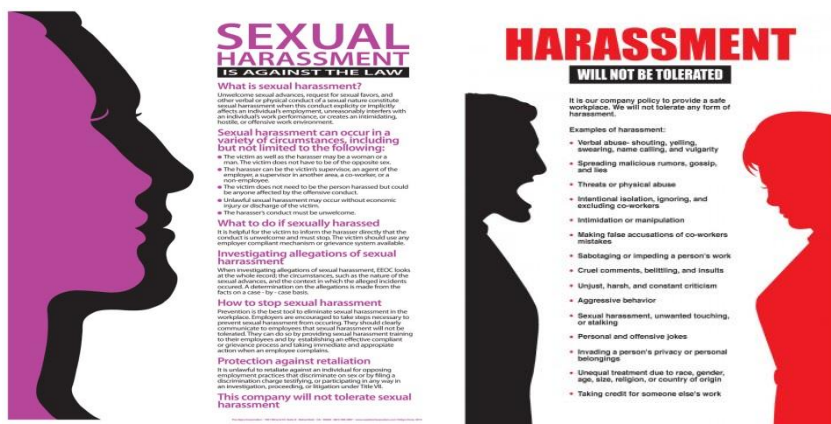


Annual Safety Update 2015

1. Harassment - Zero Tolerance



SEXUAL HARASSMENT IS AGAINST THE LAW

What is sexual harassment?
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when they unreasonably interfere with an individual's work performance, or create an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the company, a supervisor in another area, or a co-worker or a peer.
- The action does not need to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury or discharge of the victim.
- The harasser's conduct must be unwelcome.

What to do if sexually harassed
It is helpful for the victim to inform the harasser directly that they conduct is offensive and must stop. The victim should use any employer complaint mechanism or grievance system available.

Investigating allegations of sexual harassment
When investigating allegations of sexual harassment, EEOC looks at the facts and circumstances, such as the nature of the sexual advances, and the context in which the alleged incidents occurred. The determination of whether sexual harassment exists depends on all the facts of a case - by case basis.

How to stop sexual harassment
Prevention is the best tool to eliminate sexual harassment in the workplace. Employers are encouraged to take steps necessary to prevent sexual harassment from occurring. This should include communicating to employees that sexual harassment will not be tolerated. There can also be procedures for reporting sexual harassment to their supervisors and following an effective complaint or grievance process and taking immediate and appropriate corrective action.

Protection against retaliation
It is unlawful to retaliate against an individual for reporting employment practices that discriminate on sex or for filing a discrimination charge, making a complaint, or participating in an investigation, proceeding, or litigation under this law.

This company will not tolerate sexual harassment

HARASSMENT WILL NOT BE TOLERATED

It is our company policy to provide a safe workplace. We will not tolerate any form of harassment.

Examples of harassment:

- Verbal abuse: shouting, yelling, swearing, name calling, and vulgarity
- Spreading malicious rumors, gossip, and lies
- Threats or physical abuse
- Intentional isolation, ignoring, and excluding co-workers
- Intimidation or manipulation
- Making false accusations of co-workers mistakes
- Sabotaging or impeding a person's work
- Cruel comments, belittling, and insults
- Unjust, harsh, and constant criticism
- Aggressive behavior
- Sexual harassment, unwanted touching, or stalking
- Personal and offensive jokes
- Infringing a person's privacy or personal belongings
- Unequal treatment due to race, gender, age, size, religion, or country of origin
- Taking credit for someone else's work

Providence is committed to creating and maintaining an environment free of all forms of harassment

2. Exposure to blood or bodily fluid



If you have been exposed to blood or body fluid, you should report it immediately

3. Code Red Alarm



A Code Red Alarm alerts you to Fire.

- R** — Rescue persons in immediate danger
- A** — Alarm + Alert- pull nearest fire alarm and call 777
- C** — Confine the fire by closing all the doors
- E** — Extinguish or Evacuate

Fire Extinguisher :

Pull

Aim

Squeeze

Sweep

4. Signs

Purposefully look for signage and obey any directions that are displayed on the sign.



Providence has a culture of safety and education. Therefore, to minimize radiation exposure levels, Providence uses **ALARA**, which stands for: **As Low as Reasonably Achievable**.

5. Patient Safety, Privacy & Care

If you have concerns about **patient safety, privacy and care**, you may use **any** of these options to report:

1. Discuss the matter or concern with your immediate supervisor
2. Discuss the matter or concerns with your department manager
3. Contact your local or regional compliance or privacy representative or manager
4. Call the 24/7 Providence Integrity Line at **888-294-8455** or use **Integrity Online**, our web-based reporting system at <https://secure.ethicspoint.com/domain/media/en/gui/39016/index.html>



6. Emergency Medical Treatment & Active Labor Act

Providence is compliant with the **Emergency Medical Treatment & Active Labor Act (EMTALA) of 1986**



What this means is that Providence will provide stabilizing treatment to a patient with an emergency medical condition.

7. Cultural Competence

Providence is **culturally competent** in that, caregivers provide care in a way that takes into account each patient's **Values & Beliefs**



8. Fire Evacuation Procedures



Should you need to evacuate in the event of a fire, **proceed horizontally through the labeled smoke doors to the next smoke compartment**

9. Suspected Abuse & Neglect

If you spot someone who looks like they may be a victim of abuse or neglect, you should ask a member of staff to contact a social worker.



10. Emergency Contacts



If you have an emergent situation, call **777** if you are located in the main PAMC area. If you are serving in the **T, S or U Towers**, dial **911**

11. Hand Hygiene

Because we care, it is OKAY to ask us if we have washed our hands.

You should wash your hands with soap and water for no less than 15 seconds for good hand hygiene.



12. Health Insurance Portability & Accountability Act of 1996 (HIPAA)

Providence recognizes that many of our workforce members use social media in their personal lives. Some examples of social media include **Facebook, LinkedIn, YouTube, Twitter, instant messaging and external blogs.**



However, as a workforce member, you cannot share patient confidential or proprietary information, photographs or videos about Providence on personal sites.

13. Earthquake

In the event of an earthquake, you should immediately, **Duck, Cover & Hold**

