

# ABOUT ORIENTATION

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Welcome to The University of Alabama at Birmingham! As a temporary new employee you assist departments in meeting immediate staffing needs.

As a member of the UAB employee community, you play an important role in helping UAB achieve our mission and goals.

Temporary new employee orientation will provide you with an overview of UAB's culture and the policies and procedures necessary to function efficiently in the UAB Environment.

We are so glad you are here!



## ABOUT UAB

Today we will review UAB's history, campus and related information that every UAB employee should know.

## STRATEGIC PLAN

UAB is internationally renowned for its intensely collaborative culture that has—for more than four decades—produced continual breakthroughs in education, healthcare, research and service. UAB's Strategic Plan makes these accomplishments possible.

## EMPLOYEE REQUIREMENTS

Online forms must be completed by all temporary new employees. Today, we will review these forms, required training and how these essentials relate to UAB's foundational values.

# About UAB Temporary Services

## Mission Statement

**UAB Temporary Services** supports the University Human Resources mission of providing comprehensive Human Resources services and leadership through the delivery of high-level competitive service to the UAB campus by meeting each department's ongoing and changing staffing needs.

Through recruitment, assessment, and placement, UAB Temporary Services strives to meet the needs of our customers for appropriate, cost-effective, and efficient temporary placements. Our temporary employees will be **professional, reliable, accountable** and **shall demonstrate UAB's core values**.

## About UAB

### UAB Vision

To be an internationally renowned research university — a first choice for education and health care.

### UAB Mission

To be a research university and academic health center that discovers, teaches and applies knowledge for the intellectual, cultural, social and economic benefit of Birmingham, the state and beyond.

### UAB Medicine Strategic Plan

To become the preferred Academic Medical Center of the 21st Century. We want to be the place where:

- Patients want to come for care
- Employees want to work
- Faculty want to practice and conduct research
- Students, residents and fellows want to learn
- Donors want to give for a better future
- Agencies providing grants want to partner with us to further medical advancements

**University of Alabama at Birmingham (UAB)**  
[www.uab.edu](http://www.uab.edu)



**UAB Medicine**  
[www.uabmedicine.org](http://www.uabmedicine.org)



# Learn UAB

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- Over 18,000 Students - Undergraduates, Masters, Doctoral\Professional
- Ten Schools and the College of Arts & Sciences
  - School of Business
  - School of Dentistry
  - School of Education
  - School of Engineering
  - School of Health Professions
  - School of Medicine
  - School of Nursing
  - School of Optometry
  - School of Public Health
  - The Graduate School



- Continually ranked by *U.S News & World Report* has having some of the “Best Graduate Schools”

- Over 18,000 Faculty & Staff -University and Hospital Employees

- Highly funded for research by National Institutes for Health and other organizations which have contributed to breakthroughs in many disciplines including life saving medical procedures and vaccines

