



DEDER GENERAL HOSPITAL

SOP for Occupational Health and Safety in Healthcare Settings

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1. Purpose:

This Standard Operating Procedure (SOP) provides a comprehensive guide to ensuring the safety, health, and well-being of healthcare workers in the workplace. The goal is to minimize the risk of occupational injuries, illnesses, and exposure to hazardous materials, promoting a safe and productive environment.

2. Scope:

This SOP applies to all healthcare professionals and support staff working in healthcare facilities, including hospitals, clinics, outpatient care centers, and laboratories. It covers occupational health practices related to exposure to biological, chemical, and physical hazards, ergonomic risks, and overall health management of employees.

3. Responsibilities:

➤ Occupational Health and Safety Officer (OHSO):

Responsible for developing and implementing occupational health programs, conducting risk assessments, and ensuring compliance with safety regulations.

➤ Healthcare Workers (HCWs):

Must follow health and safety protocols, report hazards, and participate in training and health surveillance programs.

 **Supervisors/Managers:**

Ensure that safety protocols are followed, provide the necessary safety equipment, and address any health and safety concerns reported by staff.

 **Infection Control Team:**

Collaborate with occupational health personnel to prevent and control healthcare-associated infections (HAIs) and exposure risks.

4. Definitions:

 **Occupational Health:**

The branch of healthcare dedicated to the physical, mental, and social well-being of employees in the workplace.

 **Personal Protective Equipment (PPE):**

Equipment worn to minimize exposure to hazards, including gloves, masks, gowns, goggles, and face shields.

 **Ergonomics:**

The study of work environments to improve efficiency and reduce the risk of musculoskeletal disorders.

5. Procedure:

5.1 Pre-Employment Health Assessments:

5.1.1 Medical Examination:

- Purpose:**

Ensure that potential employees are fit for duty and identify any pre-existing conditions that may require accommodations.

- Procedure:**

- Conduct a full medical examination, including immunization history and physical fitness assessments.
- Assess the risk of exposure to hazards based on the specific role (e.g., exposure to infectious diseases, hazardous chemicals).
- Ensure that immunizations (e.g., Hepatitis B, MMR, Tdap) are up-to-date based on occupational risk.

5.2 Immunization and Vaccination Program:

5.2.1 Mandatory Vaccination:

- Vaccination Schedule:**

- Ensure that all healthcare workers are vaccinated against vaccine-preventable diseases such as Hepatitis B, Influenza, MMR (measles, mumps, rubella), and Varicella (chickenpox).

➤ **Documentation:**

- Maintain a vaccination log for each employee and ensure compliance with local regulations.

5.2.2 Post-Exposure Prophylaxis (PEP):

➤ **Procedure:**

In the event of exposure to infectious agents (e.g., needlestick injury), provide post-exposure prophylaxis based on the type of exposure (e.g., HIV, Hepatitis B, Tuberculosis).

➤ **Follow-Up:**

Conduct follow-up testing and monitoring to ensure that the worker has not contracted an infection following exposure.

5.3 Hazardous Materials and Exposure Control:

5.3.1 Identifying and Managing Hazards:

➤ **Risk Assessments:**

- Perform regular risk assessments to identify potential hazards such as exposure to bloodborne pathogens, hazardous chemicals, or radiation.

 **Hazard Communication:**

- Ensure that all hazardous materials are clearly labeled and that Material Safety Data Sheets (MSDS) are readily accessible to employees.

5.3.2 Exposure Prevention:

 **Engineering Controls:**

- Use engineering controls such as sharps disposal containers, biosafety cabinets, and ventilation systems to minimize exposure.

 **Work Practice Controls:**

- Implement safe work practices such as hand hygiene, proper disposal of sharps, and avoiding recapping needles.

5.3.3 Personal Protective Equipment (PPE):

 **Provision of PPE:**

- Ensure that appropriate PPE (e.g., gloves, gowns, masks, eye protection) is available and worn by healthcare workers when necessary.

 **Training:**

- Provide training on the proper use, donning, and doffing of PPE.

