

Rhode Island Health Center Association (RIHCA)

Workplace Safety Tabletop Exercise

RIHCA

RHODE ISLAND
HEALTH CENTER
ASSOCIATION

Tabletop

March 13, 2024



Agenda



1-Welcome

- Agenda



3-Conduct Seminar

- Scenario
- Response Actions



2-Project Overview & Goals

- Purpose of the tabletop
- Tabletop format
- Tabletop objectives



4-Conclude Seminar

- Round table discussion
- Evaluations
- Next steps



Tabletop Exercise Overview & Goals

Workplace Safety

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Purpose of Today's Tabletop

We are here today to familiarize ourselves with a general overview of Workplace Safety Policies and Procedures for:

- Increasing staff awareness of roles, responsibilities, and procedures with regards to the plan
- Exercising and stressing the plan
- Making edits to the plan post-Tabletop Exercise



Tabletop Format

Today's tabletop will be conducted as follows:

- The lead facilitator will guide the discussion, covering specific planning areas
- Time pressures and injects will be introduced to stimulate problem-solving
- Note-taker(s) will record the discussion
- The success of the exercise is largely determined by group participation in the identification of problem areas
- This will be an **OPEN** and **HONEST** discussion conducted in a **NO-FAULT** environment



Tabletop Objectives

By the end of this Tabletop you should have a better understanding of the following:

1. Increased awareness of potential workplace hazards and the importance of maintaining a safe work environment.
2. Enhanced understanding of emergency response procedures and protocols, including evacuation routes, communication methods, and coordination with emergency responders.
3. Improved ability to assess and address emergency situations in a calm and organized manner, prioritizing the safety and well-being of employees.
4. Strengthened teamwork and communication skills, as participants work together to effectively respond to the simulated emergency scenario.
5. Increased knowledge of first aid techniques and procedures, including how to provide assistance to individuals who may be injured during an emergency.
6. Enhanced ability to identify areas for improvement in the CHC's emergency response plan and make recommendations for enhancing workplace safety measures.
7. Greater confidence in their ability to respond to real-life emergency situations and protect themselves and their colleagues from harm.
8. Understanding of the importance of debriefing sessions following an emergency exercise, in order to reflect on what went well and identify opportunities for improvement in future emergency response efforts.
9. Enhance their knowledge and skills related to bloodborne pathogen exposure control, improve their ability to respond effectively in emergency situations, and strengthen the overall safety culture within the healthcare facility.



Questions?



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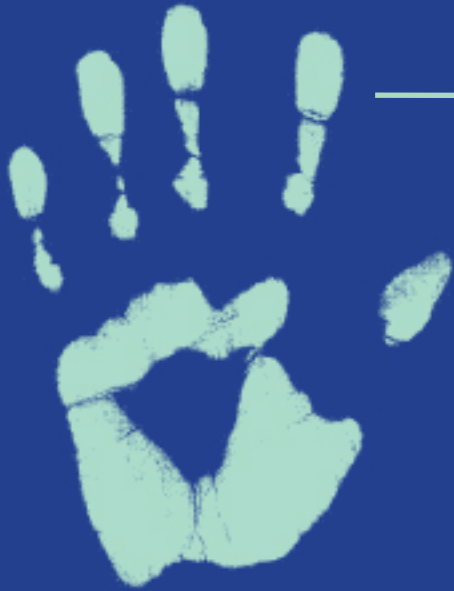


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Workplace Safety Tabletop Exercise



Tabletop
March 13, 2024



Let's Begin!





Scenario I

9:00 AM (Wed, March 13, 2024): During a routine medical procedure, a patient accidentally splashes blood onto a healthcare worker, exposing them to potential bloodborne pathogens such as HIV or Hepatitis B. The healthcare worker immediately follows the correct protocol for exposure control, including washing the affected area with soap and water, notifying their supervisor, and seeking medical attention. The incident triggers a series of responses within the healthcare facility to ensure the safety of staff and patients.