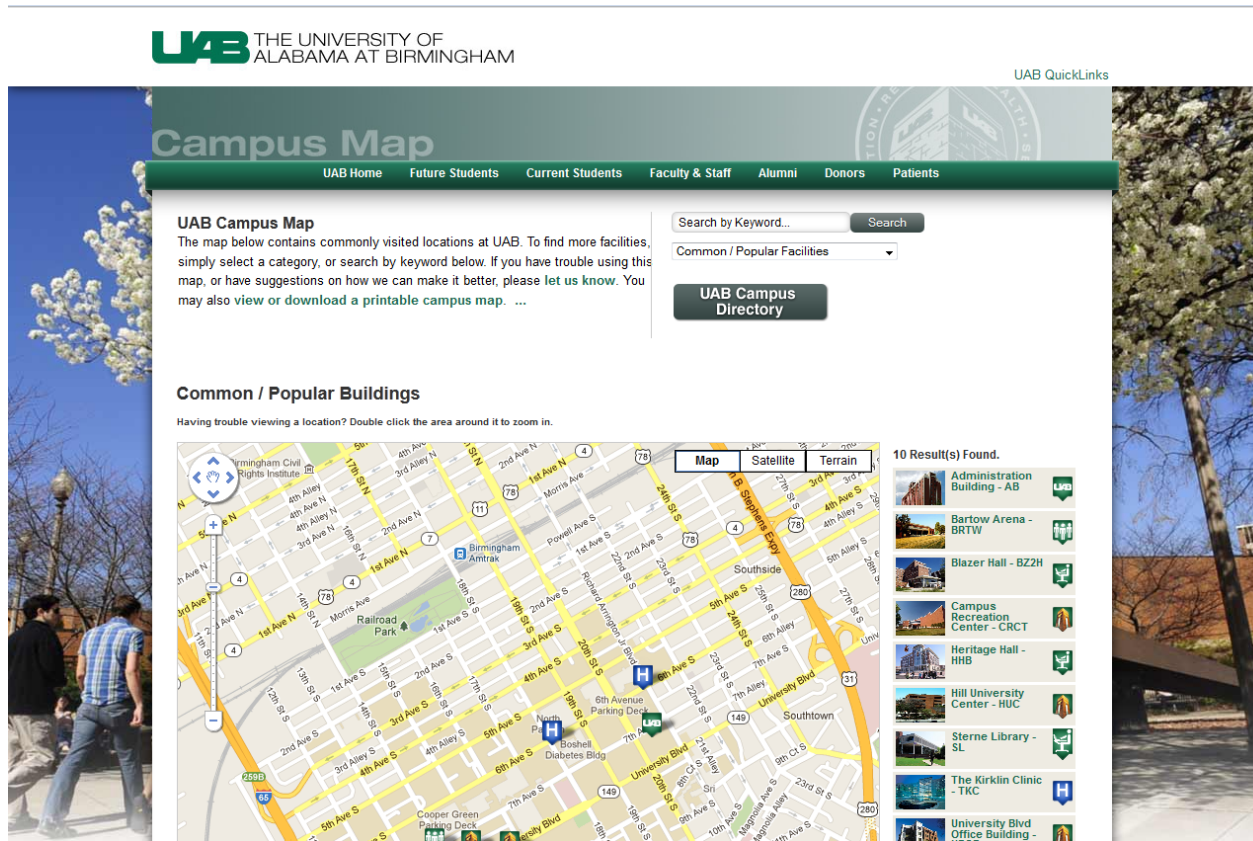


- Robust economic impact which creates jobs and state and local revenue
- Single largest employer in the state of Alabama



# Getting Around UAB

UAB's campus covers over 90 city blocks, so it can be a bit overwhelming when you start your journey here.



**UAB Campus Map:** [www.uab.edu/maps](http://www.uab.edu/maps)

The webpage shown above is a screenshot of an interactive campus map. The map contains popular buildings and locations. As you click on a popular building you can zoom and pan to see the surrounding area.

Use this interactive tool to help guide you as you learn about the academic and medical campus.

## UAB Smartphone Application – Interactive Map

UAB also has a smartphone app that also includes an interactive map as well the following: Directory, News, Athletics, Get Help and more.

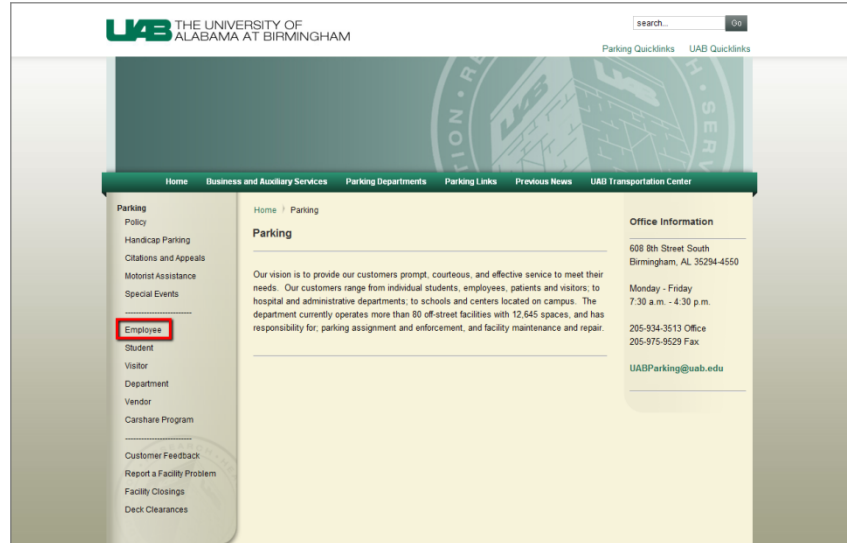
## Parking Services

Website: [www.uab.edu/parking/](http://www.uab.edu/parking/)  
Parking and Transportation Services  
Chevron Building | 608 8th Street  
South

**Main Office:**  
205-934-3513

**Blazer Express Lost & Found:**  
205-934-3659

**Late Nite On-Demand Transport**  
Service (between 12:00a-5:30a):  
205-934-8772



## Parking Options

You may decide to apply for parking through UAB. To apply for parking you go to the Parking and Transportation Building (Chevron Building | 608 8<sup>th</sup> Street South | M-F 7:30a-5:00p) to sign up and get your parking pass. You can also apply online at [www.uab.edu/parking/parking/employee/application](http://www.uab.edu/parking/parking/employee/application)

*NOTE: You must have your UAB OneCard before applying for parking. The OneCard will be used as your access badge to your assigned parking deck/lot.*

A parking permit (or hangtag) will be issued upon completing your application. If applying online, you may go by the Chevron Building and pickup your permit, or you can wait for Parking and Transportation to mail you the permit.

*NOTE: You may not park in your assigned parking lot/deck without the proper parking permit displayed. You will be ticketed if the permit is not displayed.*

## UAB Blazer Express | [www.uab.edu/blazerexpress](http://www.uab.edu/blazerexpress)

The Blazer Express bus system provides transportation throughout the University Campus. With a valid UAB OneCard ID Badge, students, employees, and authorized visitors can enjoy fare-free bus transportation along 6-designated routes. All buses are ADA accessible and seat up to 35 riders. launched campuswide on Jan. 6, 2014. See Blazer Express insert in binder for bus routes and times.