Monitoring Compliance:

- Supervisors should monitor staff to ensure that PPE is used correctly and consistently.

5.4 Injury and Illness Prevention:

5.4.1 Safe Patient Handling:

Ergonomics and Lifting:

- Implement safe patient handling techniques to reduce musculoskeletal injuries.
- Use assistive devices (e.g., lifts, transfer boards) to move patients when necessary.

Training:

- Provide regular training on proper body mechanics and ergonomics to reduce the risk of strain and injury.

5.4.2 Sharps Injury Prevention:

Safe Disposal:

- All sharps (e.g., needles, scalpels) must be disposed of in puncture-resistant sharps containers immediately after use.

Needlestick Injury Protocol:

- ☞ In the event of a needlestick injury, the worker must immediately wash the affected area, report the incident, and undergo post-exposure prophylaxis as required.

5.5 Occupational Health Surveillance:

5.5.1 Regular Health Screenings:

☞ Monitoring Health Status:

- Conduct periodic health screenings, including tuberculosis (TB) testing, lung function tests, and hearing exams for employees exposed to noise.

☞ Documentation:

- Maintain accurate records of all health assessments, screenings, and results for each employee.

5.5.2 Mental Health Support:

☞ Mental Health Resources:

- Provide access to counseling, stress management resources, and mental health services to support workers dealing with occupational stress or trauma.

5.6 Incident Reporting and Investigation:

5.6.1 Reporting Procedure:

 **Immediate Reporting:**

- All occupational injuries, illnesses, and exposure incidents must be reported immediately to the supervisor and the Occupational Health and Safety Office.

 **Incident Report Form:**

- Complete an incident report detailing the nature of the injury or exposure, how it occurred, and any immediate actions taken.

5.6.2 Investigation and Follow-Up:

 **Investigation:**

- Conduct a thorough investigation of the incident to identify root causes and recommend corrective actions to prevent recurrence.

 **Post-Incident Follow-Up:**

- Monitor the health of the employee involved in the incident and provide medical evaluation and support as necessary.

5.7 Emergency Preparedness:

5.7.1 First Aid and Emergency Care:

 **On-Site First Aid:**

- Ensure that first aid kits and emergency equipment are available in all work areas.
- Designate trained first responders in each department.

5.7.2 Emergency Evacuation Plans:

- **Evacuation Procedures:**

- Ensure that all employees are familiar with emergency evacuation routes and procedures.
- Conduct regular drills to prepare for emergencies such as fires, chemical spills, or infectious disease outbreaks.

6. Education and Training:

6.1 Training Programs:

Provide mandatory training on occupational health and safety protocols, including the correct use of PPE, safe patient handling, emergency response procedures, and exposure prevention techniques.

6.2 Annual Refresher Training:

All healthcare workers should receive annual refresher training on occupational health and safety, with updates on new protocols or risks.

7. Compliance Monitoring and Auditing:

7.1 Routine Audits:

Conduct regular audits of occupational health practices, including PPE use, injury prevention, and adherence to safety protocols. This should include both scheduled and unannounced audits.

7.2 Incident Data Review:

Review all reported incidents and near-misses to identify trends or areas of concern, and adjust protocols or training accordingly.

8. Record Keeping:

8.1 Employee Health Records:

Maintain comprehensive health records for all employees, including pre-employment screenings, vaccination history, and any incidents or injuries that occur in the workplace.

8.2 Incident Reports:

All incidents, injuries, and exposures must be documented in detail and stored for future reference and compliance audits.

9. Incident Reporting:

9.1 Reporting Procedure:

Any occupational injury, illness, or exposure must be reported immediately to the supervisor and the Occupational Health and Safety

Office. All incidents must be documented, and corrective actions should be taken as needed.

9.2 Root Cause Analysis:

Conduct a root cause analysis for all reported incidents to identify contributing factors and implement measures to prevent recurrence.

10. Review and Updates:

This SOP will be reviewed every 2 years, or as necessary, to reflect changes in regulations, new research, or updates to occupational health and safety guidelines. Any changes will be communicated to all staff, and additional training will be provided as necessary.