios shall not be permitted on the job site. Areas will be maintained clean and orderly. All food items, drink containers, etc. will be properly disposed of.

PRETRAINING - References may be requested. Person must be capable of demonstration of ability.

PARKING - Designated areas only; one vehicle per contractor on the main campus; 30 minutes only in loading zones. Violators are subject to towing. Use M-Lot south or pay lots for extra vehicles.

CHECK-IN/CHECK-OUT - Craft supervisor shall establish written guidelines.

DRESS/ID - Uniforms are required with photo badge; improper dress subject to being denied work privileges. Shirt tails shall be tucked in at all times.

WORK HOURS - Defined in contract for overtime, weekend and normal hours. 8:00 to 4:30 unless otherwise approved. Breaks shall coincide with Physical Plant staff.

TOOLS/CARTS - Are the responsibility of the contractor. Always be aware of the patient/visitor population - especially in pediatric or psychiatric units. Do not leave tools or carts unattended in unsecured, public areas. LSUMC will not be responsible for loss, theft, damage, etc. of contractor's property.

DIETARY - Break/breakfast/lunch/dinner periods; establish these periods for 24Hr/day.

PHONES - How to use, location of public phones, use of cellular phone is prohibited in the Hospital. Do not use non-public phones for personal calls except for within the Physical Plant building. Personal calls shall only be made during established break periods.

SECURITY - Stay in designated work areas; travel in most efficient route. Don't roam buildings. If caught outside reasonable zone of work or travel, may be subject to disciplinary action. Respect all orders of security staff.

FIRE/FIRE ALARM - Always use caution and good judgment. If a fire should occur in your work area:

- R** - remove all persons from the area. Offer to assist nursing staff.
- C** - contain by closing doors.
- A** - alarm by using pull station.
- E** - extinguish by use of portable fire extinguisher.

Do not use fire hose cabinets without specialized training. For work areas equipped with sprinklers, the craft supervisor shall identify zone valve locations. These valves are to be closed immediately in the event of accidental fire water system discharge. Paging "Dr. Red" signals a Physical Plant superintendent response to a possible fire situation.

FIRE WATCH is required by Hospital policy. Physical Plant must approve of all use of welding and flame cutting devices *on a daily basis*.

LIFE SAFETY - No unattended door wedges/blocks. Do not compromise any electrical, fire water, medical gas, etc. system with authorization of Physical Plant administration. Do not block paths of egress with carts, materials, demolition debris, etc.

SMOKING - No smoking except for designated areas outside of the buildings only.

INTERIM LIFE SAFETY - Basically assures continuous building safety and exit capability during construction activity. Measures that are established by Safety office: can't use visqueen in corridors/path of egress.

SPECIAL HAZARDS - Sharps, cylinders, electrical, radiation, contaminated air. Material Safety Data Sheets are available on request in the Safety Office (24-Hr/day).

INFECTION CONTROL - Universal precautions, bloodborne pathogens, air contamination. If gown, gloves, mask, etc. are worn in performing duty, remove all such items and properly return or dispose of before going to other areas.

Dust control and cleanliness is a priority.

INJURY/INCIDENT REPORTING - A brief will be submitted to the responsible supervisor on each significant incident that causes loss of time or property or for an accident that results in injury. Information shall include:

- Time
- Date
- Name
- Location
- Project/job
- Description

EMERGENCY NUMBERS - In any emergent situation, call any of these: Security @6160, Safety @5410, Physical Plant @6319. If beeping a digital pager, add "911" in front of the extension number being dialed from.

TRADE SPECIFIC COMMENTS - (note general conditions and expectations).

OUTAGE POLICY - Any planned disruption of utility or service will be approved and scheduled by Physical Plant. No work that may cause inadvertent disruption of any service will be performed without the consent of the trades superintendent.

INCLIMATE WEATHER - Call foreman or superintendent for specific instructions or relief of duty.

RESPECT OF PATIENTS AND VISITORS - Honored at all times. No loud talking, gathering in corridors, horseplay, harassment, etc.

CONFIDENTIALITY - Explain contractor's role and responsibility in maintaining patient privacy and medical center confidentiality.