



**The Midland Regional Hospital at Tullamore  
Induction & Information Booklet for  
Contractors**



## **Induction & Information Booklet for Contractors**

This information leaflet is designed for employees of contracted agencies whom partake in work related activities on the premises of the Midland Regional Hospital at Tullamore.

It is incumbent upon contractors to ensure that all their employees familiarise themselves with the requirements of this document.

-It is the responsibility of the contractor to ensure that all operatives are immunised against Hepatitis B prior to commencement of duties. The Infection Control Nurse should be contacted if any member of a contractor's staff has been in contact with a person with a communicable disease e.g. Chicken pox.

-All contracted staff while on duty in the Hospital must be attired in clean & professional attire. Closed toe footwear must be worn. Company Photo Identification badges must be worn in addition to HSE contractors ID as issued by HSE Security Office.

-In the interest of Hygiene and Safety, the contractor must provide their employees with suitable protective clothing and footwear when necessary. It is the responsibility of the contractor that their employees adhere to specified dress codes.

-The contractor shall ensure that all its equipment is maintained in a safe, clean and proper working order. All electrical equipment used in connection with the contract must comply with the relevant safety requirements.

- Prior to beginning any work the contractor must be in possession of a "permit to work" or a "hot works permit" as appropriate which can be obtained through the Maintenance Office.

-The contractor must immediately report to the Maintenance Supervisor any injury incurred by its staff in the course of their work or any injury sustained by a member of the public involving the contract staff or their work. The contractor should familiarise themselves with the Dublin Mid Leinster Healthcare Risk Management Incident reporting policy in this regard and ensure that the necessary documentation is completed promptly and correctly in association with the Maintenance Department.

-The Contractor and contract staff will implement, cooperate and comply with any of the provisions of the hospital's major emergency and contingency plans.

-The contractor and his contract staff must familiarise themselves with the hospital's fire fighting policy (as located in the main foyer). They should note the location of emergency escape routes and the nearest emergency call point to their work location. Please note that all contractors and his staff must report to the main assembly point in the event of an activation of the fire alarm system. This is located at the master fire alarm panel in the main foyer; adjacent to the security office.

-The Contractor and contract staff will adhere to the MRHT security and access policies. Access to all areas within the new hospital can only be gained by using a swipe card. A card will be issued to each contractor by Security on completion of the relevant application form available from the security office. Security policy in respect of swipe cards must be complied with i.e. fine for loss of card etc. HSE Contractors ID **and** company ID must be clearly visible at all times.

-Tullamore Regional Hospital is a no smoking campus. Smoking is not permitted anywhere within the hospital grounds. Please note this includes within private vehicles parked on the campus.

-Contract staff must comply fully with the hand hygiene guidelines as outlined on page 6 & 7 of this booklet.

-The Maintenance Supervisory staff will inform the external Contractor Supervisor if any Health and Safety criteria are not being met and request the removal of the employee from duty within MRHT if found in breach of Health & Safety best practices.

-The Contractor will be obliged to comply with all safety standards / requirements laid down by the Hospital Authorities and under the Health & Safety at Work Act 2005, and to comply with and implement, if appropriate, any findings or recommendations arising from a Health & Safety Audit.

-A copy of the company's Safety Statement must be presented to Maintenance Supervisor.

-The Contractor must ensure that all their employees are familiar with the hazards arising in a hospital environment, particularly those relating to needlestick injuries and the first aid management of such an injury.

-On receipt of the swipe card all vehicles must be parked in the designated parking areas. Failure to comply with the hospital car park parking policy may result in clamping. Any issues pertaining to parking should be clarified with the hospital security office (in the main reception foyer).

-On entering the hospital the contractor will ensure that HSE policy on hand hygiene is strictly adhered to. This will involve the frequent use of hand gel dispensers located around the hospital. Contractors may be asked to attend for Hand Hygiene training as appropriate.

-Appropriate protective clothing (scrubs, hair nets, etc) as required in each department is to be worn at all times. This is of particular importance in the theatre and HSSD areas.

-All used materials, packaging and spare parts are to be removed from site by the contractor and are to be properly disposed of the by contractor.

-The area where work has taken place is to be left clean and tidy and free from work related debris.

-The contractor and their staff may avail of the main staff restaurant facilities in the Hospital (only while on official business in the hospital) and will be expected to observe the rules and regulations of the Hospital. Only food and drink purchased in the Hospital may be consumed within the staff restaurant.

### **Staff Restaurant**

The staff restaurant is located on the second floor.

Opening hours:

Mon - Fri 8:00 - 6.00

Sat & Sun 8.30 - 5.30



# **Hand Hygiene Guidelines**

## **Infection Prevention/Control Precautions for Contractors Midland Regional Hospital, Tullamore.**

**Hand Hygiene is essential to minimise the spread of infection  
within the hospital environment.**

### **On arrival**

- Identify yourselves to the Ward/Department Manager and you will be advised of any additional precautions necessary.
- On entering and leaving each Ward/Department it is essential that you use the alcohol rub as outlined below.
- During your work should your hands become visibly soiled it is essential that you undertake hand washing as outlined on the signage over the hand wash sinks.
- If you are required to wear gloves when undertaking work ensure that these are removed each time you leave the Ward/Department and hand hygiene is completed.

### **Hand Rubbing Technique**

- Rub a sufficient amount of gel into hands to ensure they are fully covered and use the technique outlined below, undertake each step 5 times (20 seconds).

# Hand Hygiene Guidelines Cont...

## Hand Hygiene using Alcohol Gel or Rub

Visibly Clean, dry hands

- Use alcohol rub



~~X~~ Water  
Towels



- Apply for 20 seconds as outlined.
- Allow hands to DRY by evaporation

Thank you for your co-operation  
Infection Prevention/Control  
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