



**MONTANA STATE PRISON  
HEALTH SERVICES OPERATIONAL PROCEDURE**

Procedure No.: MSP HS B-09.0	Subject: <b>STAFF SAFETY</b>
Reference: NCCHC Standard P-B-09, 2018; MSP HS D-03.0 2019	Page 1 of 2 and no attachments
Effective Date: November 1, 2010	Revised: October 1, 2020
Signature / Title: /s/ Cindy Hiner / Medical Bureau Chief	
Signature / Title: /s/ Paul Rees, M.D. / Medical Director	

**I. PURPOSE**

To implement measures that provide readily accessible, functional and adequately stocked medical supplies within Montana State Prison and to ensure a safe work environment.

**II. DEFINITIONS** none

**III. PROCEDURES**

**A. General requirements**

1. Staff are encouraged to obtain and carry radio communication devices to facilitate communications regarding safety/security or emergent needs in accordance to *DOC 3.1.33 Radio Communication Systems*.
2. Custody staff are available when requested by health care staff.
3. Inventories will be maintained, per shift, on items in the infirmary tool cribs which are subject to abuse (e.g., syringes, needles, scissors, and other sharp instruments).
4. Instruments will be packaged and stored in locked treatment cabinets in specified treatment areas.
5. Inventory sheets will be maintained for each treatment area.
6. Any disposable items will be discarded in the sharps container.
7. Non-disposable items will be cleaned and placed in the infirmary laboratory to be cleaned and prepared for sterilization by the assigned Correctional Health Services Technician (CHST).
8. Non-disposable items will be transported to the dental area/offices for sterilization and then returned to be placed back into inventory.
9. Inventories will be documented by the assigned nurse or CHST.
10. Out-lying satellite clinic areas will operate under the same guidelines.
11. Any discrepancies will be documented on MSP incident and missing tool reports, and immediately reported to the supervisor and security staff.
12. Needle and syringes will be obtained only from medical supply storage.
13. Needles and syringes will be received by the assigned CHST from the MSP Warehouse and inventoried for verification of contents.
14. Safety barriers and personal protective equipment should be utilized for modern equipment, when used

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15. Needles and syringes will then be transferred to “blue room” storage where daily inventories will be recorded.
16. Laboratory needles will be transferred from count one time only to the locked lab storage cabinet located in the main infirmary lab room.
17. When an item is removed from the “medical storage room,” staff will initial each item on the appropriate log in descending order.
18. Staff will discard all needles and syringes only in biohazard sharps containers.
19. The biohazard sharps container will be kept in a locked storage area until removed from the facility by authorized methods.
20. Assigned dental staff will inventory and maintain written logs of all dental disposable and non-disposable items which are subject to abuse. (i.e. syringes, needles, scissors, and other sharp items.)
21. First Aid Kits will be labeled and located at individual workstations and throughout the facility.
22. Each First Aid Kit will contain supplies necessary to handle minor emergencies. A complete inventory of each kit will be located on the outside of the kit and the kit will be sealed.
23. Maintenance of each First Aid Kit is the responsibility of the respective work area supervisors.
24. Blood Spill Kits:
  - a. blood Spill Kits will be located alongside all First Aid Kits;
  - b. if disposable, once a Blood Spill Kit is utilized, it is the responsibility of the work area supervisor(s) to contact the Health Services Unit for replacement; and
  - c. if restocking is necessary, the maintenance of each Blood Spill Kit is the responsibility of the respective work area supervisor.
25. Health staff will be vigilant for personal safety and security issues and actions that may compromise the safety of themselves, other staff and MSP. Safety concerns/issues will be reported via written incident report to the nursing supervisor “on-duty”.
26. The Clinical Services Manager, or designee, will sit on the facility Safety Committee board to advocate for circumstance to improve staff safety.

#### **IV. CLOSING**

Questions concerning this operational procedure will be directed to the MSP Clinical Services Manager.

#### **V. ATTACHMENTS** none