

# Environment of Care

## Emergency Management Overview

Knowledge of our Emergency Management Plan will enable you to provide proper direction and training to employees in the event of an external or internal disaster.

Staff are trained and prepared to deal safely and effectively with disastrous events which may require evacuation of the facility including:

- Major fire or explosion

- Major Utility system failure of long duration

- Loss of steam

- Loss of electricity

- Major Environmental contamination

# Emergency Management Plan

The purpose of our disaster plan is to provide proper direction and training to employees in the event of an external or internal disaster.

The staff's primary responsibility during a disaster is to protect patients and visitors.

Plans for evacuations caused by natural disasters are also part of the Emergency Management Plan.

# Emergency Drills

At least twice a year, drills are conducted to prepare the staff to react appropriately in the event of a disaster.

Each service maintains a call-back roster of all employees, updated at least annually by the Department Manager.

Education on emergency response will be provided during unit staff meetings.

# Emergency Drills

- ∞ All staff participate in these drills in various capacities
- ∞ Records of these drills are kept on file
- ∞ The Environment of Care Committee and the administration take appropriate action to improve performance as necessary.

# Emergency Announcements

Emergencies are announced by the Command Authority, initiating the emergency management plans.

The Director of the hospital or designee will set up an Incident Command Center (ICC).

# When Emergencies Happen

## Initiate the Disaster Plan:

- ∞ If an emergency occurs within the building or grounds, the first people to respond should notify the Center Director or Administrative Officer of the Day (AOD) to announce the emergency, then give first aid to any victims.
- ∞ In the event of fire, follow R-A-C-E (Rescue-Alarm-Contain-Evacuate) guidelines under the Fire Plan. First responders should be aware of any potential hazardous materials, and follow guidelines under the Hazardous Material section of the Safety & Health Handbook.
- ∞ Each Department's specific plan contains the guidelines to be followed.

# When Emergencies Happen

## Activate the Personnel Pool:

- ∞ The Emergency Plan is initiated by the Director/designee. The Incident Command Center will be set up in the Director's Suite. Key personnel in the ICC will be the Director, Safety Manager, Chief of Staff, Executive Officer, and key administrative personnel.

# When Emergencies Happen

## Prepare the Treatment Area:

- ∞ In the event of an emergency, victim treatment areas will be established. The director of the hospital or designee will provide appropriate direction.

# Hazardous Material & Waste Management Overview

To protect yourself and others from potential contamination, it is important to be able to identify hazardous bio-medical waste and properly manage potentially-infectious waste. It is also very important that you know your rights regarding chemical hazards.

In this topic you will learn to:

- ∞ Identify & properly manage biomedical waste
- ∞ Recognize your rights regarding chemical hazards
- ∞ Extract information from a Material Safety Data Sheet (MSDS)

# Biomedical Waste or Regulated Medical Waste

- ∞ Biomedical waste is any solid or liquid waste which may present a threat of infection to humans during regular waste handling or disposal.

# Examples of Biomedical or Regulated Waste

Examples of Biomedical Waste or Regulated Waste include, but are not limited to, the following:

- ∞ Non-liquid human tissues or body parts
- ∞ Laboratory and veterinary waste
- ∞ Discarded sharps
- ∞ Human blood, human blood products
- ∞ Body fluids contaminated with blood
- ∞ Used absorbent materials saturated with dried blood/blood products that have excretions or secretions contaminated with blood
- ∞ Disposable devices that have been contaminated with blood, and have not been sterilized or disinfected by an approved method.

# Biomedical Waste Protocols

How should you treat biomedical waste?

Handling: all biomedical waste shall be handled using personal protective equipment (PPE).

Minimally, protective gloves must be worn while handling or transporting all biomedical waste.

Packaging: all **biomedical waste** shall be packaged in impermeable **RED** polyethylene or polypropylene plastic bags.

These bags shall be sealed at the point of origin.

Sharps shall be placed in rigid leakproof sharps containers.