**Transloc:** Get live updates of where busses are at <http://uab.transloc.com>, or download the transloc app for your smartphone.

**Motorist Assistance Roadside Service (MARS)** - 975-6277 (Weekdays 6:30 AM – 10:30PM not available on holidays)

MARS is a free service available to all visitors, students, and employees parking on campus who need help with a dead battery, flat tire, keys locked in a car, or empty gas tank.

# Core Values

University	UAB Medicine
<b>Ownership</b> <ul style="list-style-type: none"> <li>• <b>Commitment to Excel</b> Giving 110% every day, doing more than what is expected of you.</li> <li>• <b>Accountability</b> Being accountable for our actions, owning up to our mistakes.</li> <li>• <b>Entrepreneurial\can-do attitude</b> Be proactive and innovative. Asking yourself "How can I make things better?"</li> </ul>	<b>Own It</b> <ul style="list-style-type: none"> <li>• <b>Be Accountable</b></li> <li>• <b>Take Action</b></li> <li>• <b>Make it Happen</b></li> </ul>
<b>Integrity</b> <ul style="list-style-type: none"> <li>• <b>Ethical conduct</b> Being a person of integrity. Doing what's right when no one's watching.</li> <li>• <b>Academic freedom</b> Recognizing that our students and faculty members are free to explore and share their individual viewpoints so that we can learn and grow from the perspective of others.</li> </ul>	<b>Do Right</b> <ul style="list-style-type: none"> <li>• <b>Follow Through</b></li> <li>• <b>Work with Principles</b></li> <li>• <b>Do no Harm</b></li> </ul>
<b>Caring</b> <ul style="list-style-type: none"> <li>• <b>Caring and responsive service</b> Always taking the time to show others that we care about them, whether it be a coworker, student or patient.</li> <li>• <b>Community involvement</b> Identifying the needs of our community and taking the time to give back.</li> </ul>	<b>Always Care</b> <ul style="list-style-type: none"> <li>• <b>Listen with Empathy</b></li> <li>• <b>Be Compassionate</b></li> <li>• <b>Support Those in Need</b></li> </ul>
<b>Collaboration</b> <ul style="list-style-type: none"> <li>• <b>Diversity</b> Valuing the differences of others. Being open and respectful of those whom are different.</li> <li>• <b>Unity of Purpose</b> We are united in our mission and vision.</li> <li>• <b>Shared governance</b> Our faculty is encouraged to work together for the best outcome for the students.</li> </ul>	<b>Work Together</b> <ul style="list-style-type: none"> <li>• <b>Think Win-Win</b></li> <li>• <b>Build Consensus</b></li> <li>• <b>Play your role on the team</b></li> </ul>

# Ownership

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## Temporary New Employee – Orientation and Supervisor Checklists

You can take ownership of your employment at UAB by using the provided temporary new employee checklists to become familiar with UAB. Some of the orientation tasks that you will be asked to complete will include learning about payroll, setting up a BlazerID and taking required training.

## Timekeeping Process

Your time will be submitted electronically in one of three ways based on your assigned department.

1. Campus Kronos
2. Hospital Kronos Time Clock
3. Gorrie Regan

### CAMPUS KRONOS



### HOSPITAL KRONOS TIME CLOCK



Employees are responsible for submitting their hours accurately and at the approved submittal times. Contact [Tempservicespay@uab.edu](mailto:Tempservicespay@uab.edu) if you are unsure which timekeeping method to use. For more information on how to complete payroll and other personal information, visit [www.uab.edu/payroll](http://www.uab.edu/payroll) or call payroll customer service at 205-934-4523.

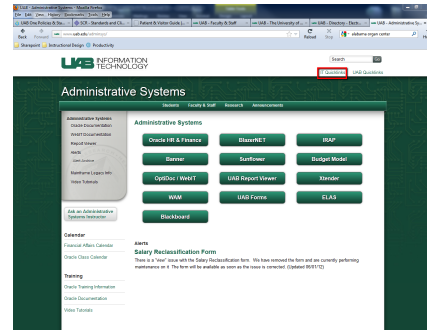
# BlazerID and Strong Password

Here is how you will sign up for you BlazerID. This will allow you to login to UAB computers to access the network and important systems. When you gain this access you take ownership of abiding by the **Acceptable Use of Computer and Network Resources** policy.

## To set up a BlazerID:

Go to [www.uab.edu/adminsys](http://www.uab.edu/adminsys)

Under the **IT Quicklinks** menu select **BlazerID Central**



The Blazer ID Central page is where you set up a Blazer ID, change your password and link your uab.edu email address. Using the instructions on this page create your BlazerID. (Note: If you previously worked at UAB or were a student at UAB, you will already have a Blazer ID established.)

If you are unsure if you have a Blazer ID, click on the **Do I Have a BlazerID?** link.