Scenario I: Response Actions

Participants in the tabletop exercise must work together to address the following key issues:

- Have the triggers been met to activate any specific policies and procedures?
- How would your CHC properly handle and dispose of contaminated materials, including blood-soaked clothing or medical equipment?
- How would your CHC leadership team communicate the incident to other staff members and ensure that everyone involved in the procedure is aware of the potential exposure?
- How would your CHC provide support and guidance to the affected healthcare worker, including arranging for follow-up medical testing and counseling if needed?
- How would your CHC conduct a thorough investigation into the root cause of the exposure incident, including reviewing existing safety protocols and identifying areas for improvement?
- How would your CHC ensure that all staff members receive appropriate training on bloodborne pathogens and understand the importance of following correct procedures to prevent exposure?



Scenario II

Noon (Wed. March 13, 2024): You are returning to your office at the Clinic following a meeting with HQs regarding the staff exposure to bloodborne pathogens. As you approach the office you hear loud male voices coming from the patient waiting area. As you approach the waiting area, you notice a strong smell of alcohol and you see three male patients in a heated discussion with the triage staff. You recognize one of the men as the spouse of one of your staff, who has a restraining order.



Scenario II: Response Actions

Participants in the tabletop exercise must work together to address the following key issues:

- What immediate actions should be taken upon encountering the situation in the waiting area, considering the potential threat to staff and patients' safety?
- How should the clinic staff handle the presence of alcohol and the aggressive behavior of the patients in a manner that ensures the safety and security of everyone involved?
- What communication strategies should be employed to de-escalate the situation and prevent further conflict or potential violence?
- How should the presence of a patient who has a restraining order against them be handled, taking into account the safety and well-being of the staff member involved?
- What protocols and procedures should be followed to ensure the safety of the staff member in question and to address any potential legal or security concerns related to the situation?
- How can the clinic staff work together as a team to effectively manage the situation, support each other, and ensure the overall safety and security of the clinic environment?
- What follow-up actions should be taken after the immediate situation is resolved, including debriefing sessions, reporting incidents, and implementing any necessary changes to prevent similar incidents in the future?



Scenario III

2:30 pm, (**Wed, March 13**): During the midst of deescalating the situation in the waiting room, facility management informs you of a small fire that breaks out in the office kitchen due to faulty wiring in the microwave. The fire quickly spreads and triggers the building's alarm system, causing panic among employees. Some individuals attempt to grab extinguishers to put out the fire, while others try to evacuate the building without following proper procedures. In the chaos, a few employees become trapped in a stairwell due to overcrowding and confusion about which exit to take. Emergency responders are notified, but due to the building's remote location, it takes them longer than expected to arrive on the scene.



Scenario II: Response Actions

Participants in the tabletop exercise must work together to address the following key issues:

- Have the triggers been met to activate any safety plans?
- What are your CHC actions immediately following initial notification?
- How would your CHC safely evacuate employees from the building, including those who are trapped in the stairwell
- How would your CHC effectively communicate with emergency responders and provide them with accurate information about the situation (activation of any internal and external communications plans?)
- How would your CHC identify and address potential hazards that could impede the evacuation process, such as blocked exits or smoke-filled hallways
- How would you provide first aid to any individuals who may have been injured during the incident



Roundtable Discussion

Did we meet the following objectives?

- What worked well?
- What are opportunities for Improvement?



Next Steps

Before you depart, please be aware that:

- Please complete and submit your evaluations
- Revise necessary portions of your plans based on lessons learned
- Ensure updated plans are shared with relevant parties and personnel are trained on the plans
- The next exercise in the series will be a Full-Scale Exercise (FSE).



Thank You for Participating!

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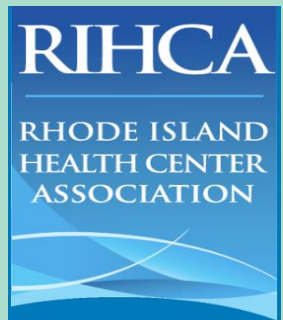
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Disclosure: Tabletop Exercise Template adapted from New York City
[Pediatric Disaster Coalition](#)

End Tabletop