# Biomedical Waste Protocols

Labeling: Biomedical waste is placed in **red** plastic bags or boxes. Any waste item contaminated with chemotherapy products should be placed in **yellow** plastic bags or boxes.

Sharps containers shall be properly closed. Wrap tape around the container if the lid is not secured.

# Biomedical Waste Protocols

Transport: The transportation of biomedical waste shall be in an approved container.

The container shall be **RED** in color, rigid, leak-resistant, puncture-resistant, and constructed of smooth, easily cleanable materials that are impermeable to fluids and resistant to corrosion by disinfecting agents.

# Biomedical Waste Protocols

Segregation: Biomedical waste shall be identified and segregated from other solid waste at the point of origin within the generating facility by the person generating the waste.

Biomedical waste, except sharps, shall be packaged in red\yellow bags that meet the specifications detailed in each State & Federal Administration Code, and placed in labeled waste containers.

Discarded sharps shall be segregated from all other waste, and shall be placed directly in approved sharps containers.

# Biomedical Waste Protocols

- ∞ Storage: all biomedical waste and sharps containers are placed in an approved container for storage until picked up by a licensed waste hauler.

# Biomedical Waste Protocols

Biomedical Spills: Surfaces contaminated with biomedical waste shall be cleaned with a solution of an approved *phenolic* disinfectant.

IMPORTANT: Biomedical waste mixed with radioactive waste shall be managed and disposed of as **radioactive waste**.

# Biomedical Waste Protocols

- ∞ Biomedical Records: All biomedical waste disposal certificates shall be kept for a period of three (3) years. The certificates are available for inspection during any survey.

# Hazardous Material & Waste Management: Your Right to Know

Do you know your rights?

- ∞ What is your “right to know” about the chemicals you use?
- ∞ Where is information about the chemicals you use?
- ∞ What precautions should you take?
- ∞ How do you handle and store hazardous chemicals?

# Your Right to Know

State and Federal Laws guarantee that you have the right to know about any hazardous chemicals that you may be working with.

You have the right to know if a chemical is on the Hazardous Materials List. You have a right to know the information about all chemicals, to an explanation of what the hazards are, and how to protect yourself.

Your supervisor is responsible for providing you with the information.

Emergency Phone Number: 415-847-6100; 505-575-1014

Review Ind: N

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Contractor Summary  
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Cage: HO904

Name: CLOROX CO

Address: 7200 JOHNSON DR

City: PLEASANTON CA 94588 US

Phone: 415-847-6100

Cage: 93098

Name: CLOROX CO THE HEADQUARTERS

Address: 1221 BROADWAY

Box: 24305

City: OAKLAND CA 94612-1305 US

Phone: 510-271-7000

=====  
Ingredients  
=====

Cas: 7681-52-9

RTECS #: NH3486300

Name: HYPOCHLOROUS ACID, SODIUM SALT; (SODIUM HYPOCHLORITE)

% by Wt: 5.25

EPA Rpt Qty: 100 LBS

DOT Rpt Qty: 100 LBS

Ozone Depleting Chemical: N

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**A Typical Material Safety Data Sheet**  
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Ozone Depleting Chemical: N

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# The MSDS

The Material Safety Data Sheet (MSDS) is a good source of information about a hazardous chemical.

The MSDS is written by the manufacturer of the chemical. It is stored in your area in the MSDS Binder and in the master MSDS set in the Safety Office.

You have a right to see the MSDS for the chemicals you work with.

# The MSDS

- ∞ Product Identification
  - ∞ Hazardous Components
  - ∞ Physical Data
  - ∞ Fire & Explosion Hazard Data
  - ∞ Health Hazard Data
  - ∞ Spill & disposal procedures
  - ∞ Industrial Protective Equipment
  - ∞ Storage & Handling Precautions
  - ∞ Transportation Data
- ∞ The MSDS usually has 8-10 sections. The format varies for different companies, but the same information is required by law on each hazardous chemical.