If you need additional assistance setting up your BlazerID and Password you can contact ask IT at (205) 996-5555 or [askit@uab.edu](mailto:askit@uab.edu).

Learn more about privacy and information technology at:

[http://www.hipaa.uab.edu/pdf/files/Information\\_Security\\_Handbook\\_03\\_2009.pdf](http://www.hipaa.uab.edu/pdf/files/Information_Security_Handbook_03_2009.pdf)

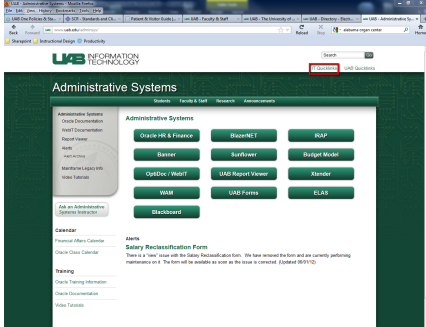
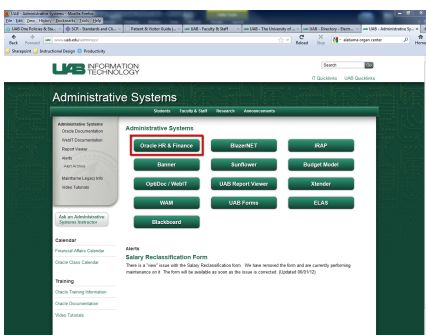



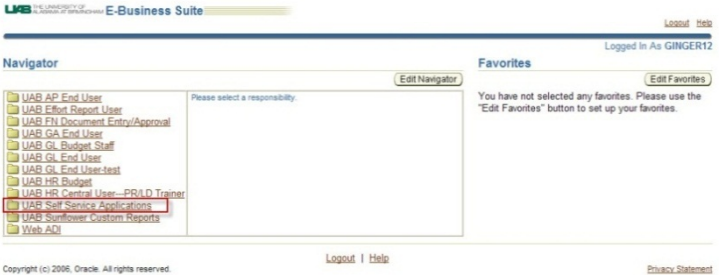

# Oracle Self Service

You will use the Oracle HR & Finance – UAB Self Service Applications to manage your personal and financial information. This can be accessed from within Administrative Systems (AdminSystems.) This information includes:

- Name and address changes
- Direct deposit accounts
- Change federal tax withholding
- Change state tax withholding
- View personal employee assignment data and salary data
- View current pay slips
- View professional awards

## To access your UAB Self Service Applications:

<p>Go to <a href="http://www.uab.edu/adminsystems">www.uab.edu/adminsystems</a>.</p>	
<p>Click the Oracle HR &amp; Finance button.</p>	
<p>Login to the Oracle Administrative System using your Blazer ID and Password.</p>	

<p>Click UAB Self Service Applications.</p>	
<p>Click on menu option. Things you need to do immediately:</p> <ul style="list-style-type: none"> <li>Verify your Personal Information is accurate</li> <li>Set up your Direct Deposit Accounts</li> <li>Complete your Online Tax Forms</li> </ul>	

**If you need additional assistance you can contact Administrative Systems assistance at:**

Website: [www.hrm.uab.edu/main/traindev/oracle\\_info.html](http://www.hrm.uab.edu/main/traindev/oracle_info.html)

Email: [instructeam@uab.edu](mailto:instructeam@uab.edu)

You can also view tutorials and seek assistance through the Oracle Administrative Systems Training Information website - [http://www.hrm.uab.edu/main/traindev/oracle\\_info.html](http://www.hrm.uab.edu/main/traindev/oracle_info.html).



