



Nursing level-III

NTQF Level III

Learning Guide#7

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-7

Code: HLT NUR3 M02 TTLM0919V2

LO2. Establish and maintain participative arrangement



Instruction Sheet	Learning Guide #7
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This learning guide is developed to provide you the necessary information regarding the following content covering and topics

- Definition of terms
- Introduction to occupational health hazards

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:

- Definition of terms
- Introduction to occupational health hazards

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, and sheet 4”
4. Accomplish the “Self-check 1, Self-check 2, Self-check 3, and Self-check 4” **in page 4, 14, 39,46, and 51** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2, operation sheet 3, operation sheet 4 and Operation Sheet 5 ” **in page 52-54.**
6. Do the “LAP test” **in page – 55** (if you are ready).



Information Sheet-1	Definition of terms
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1.1 2.1 Definition of terms

Health: is defined as a complete state of physical, mental and social well-being and not the merely absence of disease.

Disease: a state of physiologic or psychologic dysfunction.

Infection: is the entry and development or multiplication of an infectious agent in the body of man or animals. An infection does not always cause illness.

Hazard: is anything that may cause harm to an individual, such as chemicals, electricity, open drawers, and inadequate ventilation.

Risk: is the possibility that somebody could be harmed by these and other hazards and the indication of how serious the harm can be.

Decontamination: is the process of making inanimate objects safer to handle by staff before cleaning. It is done by soaking the equipment's in 0.5% chlorine solution.

Sterilization: the complete destruction or removal of all microorganisms including spores.

Waste: is any substance which is discarded after primary use , or substance of no use.

Healthcare waste (HCW) is defined as the total waste stream from a healthcare facility.

Waste management: refers to the many methods and processes of dealing with waste at every stage from generation and collection through to final disposal.

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

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

1. _____ is any substance which is discarded after primary use or substance of no use?

A) Waste B) hazard C) infection D) All

2. Define this terms Risk, Hazard and Infection.

Note: Satisfactory rating - 2 points

Unsatisfactory - below 2 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Question



Answer sheet

1 _____

2 _____

3 _____



Information Sheet-2

Introduction to occupational health hazards

2.1. Introduction to occupational health hazards

Occupational Health and Safety

Occupational Health and Safety is the campaign and maintenance of the well-being of workers in every occupation. It talks about providing a safe working environment to achieve an injury-free workplace and a healthy atmosphere that protects every worker against illness. As an effect, it may also protect co-workers, family members, clients, and other members of the community who are affected by the workplace environment.

Occupational safety and health (OSH), also commonly referred to as **occupational health and safety (OHS)**, **occupational health**, or **workplace health and safety (WHS)**, is a multidisciplinary field concerned with the safety, health, and welfare of people at work.

The goals of occupational safety and health programs include fostering a safe and healthy work environment. may also protect co-workers, family members, employers, customers, and many others who might be affected by the workplace environment. In the United States, the term occupational health and safety is referred to as **occupational health and occupational and non-occupational safety** and includes safety for activities outside of work.

In common-law jurisdictions, employers have a common law duty to take reasonable care of the safety of their employees. May in addition impose other general duties, introduce specific duties, and create government bodies with powers to regulate workplace safety issues: details of this vary from jurisdiction to jurisdiction.



What are the principles of occupational health and safety jobs?

There are quite a few principles of occupational safety and health that are important to consider such as:-

- Effective OSH procedures and policies
- Leadership and commitment to enhance and improve OSH
- Involvement in risk assessment programs
- Competent and trained employees in the workplace
- Efficient measures for risk control
- Continuous monitoring and process reviews

These principles of occupational safety and health apply to a majority of organizations, whether it is a small or large organization. What you need to realize in having a good company is that you have to recognize the importance of your reputation and image. Not only do large organizations benefit from occupation health and safety, but also smaller companies. As long as they have employees, this principle will always apply.

- **What are the benefits of occupational health and safety?**

The primary goal of occupational health and safety is:-

- ✓ To nourish and foster the work environment for all the individuals in the work field. By keeping everyone safe and healthy, businesses could reduce their workers' medical expenses and insurance costs, reduce return-to-work pay-outs, decrease the costs for job accommodations for those employees who are injured and with medical illnesses.
- ✓ Keeping everybody in the company safe and healthy will surely increase the efficiency and productivity of the entire business, which will lead to a successful and good business.



Why Occupational Safety and Health is important?

There are a wide variety of reasons why occupational safety and health is crucial for running a success and they are the following:-

- It demonstrates that the business is socially responsible
- Enhances and protects brand value and its image
- Increases the productivity of employees and workers of all kinds
- Enhances the worker's commitment to their company
- Builds a healthier workforce and increases the worker's competency levels
- Decreases business disruption and its costs
- Allows business to meet the OSH expectations of their customers
- Encourages the work field to have an active life

1.2 OHS legislation

Legislation is the act of process of legislating, lawmaking, or it's a process of enacted law or group of laws

The legislation provides a general framework so employers can manage their individual OHS needs in consultation with their employees.