# The MSDS

## ∞ Product Identification

This section gives you the identity – the name – of the product.

Next, it gives you the name and emergency phone numbers of the company that makes the product.

# The MSDS

## ∞ Hazardous Components

This section will tell you what the hazardous components of the chemical are.

The chemical name and exposure limits are also listed.

# The MSDS

## ∞ Physical Data

This section gives information such as boiling point, melting point, vapor pressure and density, etc.

Knowing these characteristics helps determine how the chemical will react to different conditions.

# The MSDS

## ∞ Fire and Explosion Hazard Data

This tells you the flash point – the temperature at which it may explode or start burning.

This section also tells you the type of fire extinguisher to use and other firefighting information.

# The MSDS

## ∞ Health Hazard Data

This important section tells you how the chemical may enter your body, possible health hazards, and symptoms of exposure.

It also gives emergency first aid procedures.

# The MSDS

## ∞ Reactivity Data

This section gives information about what may happen when this chemical is combined with others, or with air or water.

This helps you decide where and how to store the chemical and what mixtures to avoid.

# The MSDS

## ∞ Spill & Disposal Procedures

This tells you how to handle spills or other releases of the chemical.

It also lists disposal methods and any other safe handling information.

# The MSDS

## ∞ Industrial Protective Equipment

This section tells you the personal protective equipment (PPE) you should use when handling this chemical.

It also lists other protective measures, such as ventilation, which may be required.

# The MSDS

- ∞ Storage and Handling Precautions

This section gives you storage codes and other special handling instructions.

# The MSDS

## ∞ Transportation Data

This section gives you transportation data such as the shipping name, hazard classification, required labels, etc.

# Hazardous Material & Waste Management

Remember, you have a **RIGHT TO KNOW** about the hazardous chemicals you work with.

The MSDS contains the important information about the hazards and protective measures. It is available for you to read in your work area in the MSDS Binder, or in the MSDS Master Set in the Safety Office.

# Life Safety Management

It is important that all healthcare personnel recognize emergency situations and respond correctly and quickly to them.

Patients and visitors rely on you to protect them in emergencies.

Everyone must contribute to safety by recognizing and correcting or reporting situations which could lead to accidents or incidents.

Our patients, visitors, and colleagues depend on our safety awareness.

# Life Safety Management Plan

## What You'll Learn:

- ∞ The Life Safety Management Plan
- ∞ Characteristics of a fire
- ∞ Actions to take if a fire occurs
- ∞ Fire extinguisher operation
- ∞ About alarm/sprinkler systems

# Life Safety Management Plan

- ∞ The Life Safety Management Plan is designed to protect persons within the facility from danger of fire and provide guidelines for response in the event of an actual fire or fire drill.

# What is a Life Safety Management Plan

## Supposed to Do?

Our hospital recognizes that to protect patients, visitors, staff and property from fire and smoke, it is necessary to implement processes which will provide for the following:

- ∞ Protect patients, visitors, staff and property from fires.
- ∞ Ensure proper operation of fire detection, alarm, and suppression systems through a program of inspection, testing, and maintenance.