# Caring

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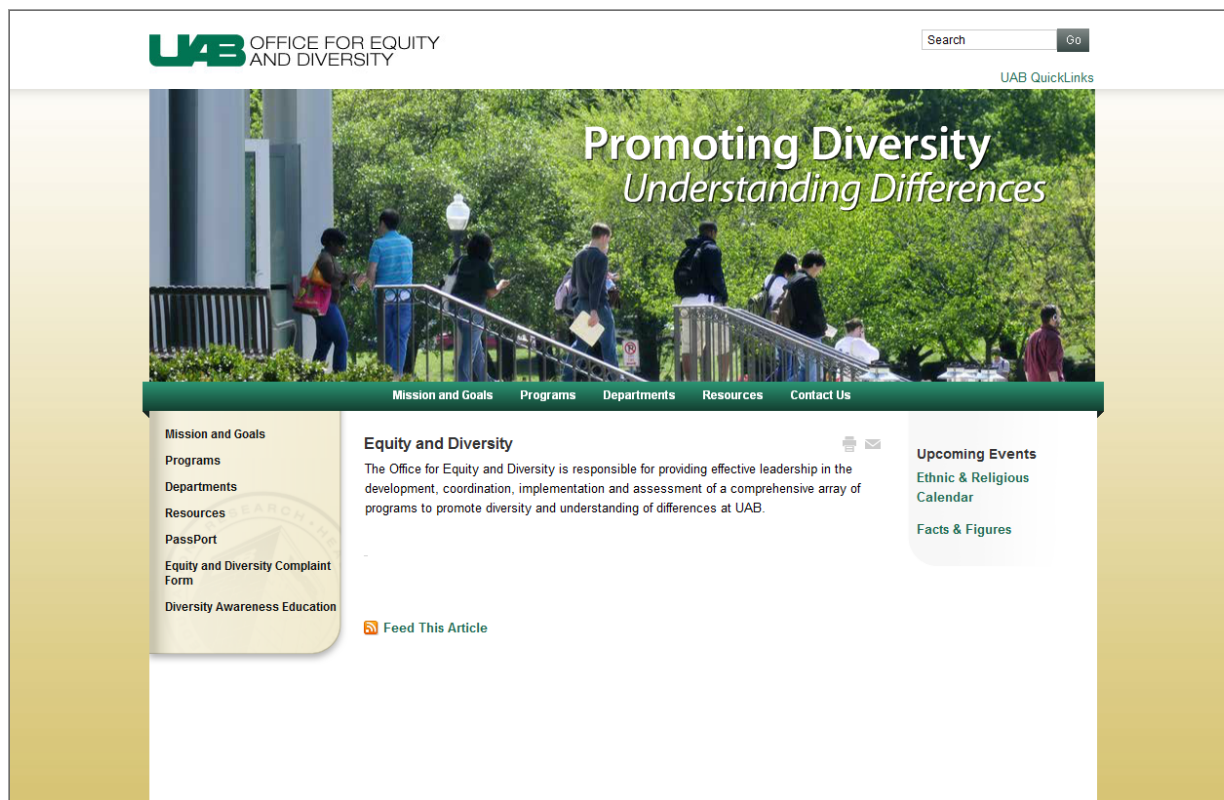
One of UAB's Strategic goals is to provide a positive work environment to all employees. We cannot do that without the help of every employee. Caring means that we show respect and kindness in every interaction with a coworker or customer.

One way that we show caring is through our commitment to diversity. UAB is committed to employee and customer diversity and a working environment that is positive and inclusive.

UAB considers diversity as the full range of human difference and the potential that each individual contributes. Included in this range are many differences including race, gender, ethnicity, age, culture, national origin, religious belief, physical ability, sexual orientation, socioeconomic class, lifestyle preference, political conviction and many other differences.

Office for Equity and Diversity

Website: [www.uab.edu/equitydiversity/](http://www.uab.edu/equitydiversity/)



In *The Princeton Review*, UAB has been heralded as a "truly great American melting pot" and a "mecca of multiculturalism" and is ranked among the **top six universities nationally for diversity**.

# Collaboration

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Collaboration is key to UAB's success. Regardless of your assignment at UAB you collaborate with multiple departments throughout campus.

## Collaboration for Temporary Hospital Employees

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Because UAB Hospital maintains The Joint Commission Accreditation and remains in compliance with other regulatory agencies, it is very important for new employees to collaborate with departments and learn important policy and safety information.

### The Joint Commission

**Website:** [www.jointcommission.org](http://www.jointcommission.org)

The Joint Commission is an independent, not-for-profit organization that accredits and certifies more than 19,000 health care organizations and programs in the United States. Joint Commission accreditation and certification is recognized nationwide as a symbol of quality that reflects an organization's commitment to meeting certain performance standards.



The Joint Commission requires that all employees working in the Hospital be taught specific information during their first days as a new employee.

### UAB Police

**Website:** [www.uab.edu/police](http://www.uab.edu/police)

**Phone:** (205) 934-4434

**Emergency:** (205) 934-3535

The UAB Police Department is a fully accredited police force dedicated to providing high quality accessible service to the University community that helps foster safety and security on campus by being responsive to the changing needs of our customers.

UAB Police rely on hospital staff to assist them in the safety and security of our staff and customers. As they like to say, the first line of defense is you.





**As a hospital employee, how can I help the UAB Police?**

Be prepared to contact UAB police if a security risk patient is admitted to your unit. If you are unsure if the police know about a security risk patient you can check to see if they have placed a “Prisoner Hold Notice” in the patient’s record.

**Risk Management**

**Website:** <http://riskmgt.hs.uab.edu>

**Phone:** (205) 934-5382 or UAB Paging Services 934-3411

The best way to contact Risk Management is through UAB Paging Services (24 hours a day, 7 days a week) by phone at (205) 934-3411 or electronically on the ONE site.

**When would I need to contact UAB’s Risk Management Office?**

You should contact the Office of Risk Management to report an incident. UAB defines an incident as “any event or circumstance that occurs outside the ordinary course of events. An injury is NOT required for an event to be classified as an incident. Remember, all incident reports and information is privileged and confidential information.

**How do I report an incident?**

Call the Office of Risk Management or report the incident electronically using the TrendTracker system. See your supervisor if you need assistance with this.

