



Service Priorities and Programmes

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Enhancing occupational safety and health in non-clinical area

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Introduction

Occupational safety and health (OSH) is not an unfamiliar term surrounding health care providers and other staff worked in hospital. Organization like United Christian Hospital (UCH) is committed to provide a safety and healthy environment to everyone including colleagues, patients, visitors and public through the establishment, implementation, and maintenance of an effective safety management system. OSH is not only concerned in clinical areas but also in other administration offices like Nursing Services Division (NSD). NSD comprised of professional nursing staffs responsible for facilitating clinical operations, nursing supporting staffs responsible for administration duties. Actually, supervisors are responsible for the safety facilities, preventive measures, providing appropriate training and supervision, and fostering OSH culture. Since all levels of staff need to understand and fulfill their responsibilities in OSH, a systematic framework becomes apparent significant in staff participation and monitoring by supervisors.

Objectives

To draw staff's awareness on OSH. To update OSH-related information from hospital
To monitor the OSH-related training progress among staff

Methodology

Three levels the supervisors are mostly concerned in NSD are i) how to draw staff's awareness on OSH; ii) how to update information from hospital; and iii) how to monitor the OSH-related training progress among staffs Drawing staff's awareness on OSH Four advanced practice nurses (APNs) were delegated to work station health, display screen safety, environmental safety, emergency preparedness (fire prevention), manual handling & occupational training, prevention of needle stick injury and first-aid box checking. Each delegator requires communicate with other staffs in various OSH-related aspects. Any new information is disseminated to all staffs through this structure by the OSH coordinator who is assigned by General Manager of Nursing (GMN). Regular audit, annual drills and walk round in different fields are provided to uphold staff's awareness. The statistical data related to Injury-On-Duty (IOD) in NSD are reviewed by OSH coordinator and shared the important issues and measures

needed to be concerned. Update information from hospital The OSH coordinator in NSD is assigned to be a link person to join the OSH Link Person Forum for IOD Cases Review bi-monthly in UCH. Link persons from different departments come to share the latest incident and good practice in order to minimize OSH-related incident. The good practice can be brought to NSD staff through this network. Monitor the OSH-related training progress All staffs require renewal and completion of various OSH-related training programmes accordingly based on their different entry date to work. As a result, a clearly structural tool becomes significant in monitoring the training progress among staffs in NSD. A systematic record system through a shared folder is established for staff to record and check the training date conveniently. Once they put the date in the space provided in the system, it would automatically show the due date that remind staff to refresh their training.

Result

All staffs are content with the arrangement and structure for OSH in NSD. Good practice and update information from the forum can be shared with relevant delegators. Supervisors can effectively monitor the training progress among staffs so as to remind corresponding staff to refresh the training accordingly. The structural arrangement can draw OSH awareness and engagement of the colleagues; improve communication in the OSH issues; and also assist supervisors to monitor training progress in NSD.