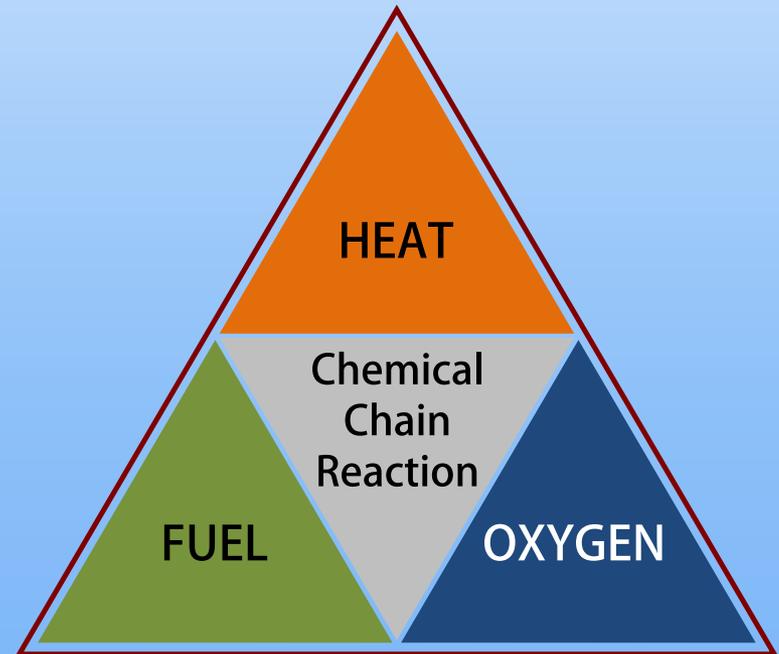
# What is a Life Safety Management Plan

## Supposed to Do?

- ∞ Provide portable fire extinguishers according to established criteria.
- ∞ Ensure that acquisitions such as curtains, furniture, waste baskets, bedding, and other equipment meet established fire safety criteria.
- ∞ Investigate and recommend actions to correct deficiencies, failures, and user errors in established fire safety criteria.
- ∞ Provide fire safety orientation for new employees and annual refreshers thereafter. Establish fire safety criteria.

# Fire Characteristics

- ∞ In order for fire to occur, four things must be present: Oxygen, Fuel, Heat, and a Chemical Chain reaction. This is represented by a Fire Tetrahedron. When any of the four (4) components are removed, the fire will go out. Fire extinguishers function by removing one of the four components of the fire tetrahedron.



# Fire Characteristics

Fuel

Oxygen

Heat

Chemical Chain Reaction

- ∞ Something that will burn
- ∞ From the air surrounding the fire
- ∞ Hot surface or spark
- ∞ A self sustaining chemical reaction that results from combining two substances. In this case, fuel and oxygen combined with heat cause a chemical reaction that gives off more heat. The production of heat sustains the chain reaction and the fire continues to burn.

# Staff Training

All staff are trained in the proper response to fire/smoke conditions and know their roles in such an event:

- ∞ Through New Employee Orientation
- ∞ Through participation in regular fire drills
- ∞ Through periodic retraining

# Your Actions

The “R” in **RACE** – Rescue

Your first priority is to get patients, visitors, and other employees out of immediate danger.

**Warn personnel!!** Help those who need help to get to safety.

*You must be the judge of when you should cease to rescue and get yourself to safety.*

# Your Actions

The “A” in **RACE** is for:

**Activate the Alarm.** The alarm will warn others and the fire department. Alarms can be found near most exits, on the wall at light-switch height.

**ALWAYS PULL THE ALARM – even for small fires. Never be afraid to activate a fire alarm!**

# Your Actions

The “C” in **RACE** is for:

## **Contain the Fire**

- ∞ **C**lose all doors
- ∞ **C**lear hallways of furniture, carts, etc.
- ∞ **S**moke doors in corridors will close automatically when the fire alarm sounds

# Your Actions

The “E” in **RACE** - **E**vacuate/**E**xtinguish

You should only try to extinguish the fire if you have attended hands-on training for the fire extinguishers. Use only one extinguisher and then evacuate the area immediately. Only safety or fire personnel should order evacuation of an entire floor.

Safely contain the fire while continuing evacuation of endangered persons.

# Fire Extinguishers

Most fire extinguishers provide 60 – 90 seconds of spray (depending on the size) in order to extinguish small fires or to slow or contain larger fires.

## IMPORTANT NOTE:

A fire extinguisher **WILL NOT** extinguish large fires! The primary intent of a fire extinguisher is to get you safely out of a fire.