In addition to prosecutions and/or on-the-spot fines, inspectors have the authority to either close the workplace until the hazard is fixed, or allow work to continue provided that the hazard is fixed in a certain time. If the hazard is not rectified, the employer may be prosecuted.

Monitor OHS Legislation: OHS legislation is constantly changing as new laws are passed and current standards are refined and updated. As a manager you are ultimately responsible for ensuring that your team is using current and appropriate work practices. To achieve this it is essential that you keep abreast of the changes and modify your OHS policies and procedures accordingly.

There are many ways of doing this but the most effective is to monitor the government bodies that create and enforce OHS legislation. Using the www site addresses in this program is a good place to start.

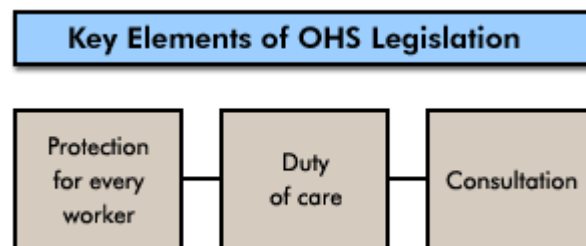


This information can be obtained from:-

- Store's OHS Representative or officer
- State Government Departments
- Federal Government

The key elements of OHS legislation are:

- Protection for every worker
- Duty of care not to endanger the health or safety of self or others, and resolve OHS issues in a timely manner
- Consultation with workers to discuss the penalties for breaches of the legislation



As the store's health and safety policies and procedures should conform to, the OHS requirements, it is important that you have a sound knowledge of the Occupational Health and Safety legislation that applies to your working environment.

1.3 OHS regulations

The occupational health and safety regulations in 2017 (OHS regulations) build on the OHS. They set out how to fulfill duties and obligations and particular that supports the OHS Act.

For example they include requirements for:

- ✓ Safe operation of major hazard facilities and mines
- ✓ Training for high risk works
- ✓ Managing and removing asbestos
- ✓ Licenses for specific activities

The OHS regulation came in to effect on June 18 2017 and replaced the old OHS regulations in 2007.



1.2 Introduction to infection prevention: -Infection prevention is a scientific and practical approach designed to prevent harm caused by infections to the patients and health workers. No country, no health care facility, even with the most developed health care systems can claim to be free from problems associated with infections. The health problems due to communicable diseases can be tackled by the application of relatively easy measures at different levels of the health system.

- Occupational Health is multi disciplinary activity aimed at:
 - The protection and promotion of the health of workers by preventing and controlling occupational diseases and accidents and by eliminating occupational factors and conditions hazardous to health and safety at work
 - The development and promotion of healthy and safe work, work environments and work organizations
 - The enhancement of the physical, mental and social wellbeing of workers and support for the development and maintenance of their work capacity, as well as professional and social development at work.
 - Enabling workers to conduct socially and economically productive lives and to contribute positively to sustainable development
 - Occupational health has gradually developed from a mono-disciplinary, risk-oriented activity to a multi disciplinary and comprehensive approach that considers an individual's physical, mental and social-wellbeing, general health and personal development.

What is procedure?

- Procedure is a step by step instruction, prescribing an exact sequence of action. A procedure explains how to and who (which position) will implement the policy.
- Together Policies and Procedures empower a process by providing clear and concise direction necessary for consistent operation.



What is policy?

- A Policy defines an outcome; it is a premeditated rule set by a business to guide organizational direction, employees and business decisions, and to regulate, direct and control actions and conduct.
- They are the direct connection between a company's Vision and its daily operations and the underpinnings to a company's culture.

Health and Safety Policy

- A written health and safety policy is public declaration of the employer's commitment to health and safety in the workplace.
- The health and safety policy states: employer commitment to health and safety overall goals and objectives for health and safety responsibilities of management, workers, visitors and contractors requirements to comply with relevant government legislation and the company's own health and safety standards
- This policy is shared with staff, posted prominently in the workplace, and is often the first page of the company's health and safety manual.
- The policy is only the starting point. The company needs to follow it.

Purpose of the OH & S Policy & Procedures:

Occupational Health and Safety (OH&S) Policy & Procedures has been developed to assist *managers* and *employees* to improve their understanding and management of OHS in their workplace.

The OH&S Policy & Procedures provides practical information and guidance in how managers and employees can work together to achieve a *safe and healthy work environment*.

Using the Policy & Procedures will assist to attain compliance with:

- ❖ Relevant statutory legislation and codes of practice
- ❖ Company policies and workplace standards



❖ Common law duty of care

❖ Recognized OH&S best practice

- The processes outlined in the OH&S Policy & Procedures are designed for use as integral components in operating the company to its maximum potential.
- An organized approach to OH&S management is an essential contributor in ensuring the staff and clients can do their work safely.
- The primary responsibility for ensuring OH&S standards are implemented within organization is with:
 - Company directors/ Employer's
 - The management team /Senior manager's.
 - The responsible officer/ Supervisors
 - Workers'/employee's
- However, all staff has responsibilities in creating a safe work environment.