**Employee Health**

**Website:** [www.uab.edu/employeehealth](http://www.uab.edu/employeehealth)

**Phone:** (205) 934-3675 or UAB Paging Services 934-3411

**Location:** S123 – Spain Wallace, First Floor

The Employee Health Department provides occupationally related health services to hospital employees including, but not limited to: 1) pre- employment physicals, 2) vaccines, tuberculosis (TB) skin tests, 3) orientation and in-service education and 5) evaluation and follow-up for exposures to blood and body fluids.

**What should I do if I am exposed to blood, other body fluids or a needle stick?**

Immediately wash the exposed body part with soap and water. Then report exposure to Employee Health. If the incident occurs after hours or on weekend, call UAB Paging Services to page the Needlestick Team member on call. Give the operator your name & number to report the incident. *It is very important that you report all exposures to blood, body fluids or needlesticks as soon as they occur.*

## Infection Prevention – Hand Hygiene

For your protection as a Healthcare Worker, your colleagues' protection, and the protection of your patient's health, your advocacy for proper hand hygiene is vitally important. Both as a preventative measure to the spread of infection, and as a promoter of quality healthcare, proper hand hygiene is everyone's job. For additional resources and more information about infection prevention, visit:

<https://scr.hs.uab.edu/index.php/s5-flex-menu-1121/34-uabmedicine/330-uab-medicine-infection-prevention> . You can also call Infection Prevention and Control at 205-934-5324.

### ***Why Hand Hygiene is Vitally Important:***

- Hand Hygiene is ***how infections are prevented*** in healthcare environments.
- ***Most common way germs are spread is by the hands!***
- Because there has been an increase in antimicrobial resistant organisms.
- Healthcare workers hands are contaminated 23% of the time, even when using gloves!
- Healthcare workers contaminate their hands after contact with colonized or infected patients, contaminated environmental surfaces, and touching their own nose, mucous membranes or skin.
- Studies confirm that at best, physicians, nurses, and other healthcare workers clean their hands ***40% of the time!***



### ***Top Reasons Healthcare Workers Don't Clean Their Hands Properly:***

- It bothers their skin
- They don't think they have to if they wear gloves
- They forget

Throughout UAB Medicine, Hand Hygiene stations are available. If you have concerns about the soaps and gels intended for use in Hand Hygiene, please address these with your supervisor. ***Only use hospital-supplied hand lotion after hand washing to prevent skin drying.*** Lotions brought from home may interfere with the integrity of the glove.

ALWAYS clean your hands properly, using appropriate techniques and cleaning agents.

### ***Wearing Gloves and PPE***

Always adhere to guidelines regarding Personal Protective Equipment (PPE) for your designated work area. Your supervisor will be able to direct you regarding the necessary PPE, and its proper use.

When to Wear Gloves:	When NOT to Wear Gloves and PPE:
<ul style="list-style-type: none"><li>• When touching blood, body fluid, mucous membranes, or non-intact skin of <b><u>any</u></b> patients</li><li>• When handling items or touching surfaces contaminated with blood or body fluids</li></ul>	<ul style="list-style-type: none"><li>• When transporting a patient</li><li>• In hallways</li><li>• To open doors</li><li>• To push elevator buttons</li><li>• At the nurse's station</li><li>• In the medication administration room or designated area.</li></ul>

### How to Remove Gloves:

Remove gloves promptly after use in order to prevent contamination of other surfaces. ***Always wash your hands or use alcohol-based rub after removing gloves.*** Hands can become contaminated, even when wearing gloves.

To remove gloves properly:

- Grasp contaminated glove by the cuff and pull glove towards fingers. This will turn the glove inside out, leaving the contamination inside the glove.
- Always discard of the glove appropriately.



### Patient Transport:

Employees involved in the transport of patients throughout UAB Medicine facilities should adhere to the following guidelines. When transporting patients:

- Check with medical staff to ensure all drains, foley catheter bag, etc., are emptied prior to transportation.
  - Make sure a foley catheter bag is secured **below** bladder level.
- Check with medical staff to ensure drainage of secretions / excretions is contained.
- Check with medical staff regarding **Droplet/Airborne/VZ Precautions**
  - This is related to transmission precautions and may require certain actions.
    - Wear PPE as instructed by medical staff.
    - A facemask should be placed on patients in this category. Patient should follow respiratory hygiene and cough etiquette.
    - Patient Transport should perform hand hygiene prior to contact with patient, and after contact with patient.
- Check with medical staff regarding **Contact Precautions**
  - This is related to transmission precautions, and requires certain actions.
    - Perform hand hygiene before contact with patient and prior to wearing gloves
    - Wear gloves if contacting patient or patient's immediate environment or belongings
    - Wear a gown if substantial contact with the patient or their environment is anticipated

## How do I transport a Patient?

- All Patient Transport Healthcare workers, in addition to any special precautions indicated by medical staff, should follow the protocol below when transporting patients:
  - Put a clean sheet on wheelchair
  - Put a clean gown on patient
  - Have patient perform hand hygiene
  - Healthcare Worker should take off gown & gloves.
  - Healthcare Worker performs hand hygiene after removal of gloves and PPE.
  - Transport the patient to destination.
  - Clean/disinfect the wheelchair accordingly using disinfectant, such as a sani-cloth.
  - Healthcare Worker performs hand hygiene.