# Types of Fire Extinguishers

There are different types of fire extinguishers for different types of fires:

Type A – ordinary combustibles (wood, paper, plastic)

Type B – flammable liquids

Type C – electrical fires

Type ABC – all of the above

# Which Type is Right for You?

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You don't need to remember which extinguisher to use.

The fire extinguisher appropriate for your area is placed there.

For general areas, the Type ABC is available. It can be used on all types of fires.

# Fire Extinguisher Operation

Use the word **PASS** to remember how to operate a fire extinguisher.

**P**ull the pin

**A**im hose at base of fire

**S**queeze the handle

**S**weep spray across base of fire

# Fire Extinguishers – Pull Pin

The pin prevents accidental discharge by blocking the handle from being squeezed. It is held in place by a safety strap.

To pull the pin, grasp the ring and pull or twist hard. The safety strap will break and the pin will come out.

**DO NOT squeeze the handle while pulling the pin!**

# Fire Extinguishers

## Aim Hose or Point the Nozzle

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- ∞ If possible, aim the hose at the base of the fire.

# Fire Extinguishers

## Squeeze the Handle

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The first S in PASS is for Squeeze the Handle. Squeezing the handle will start the extinguisher.

**Be sure you are holding and aiming the hose!**

# Fire Extinguishers

## Spray and Sweep

- ∞ The last S in PASS is for Spray and Sweep. Sweep the spray from the extinguisher back and forth across the base of the fire.

# Fire Extinguisher Summary

The steps in the fire extinguisher operation are:

- ∞ Pull pin
- ∞ Aim hose
- ∞ Squeeze handle
- ∞ Sweep spray

# Smoke and Heat Detectors

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Smoke and heat detectors can provide you with warning on a fire.

Treat alarms from these detectors as you would any alarm.

# Detector Warnings

In case of a smoke or heat detector alarm, remember RACE:

- ∞ Rescue personnel
- ∞ Activate other alarms
- ∞ Contain or Confine
- ∞ Extinguish or Evacuate

# Sprinkler Systems

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Sprinkler systems are designed to put a large amount of water on a fire in a hurry.

**Remember! Do not stack items within 18 inches of sprinklers.** It can obstruct the spray! Some areas have red lines to show limits for stacking.

# Life Safety Management Plan Summary

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You must be able to recognize emergency situations and respond correctly and quickly to them.

Both patients and visitors rely on **YOU** to protect them in emergencies.

# Safety Hazard Recognition

It is important that everyone at our Medical Center contributes to safety. This is accomplished by recognizing and correcting or reporting situations which could lead to accidents or incidents.

In this topic, you will learn how to identify office, fire, electrical, and chemical safety hazards.

# Reduce Workplace Hazards

## Fire Safety

- ∞ Do not block or wedge doors open that have self-closing devices. These doors help confine fire to keep it from spreading.
- ∞ Do not block access to fire alarms or extinguishers. Make them easy to get to in an emergency.
- ∞ Never tamper with alarms or extinguishers.
- ∞ Make sure emergency sprinklers will work when we need them! Do not hang items from them, and don't stack items within 18 inches of them.

# Reduce Workplace Hazards

## Electrical Safety

- ∞ Do not jerk electrical cords to unplug them.
- ∞ Do not plug too many plugs into one receptacle.
- ∞ Check electrical cords and plugs – look for cracks, frays, or bare wire. Don't use any with defects!
- ∞ Don't string electrical cords where someone may trip.
- ∞ Don't string cords over heat-producing equipment.
- ∞ Make sure Biomedical Engineering checks all electrical devices (personal & provided) before using them in the Medical Center.

# Reduce Workplace Hazards

## Office Safety

- ∞ Do not stack items on top of cabinets. They could fall and cause an injury.
- ∞ Don't leave drawers or files open where someone could trip.
- ∞ Use only approved ladders to reach high items. Standing on chairs or desks could cause a fall.

