

# JUVENILE COURT HEALTH SERVICES PHARMACY PROCEDURES

Subject: <b>SAFETY MANUAL</b>		Original Issue Date: <b>12/31/07</b> Supersedes: <b>7/1/11</b>	Procedure # <b>032</b> Effective Date: <b>1/30/13</b>
Departments Consulted:  DHS Pharmacy Affairs	Approved By:  (Signature on File) Pharmacy Supervisor  (Signature on File) Medical Director	Approved by:  (Signature on File) Health Services Administrator	

## PURPOSE

To provide a safe environment for all employees.

## PROCEDURE

Safety relates to the preservation of life, limb, health, and incidentally to the protections of property. Each person and organization should be concerned with all reasonable measures and practices that promote safety.

The practice of safety at work or at home is most often the exercise of common sense. The cause of an accident can usually be traced to a personal failure, and the individual almost always suffers the result. Some safety factors that are significant for pharmacy employees are:

1. A healthy, alert, well-rested individual is least likely to become involved in an accident situation. Each employee should monitor his/her health through regular medical check-ups, and report to work rested and prepared to complete a normal workday without undue fatigue.
2. In the absence of specific rules, all employees should exercise common sense and good judgment.
3. Employees should avoid running unless a real emergency exists and always use the clearest route possible.
4. Activities termed "horseplay" or "practical joking" are unprofessional and may result in injury, as well as disrupt the activities of others.
5. All employees should know their limits in lifting and pushing, use the proper body position, and get assistance if there is any doubt. Painful or disabling back and muscle strains and sprains can be avoided.
6. All employees should avoid over-exertion in any work situation. Over-exertion poses a threat to general health, and reduces alertness and reflexes, thereby causing and individual to be more accident prone.

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Health Services Administrator's Initials:  
(Initials on File)

7. No employee should over-reach, such as to a higher shelf, the next cabinet, especially when picking up a heavy or ungainly object. Body balance is easily lost, and falls, sprains, and strains could result.
8. To reach lower levels of shelves in cabinets, or articles on floors, employees should squat rather than stoop. Stooping reduces body balance, and "slipped discs", sprains, etc., could result.
9. Employees should observe ahead and scan the floor, grounds, etc., over which you are moving for objects (often small) that can cause slips, trips, or falls. Be especially on the alert for water, other slippery matter, and large pebbles.
10. Sharp instruments and pointed objects should not be handled or carried improperly. Sharpened pencils in pockets can cause serious injury in the event of a fall. Sharp instruments that are not being used should be stored or placed in proper containers.
11. Weapons are prohibited in pharmacy.
12. Work areas and floors should be kept free of loose electrical cords and telephone cables to avoid tripping.
13. Furniture, fixtures, and work equipment should be arranged in an orderly fashion to allow easy access and provide reasonably straight pathways.
14. The right chair should be used for the right job. An executive chair is unsuitable for a typist or stenographer, for example. The wrong chair can cause back strains and other muscular ailments. Chairs should never be used as stepping stools; chairs can be easily tipped and those with casters are especially dangerous.
15. Filing cabinets should be arranged so that drawers do not open across pathways. Personnel should be cautioned about rising while working in a lower drawer, in the event and upper drawer is opened. Serious head injuries could result.
16. Passageways and corridors should be free of obstructions.
17. Articles stored in closets should be neat and stable.
18. Dangerous chemicals should be used with proper precautions such as rubber gloves and goggles.
19. Glass containers for disposal must be deposited in a proper container.
20. Fire extinguishers and equipment should be familiar to each employee as to location and use.

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21. Any hazards must be reported to Pharmacy Supervisor.
22. Those employees operating motor vehicles must do so with care and caution. Defensive driving is mandatory.
23. All poisons and narcotics should be separately stored.
24. No unidentified substances may remain in the Pharmacy.
25. Employees should pour away from the label so that it will not get obscured by spillage.
26. Employees should pour below eye level and avoid splashing. Corrosive chemicals shall be handled with great care.
27. Employees should pay close attention to materials being heated. Do not leave the process unattended.
28. Narcotics and flammable liquids should be maintained in as small supply as possible.
29. No employee shall stand over collecting bowl if pouring acetic and phenolic substances.
30. Under no circumstances shall employees combine partial bottle of drugs.
31. Flammable liquids should be kept in small quantities and in the flammable section for storage. There shall be no smoking in this area.

### **REFERENCE**

JCHS Policy # G-201, "Emergency Response Plan"