



KETTERING HEALTH NETWORK<sup>SM</sup> - **Woodman**

**KMC  
Rehabilitation Medicine  
Department**

3535 Southern Blvd.  
Kettering, Ohio 45429  
(937) 395-8882  
Fax: (937) 395-8845

**KMC—Sycamore  
Rehabilitation Medicine  
Department**

4000 Miamisburg-Centerville Rd  
Miamisburg, Ohio 45342  
(937) 384-8783  
Fax: (937) 384-8716

**Kettering Sports Medicine  
Center**

3490 Far Hills Avenue  
Kettering, Ohio 45429  
(937) 395-3910  
Fax: (937) 395-3950

**Kettering Sports Medicine at  
Englewood**

1250 W. National Road, Ste 200  
Clayton, Ohio 45315  
(937) 832-8982  
Fax: (937) 832-8973

**Kettering Sports Medicine at  
Sugarcreek**

6438 Wilmington Pike, Ste 230  
Dayton, Ohio 45459  
(937) 558-3810  
Fax: (937) 558-3811

**Kettering Sports Medicine at  
Tipp City**

25 S. Tippecanoe Dr.  
Tipp City, Ohio 45371  
(937) 669-5757  
Fax: (937) 669-1270

**Franklin Physical Therapy**

333 Conover Drive  
Franklin, Ohio 45005  
(937) 746-7018  
Fax: (937) 746-7082

**Neuro Wellness Program at  
Kettering Fitness & Wellness  
Center**

3351 Shroyer Rd  
Kettering, Ohio 45429  
(937) 395-8882  
Fax: (937) 395-8503

**Kettering Sports Medicine  
Center**

3205 Woodman Drive  
Dayton, Ohio 45420  
(937) 531-6777  
Fax (937) 531-6780

**This document is an informational tool regarding the safety and basic guidelines that all employees must follow while employed at Kettering Sports Medicine. Within its contents are the answers to the basic safety test for you facility.**

KMC's mission is to improve the quality of lives of the people in the communities we serve.

All information needed to operate effectively in emergencies/disasters can be found on the Intranet. Our emergency preparedness manual includes but is not limited to plans for fire bomb threat and tornado emergencies. In the event of a fire, follow the R. A. C. E. acronym, REMOVE, ALARM, CONTAIN, EXTINGUISH. To use a fire extinguisher, follow P.A.S.S. actions, PULL, AIM, SQUEEZE, and SWEEP. The facility evacuation plan is located in every patient treatment room, in the physical therapy gym, and in the hand therapy treatment area. Our fire extinguishers are located near windows by the TV, by the wall mirror, and in the corner inside the kitchen.

The spill kit is located in the cabinet under documentation station. The proper infectious waste spill clean-up procedure includes; referring to the MSDS located on the intranet for proper protective equipment and clean-up method, notify your supervisor should contact occur; and complete a spill report. All of the following are infectious waste materials that should be disposed of properly in the red bags: any amount of blood or other body fluid in containers, catheters or tubes with fluid blood or blood products not discarded or flushed (i.e., blood sets, suction canisters, drainage sets); contaminated peri-operative trash and peri-procedural trash; and any disposable item with the universal biohazard symbol on it excluding all sharps. Methods to prevent cross-contamination in the patient contact/treatment areas include: cleaning the equipment with hospital approved disinfectant, covering the mats and pillows with clean sheets/towels for each patient, and proper hand washing for all employees. For proper hand washing: wet hands, apply soap, rub/scrub for 15 seconds and rinse; dry hands with a paper towel and use the paper towel to turn off the faucet.

Patient identifiers used by KMC are name and one of the following: date of birth, and name. When an occurrence report is required to be filled out, the correct procedure is found on the intranet under S.A.F.E. Midas + RDE. If you find a piece of equipment in the department that is not working properly, you should: take it out of service immediately and notify your supervisor so appropriate repairs can be done.

Please sign and date below to verify that you have read and understand the above contents:

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_