



# **Nursing level-III**

**NTQF Level III**

# **Learning Guide#10**

**Unit of Competence: - Apply Infection Prevention Techniques and Workplace OHS**

**Module Title: - Applying Infection Prevention Techniques and Workplace OHS**

**LG Code: HLT NUR3 M02 LO1-LG-10**

**Code: HLT NUR3 M02 TTLM0919V2**

**LO5. Establishment and maintenance of system for OHS records**



<b>Instruction Sheet 1</b>	<b>Learning Guide #10</b>
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This learning guide is developed to provide you the necessary information regarding the following content covering and topics

- Uses and benefits of recordkeeping
- Occupational safety health requirements

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, **upon completion of this Learning Guide, you will be able to:**

- Uses and benefits of recordkeeping
- Occupational safety health requirements

### **Learning Instructions:**

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3, Sheet 4 and sheet 5”
4. Accomplish the “Self-check 1, Self-check t 2, Self-check 3, Self-check 4 and self-check 5 ” in page 4, 14, 39,46, and 51 respectively.



<b>Information Sheet-1</b>	<b>Uses and benefits of recordkeeping</b>
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### 5.1. Uses and benefits of recordkeeping

**Timely reporting** is essential, so always report workplace injuries as soon as you can. The law allows you up to five days, but reporting an injury as soon as possible can help you control claim costs and help your employee return to work.

#### Other benefits of timely filing

- Your employee gets benefits quickly.
- The sooner a claim is reported, the sooner SAIF can advise the injured worker about what to expect.
- Claims that are reported timely are less likely to result in litigation or result in prolonged time loss.

Insurers must pay all time-loss benefits up to the date a formal denial is issued, if the decision cannot be made by the 14th day. These added claim costs can affect an employer's experience rating and can ultimately result in higher insurance premiums. Positive actions employers take can dramatically impact worker satisfaction and produce the best possible outcome.

Decontamination - the process of removing or neutralizing contaminants that have accumulated on personnel and equipment - is critical to health and safety at hazardous waste sites. Decontamination protects workers from hazardous substances that may contaminate and eventually permeate the protective clothing, respiratory equipment, tools, vehicles, and other equipment used on site; it protects all site personnel by minimizing the transfer of harmful materials into clean areas; it helps prevent mixing of incompatible chemicals; and it protects the community by preventing uncontrolled transportation of contaminants from the site

Proper documentation and document control are important for ensuring accurate communication; ensuring the quality of the data collected; providing the rationale for safety decisions; and substantiating possible legal actions. Documentation can be accomplished by recording information pertinent to field activities, sample analysis, and site conditions in one of several ways, including:

- Logbooks.
- Field data records.

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- Graphs.
- Photographs.
- Sample labels.
- Chain-of-custody forms
- Analytical records.

These documents should be controlled to ensure that they are all accounted for when the project is completed. The task of document control should be assigned to one individual on the project team and should include the following responsibilities:

- Numbering each document (including sample labels) with a unique number.
- Listing each document in a document inventory.
- Recording the whereabouts of each document in a separate document register so that
- any document can be readily located. In particular, the name and location of site
- personnel that have documents in their possession should be recorded.
- Collecting all documents at the end of each work period.
- Making sure that all document entries are made in waterproof ink.
- Filing all documents in a central file at the completion of the site response.

Field personnel should record all onsite activities and observations in a field logbook-a bound book with consecutively numbered pages. Entries should be made during or just after completing a task to ensure thoroughness and accuracy. Table 6-3 shows the level of detail that should be recorded during sampling.

Photographs can be an accurate, objective addition to a field worker's written observations. For each photograph taken, the following information should be recorded in the field logbook:

- Date, time, and name of site.
- Name of the photographer.
- Location of the subject within the site.
- General compass direction of the orientation of the photograph.
- General description of the subject.
- Sequential number of the photograph and the film roll number.
- Camera, lens, and film type used for photography.





## Self-Check -1

## Written Test

**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Discuss Uses and benefits of recordkeeping.

**Note:** Satisfactory rating – 8> points

**Unsatisfactory - below 8 points**

### Answer Sheet

Score = \_\_\_\_\_

Rating: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Short Answer Question



<b>Information Sheet-2</b>	<b>Occupational safety health requirements</b>
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## 5.2. Occupational safety health requirements

The Occupational Safety and Health Act allow states to establish their own programs for issuing and enforcing OHS standards. These state programs are subject to certification by OSHA. States may also, subject to OSHA approval, assert jurisdiction over health and safety issues for which OSHA has no federal standard. State standards must be at least as stringent as the OSHA standards. When OSHA adopts a new standard, the state programs must issue corresponding rules.

To comply with the Public Health Service Policy on Humane Care and Use of Laboratory Animals, all persons with direct or indirect exposure to research and teaching animals must be enrolled in the Occupational Health and Safety Program. Participants include:

- Principal Investigators
- Research Staff
- Animal Care Staff
- Veterinarians
- Maintenance and Service Workers
- Student Employees using or caring for animals
- Other Illinois Staff accessing animal facilities

Enrolment into the program is done by using forms to assess personal risks and by completing online training. Personnel with frequent or substantial contact have a higher potential of adverse health effects and must participate in all components of the program

1. Risk Assessment,
2. Health Screening Questionnaire,
3. OHS Training that includes
4. Animal Allergy Training).

Other personnel with less contact may have modified requirements, depending on the risk for adverse health effects.

**Self-Check -2****Written Test**

**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

1. Define Principles of occupational Health and Safety

**Note:** Satisfactory rating – 8> points

**Unsatisfactory - below 8 points**

**Answer Sheet**

Score = \_\_\_\_\_

Rating: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Short Answer Question**





## List of Reference Materials

[https://www.youtube.com/watch?v=LUCqzJO\\_XTI&spfreload=10](https://www.youtube.com/watch?v=LUCqzJO_XTI&spfreload=10)

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Prepared By

No	Name	Educational Background	LEV EL	Region	College	Email	Phone Number
1	Middega Jbril	Nursing	B	oromia	Nagelle HSC	<a href="mailto:midhagadhangago@gmail.com">midhagadhangago@gmail.com</a>	0091318425
2	Biratu Ebessa	Nursing	A	BGRS	Pawi HSC	<a href="mailto:biratuebs004@gmail.com">biratuebs004@gmail.com</a>	0915926607
3	Ali Adan Mohamed	Nursing	A	Somali	Jigjiga HSC	<a href="mailto:alishide120@gmail.com">alishide120@gmail.com</a>	0912866022
4	Tariku Abebe	Nursing	A	oromia	Mettu HSC	<a href="mailto:gessessetariku@gmail.com">gessessetariku@gmail.com</a>	0917831032
5	Birhanu Tessisa	Nursing	B	oromia	Nekemte HSC	<a href="mailto:birhanutessisa3@gmail.com">birhanutessisa3@gmail.com</a>	0913327601
6	Eskender Birhanu	Nursing	B	Harari	Harar HSC	<a href="mailto:amenaesender@gmail.com">amenaesender@gmail.com</a>	0933259187
7	Ferhan Abubeker	Nursing	A	Harari	Harar HSC	<a href="mailto:Feru_ab@yahoo.com">Feru_ab@yahoo.com</a>	0915742083