Employer's responsibilities

- establish the health and safety management system
- provide the resources to maintain the system
- conduct an annual review of the system
- train supervisors in their health and safety responsibilities
- provide a safe and healthy work environment
- ensure hazards are adequately controlled
- set a good example

Senior manager responsibilities:



Manager's will work with employees in pursuing the following courses of action:

- Observing statutory and organizational standards
- Providing and maintaining a safe and healthy working environment
- Providing suitable means of access and egress to workplaces
- Developing, implementing and improving safe work systems
- Monitoring factors that may affect employees' occupational health, safety and welfare.
- Providing safe facilities and equipment and ensuring it is maintained in a safe condition
- Recording and investigating accidents and incidents and implement appropriate corrective actions
- orient and train new workers
- provide ongoing training to all workers
- conduct regular health and safety meetings
- perform inspections and incident investigations
- correct hazards or report them to the employer
- correct unsafe acts or behaviours by workers
- set a good example

Workers' responsibilities:

- learn and follow safe work procedures
- use any required equipment and tools
- correct hazards or report them to their supervisor
- participate in inspections and investigations actively participate in health and safety meetings and discussions



- set a good example

“Duty of Care” means providing care and support for individuals within the law and also within the policies, procedures and agreed ways of working of your employer.

- Every individual should be supported and enabled to live in an environment which is free from prejudice and safe from abuse.
- Your responsibilities under the duty of care are to do everything reasonable within the definition of your job role to make this happen.

Health Hazards

- When work is associated with health hazards, it may cause occupational diseases, be one of the multiple causes of other disease or may aggravate existing ill-health of non-occupational origin.
- In developing countries, where work is becoming increasingly mechanized, a number of work processes have been developed that treat workers as tools in production, putting their health and lives at risk.
- **Safety:** The state of being relatively free from harm, danger, injury or damage.

Hazard: A condition with the potential of causing or contributing to an accident or illness/harm.

- A hazard is the potential for harm.
- In practical terms, a hazard often is associated with a condition or activity that, if left uncontrolled, can result in an injury or illness.

Accident: an unexpected and undesirable event, especially one resulting in damage or harm.

- Some hazards can be acute – they have an immediate effect, such as being hit by a truck.
- Other hazards are considered chronic – repeated exposures, over time, can eventually cause an effect, such as hearing loss after repeated overexposure to noise.



Hazards are generally grouped into five categories

- Physical
- Chemical
- Biological
- Psychosocial
- Ergonomic

Risk

- A measure of the *probability* and *severity* of a hazard to harm human health, property, or the environment
 - A measure of how likely harm is to occur and an indication of how serious the harm might be.
- The relation of risk to hazard may be expressed as;

$$\Rightarrow R = f(H \times E) = f(H \times D \times t)$$

⇒ Where R is risk, f is function of, H is hazard, E is exposure, D is dose and t is time

- Risk \neq 0

Hazard Identification and Assessment

- Hazard identification and assessment is at the foundation of a quality occupational health and safety management system.
- Employers must:
 - assess a work site and identify existing or potential hazards
 - prepare a written and dated hazard assessment, including the methods used to control or eliminate the hazards identified.



- involve workers in the hazard assessment, where possible
- make sure workers are informed of the hazards and the methods used to control the hazards

An employer must make sure that a hazard assessment is done:

- at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions
- when a new work process is introduced
- when a work process or operation changes
- before the construction of a new work site

Hazard Assessment

- Assessing hazards means taking a careful look at the different activities that workers do and asking, “What could go wrong?”, trying to find out about anything that could harm workers at the work site.
- The purpose of hazard assessment is to prevent work-related injury or illness to workers.

Reason to Conduct a Hazard Assessment

- learning more about what could harm workers
- finding better and safer ways to do the job
- Identifying any weaknesses in worker training
- identifying poor or missing procedures.
- increasing workers’ involvement of workplace health and safety
- having a useful tool when investigating an incident



Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

3. _____ is any substance which is discarded after primary use or substance of no use?
B) Waste B) hazard C) infection D) All
4. _____ is the entry and development or multiplication of an infectious agent in the body of man or animals?
A) Infection B) Disease C) A& B D) None
5. _____ is defined as a complete state of physical, mental and social well-being and not the merely absence of disease?
A) Disease B) infection C) sterilization D) ALL



Answer sheet

1 _____

2 _____

3 _____

Note: Satisfactory rating - 2 points

Unsatisfactory - below 2 points

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Question



List of Reference Materials

https://www.youtube.com/watch?v=LUCqzJO_XTI&spfreload=10

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