## Cleaning Patient Care Equipment:

Be sure to clean wheelchair with disinfectant, such as a sani-cloth, after use. For the use of Sani-cloths to be effective, Healthcare Workers should remember:

- Use only **one sani-cloth per item cleaned.**
- If cloth is visibly soiled, get a new one.
- Once cloth loses its dampness, get a new one.
- ***Never use the same sani-cloth on multiple items or in multiple patient rooms.***

### 5-Moments for Hand Hygiene

While there are any number of instances you may find hand hygiene necessary, there are 5-Moments where Hand Hygiene should take place every time. Remember, it's ***Hand Hygiene Day, Every Day!***

- ***Before*** Patient Contact
- ***Before*** Clean Task
- ***After*** Body Fluid Exposure/Risk
- ***After*** Patient Contact
- ***After*** Contact with Patient Surroundings



## Partners in Your Care Program:

At UAB Medicine, we focus on partnering with patients in the care they receive. Patients are encouraged to become involved in their care, and to ask staff ***"Have you cleaned your hands?"*** before a healthcare worker cares for them.

There are only two correct answer options in response to this encouraged question:

1. "Yes, I have. Thank you for asking."
- or-
2. "No, I forgot. Thank you for reminding me. I will do that right now."

## Occupational Health & Safety – The Environment of Care

Website: [www.healthsafe.uab.edu](http://www.healthsafe.uab.edu)

Phone: (205) 934-2487 or UAB Paging Services

### What is UAB's Environment of Care?

The environment of care consists of seven areas that work together to help UAB maintain a safe working environment. The seven areas include safety, security, hazardous materials and wastes, emergency preparedness, life safety, medical equipment, and utility systems. The environment of care is maintained by UAB Occupational Health & Safety Department.

You can find Environment of Care policies and procedures on the Standards and Clinical Resources (SCR) website. Your badge and supplemental card attached with your badge is also a great quick reference regarding Environment of Care information.

The Occupational Health & Safety site also contains a wealth of information regarding safety information and training.

Hospital Safety Officers and your Supervisor can help you learn more about the environment of care specific to your department including:

- **General Safety** - You are required to know the common safety risks for your specific department. Your risk can vary from needle sticks to wet floors. Talk with your supervisor to learn how you can recognize and either minimize, eliminate or report potential hazards.
- **Chemical Safety** - You have the right to know about any potentially hazardous chemicals in your work area. Talk with your supervisor to learn how to properly label and store the chemicals with which you work. All UAB and UAB Medicine employees have access to chemical safety data through the ChemWatch System. The ChemWatch system may be accessed from any computer in the UAB and UAB Medical system by typing in the following URL: <http://jr.chemwatch.net/chemwatch.web/account/autologinbyip/> or by visiting the UAB OH&S webpage at [www.uab.edu/ohs/sds](http://www.uab.edu/ohs/sds) and selecting the ChemWatch link. Thousands of Safety Data Sheets are available in several languages and a variety of formats.
- **Radiation Safety** - Radioactive materials and x-ray equipment are used in many departments throughout the Hospital. If your position involves radiation, you must take additional training on radiation safety.










**Important Note: Any employee who has not received medical waste training MAY NOT handle medical waste of any kind. If you have not received training and see a medical waste issue contact the appropriate department through UAB Paging Services for assistance.**



## Health Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

### HCS Pictograms and Hazards

<b>Health Hazard</b>  <ul style="list-style-type: none"><li>■ Carcinogen</li><li>■ Mutagenicity</li><li>■ Reproductive Toxicity</li><li>■ Respiratory Sensitizer</li><li>■ Target Organ Toxicity</li><li>■ Aspiration Toxicity</li></ul>	<b>Flame</b>  <ul style="list-style-type: none"><li>■ Flammables</li><li>■ Pyrophorics</li><li>■ Self-Heating</li><li>■ Emits Flammable Gas</li><li>■ Self-Reactives</li><li>■ Organic Peroxides</li></ul>	<b>Exclamation Mark</b>  <ul style="list-style-type: none"><li>■ Irritant (skin and eye)</li><li>■ Skin Sensitizer</li><li>■ Acute Toxicity</li><li>■ Narcotic Effects</li><li>■ Respiratory Tract Irritant</li><li>■ Hazardous to Ozone Layer (Non-Mandatory)</li></ul>
<b>Gas Cylinder</b>  <ul style="list-style-type: none"><li>■ Gases Under Pressure</li></ul>	<b>Corrosion</b>  <ul style="list-style-type: none"><li>■ Skin Corrosion/Burns</li><li>■ Eye Damage</li><li>■ Corrosive to Metals</li></ul>	<b>Exploding Bomb</b>  <ul style="list-style-type: none"><li>■ Explosives</li><li>■ Self-Reactives</li><li>■ Organic Peroxides</li></ul>
<b>Flame Over Circle</b>  <ul style="list-style-type: none"><li>■ Oxidizers</li></ul>	<b>Environment (Non-Mandatory)</b>  <ul style="list-style-type: none"><li>■ Aquatic Toxicity</li></ul>	<b>Skull and Crossbones</b>  <ul style="list-style-type: none"><li>■ Acute Toxicity (fatal or toxic)</li></ul>

For more information:



 Occupational  
Safety and Health  
Administration  
U.S. Department of Labor  
[www.osha.gov](http://www.osha.gov) (800) 321-OSHA (6742)

OSHA 3491-02 2012

## Hazard Communication Standard Labels

OSHA has updated the requirements for labeling of hazardous chemicals under its Hazard Communication Standard (HCS). As of June 1, 2015, all labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A sample revised HCS label, identifying the required label elements, is shown below. Supplemental information also can be provided on the label as needed.

For more information: [www.osha.gov](http://www.osha.gov)

SAMPLE LABEL	
<b>PRODUCT IDENTIFIER</b>	<b>HAZARD PICTOGRAMS</b>
CODE _____	 
Product Name _____	<b>SIGNAL WORD</b>
<b>SUPPLIER IDENTIFICATION</b>	<b>Danger</b>
Company Name _____	<b>HAZARD STATEMENT</b>
Street Address _____	<b>Highly flammable liquid and vapor.</b>
City _____ State _____	<b>May cause liver and kidney damage.</b>
Postal Code _____ Country _____	<b>SUPPLEMENTAL INFORMATION</b>
Emergency Phone Number _____	<b>Directions for use</b>
<b>PRECAUTIONARY STATEMENTS</b>	_____
Keep container tightly closed. Store in cool, well ventilated place that is locked.	_____
Keep away from heat/sparks/open flame. No smoking.	_____
Only use non-sparking tools.	Fill weight: _____ Lot Number _____
Use explosion-proof electrical equipment.	Gross weight: _____ Fill Date: _____
Take precautionary measure against static discharge.	Expiration Date: _____
Ground and bond container and receiving equipment.	
Do not breathe vapors.	
Wear Protective gloves.	
Do not eat, drink or smoke when using this product.	
Wash hands thoroughly after handling.	
Dispose of in accordance with local, regional, national, international regulations as specified.	
<b>In Case of Fire:</b> use dry chemical (BC) or Carbon dioxide (CO <sub>2</sub> ) fire extinguisher to extinguish.	
<b>First Aid</b>	
If exposed call Poison Center.	
If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.	



(800) 321-OSHA (6742)

Before using any medical equipment you should check the Biomedical & Clinical Engineering inspection label to make sure that it is within the inspection date. If it is out of date, you must tag the equipment and call the Biomedical & Clinical Engineering department (934-3729).

**Utility Systems** – You should know what to do in the event of a power outage or other utility systems failure. Speak to with your supervisor about emergency procedures in your department.

The following are just two utility systems issues you should be aware of:

- In case of a power outage, red outlets are supported by generator power back up. They should only be used for essential equipment.
- In cases of an emergency, oxygen valves may need to be shut off. You should identify which rooms each valve controls. However, only certain staff members have the authority to turn off valves. Your supervisor will identify these personnel for you.

**Emergency Codes** – You should be aware and know what to do in the following emergencies identified by code:

- **Code Pink** – Missing/Abducted Infant
- **Code Silver** – Violence (May or may not require UAB Police)
- **Code Yellow** – Disaster Plan Activation (All Hazards)
- **Code Red** – Fire
- **Code Red Drill** – Fire Drill

**Fire Safety** – You must be prepared to correctly respond to in the event of a fire. We use the response plan RACE to help you remember what to do.

- **R – Rescue** anyone from immediate danger
- **A – Activate** the fire alarm. Pull stations are located at exits and stairwell doors. Report the fire to 934-0001. Be sure to tell the call center where you are located.
- **C- Confine** the fire. Close all doors.
- **E – Extinguish** the fire or Evacuate

### **Extinguish**

Pull – Place extinguisher on the floor and hold the tank to pull the pin.

Aim – Start 10 feet back from the fire and aim at the base of the fire

Squeeze – Squeeze the lever on the fire extinguisher

Sweep – Sweep the extinguisher from side to side moving slowly until the fire is out.

### **Evacuation**

Proceed to the fire doors into the next smoke compartment. Everyone should use the stairs to exit the building. If patients or visitors are unable to go down the stairs, they should be moved to elevator lobbies and stairwell landings that are considered “safe” areas. You should stay with them until emergency personnel arrive.

## Wrapping Up

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### Things to do:

1. Complete required paperwork.
2. Complete online Corporate Compliance/HIPAA training.
3. Place your checklists in a visible spot in your work area. Complete each checklist within the first two weeks of employment at UAB.
4. File your Orientation materials in an easy to remember location, so that it will be available for future reference.

Thank you for your participation in our Temporary New Employee Orientation.

The onboarding process of every UAB employee is very important to us.

If you have questions, ask your Supervisor or Recruitment Services Representative.

We wish you great success at UAB!