# Reduce Workplace Hazards

## Chemical Safety

- ∞ Read the label! Obey all precautions.
- ∞ Store chemicals properly. Use combustibles and biohazardous storage containers when required.
- ∞ Put a label on a secondary container you will be using if you will not be using all the contents immediately.

# Recognize Hazards

Recognizing safety hazards is easy. When you think about it, it's mostly a matter of applying common sense.

Sometimes the hard part is making the connection after you see something is wrong. Remember, we owe it our patients, visitors, and other employees to follow through when we see something unsafe and get it corrected.

**If we all cooperate, we can continue to maintain our excellent safety record.**

# Security Management Overview

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The goal of Security Management is to establish and maintain a program for protection of patients, staff, visitors and medical center property.

It is the intent of the Veterans Health Administration to provide protection for all properties, and to identify and evaluate security deficiencies that could be potential hazards, affecting the safety and security of patients, visitors, and staff.

This topic will help familiarize all employees with hospital security guidelines and regulations.

# Basic Security Guidelines

- ∞ Follow the healthcare system ID cards policy.
- ∞ Familiarize yourself with your work area staff so you can easily identify persons who may not belong there.
- ∞ Report any suspicious persons to the VA Police immediately.
- ∞ Watch for persons in uniform without identification. Even a person in uniform may not belong.
- ∞ Be aware of supplies and materials in your area that are desirable theft items. Follow established procedures for protecting them.
- ∞ Lock doors when leaving unattended areas.

# Identification Security

## Patient ID

Identification wrist bands are provided for patients by Emergency Room and Admitting clerks. ID wrist bands are to be worn by the patient at all times (unless medically impossible). If the wrist band is missing or unavailable, staff will confirm the patient's identity prior to procedures, tests and other processes. The ID wrist band will be replaced as soon as possible.

ID wrist bands are the primary method for patient identification.

# Identification Security

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## ID Badges

All employees are required to wear their ID badge. Badges are to be readily visible, with name and photograph easily observable. Photos are not to be covered.

# Security Management Guidelines on Theft Reduction

- ∞ Discourage patients from wearing jewelry or keeping large amounts of cash.
- ∞ Encourage patients to keep pocket money and personal items out of view. Closets and drawers in patient rooms should be kept closed.
- ∞ Secure computers and other expensive equipment to work stations if feasible.
- ∞ Put equipment and supplies away when not in use.
- ∞ Lock up purses and wallets when possible, or keep out of view.
- ∞ Lock desks and offices when unattended.

# Securing Valuables & Belongings

When a patient is admitted, the admitting clerk should ask if the patient desires to have any valuables deposited into the hospital safe. For the patient's generable belongings, a plastic Patient Belongings bag is issued and tagged with the patient's name.

Employee lockers are available. **If you have anything valuable, lock it up!**

# Complying with Security Regulations

Employees are expected to comply with all security regulations. Employees violating security regulations will be identified by the VA Police and staff. The security officer will make a report of the incident. The Department Manager will be notified.

Security violations are subject to disciplinary action and could result in termination.

# Security Regulations / Smoking Regulations

## **SMOKING IS PROHIBITED INSIDE THE HOSPITAL!**

All public and patient-care areas are “Smoke-Free”

Smoking is not permitted within the hospital’s buildings or vehicles. This restriction includes offices, restrooms, stairwells, and other areas.

Smoking by patients, staff and visitors, is limited to areas designated by signs.

# Security Regulations / Parking Regulations

- ∞ All employees are required to park in the designated employee parking areas on the hospital grounds.

# Security Regulations / Door Alarms

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Door alarms alert hospital personnel that someone has gone out one of the emergency exit doors.

All hospital employees have responsibility to respond to the door alarms when they have been activated.

# Security / Emergency Department

- ∞ Only patients, authorized family members or friends will be allowed in treatment areas at the discretion of the Emergency Department staff. Family members and friends will normally be restricted to the Emergency Department waiting room.

# Security Regulations / Pharmacy

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- ∞ Access is restricted to Pharmacy staff during normal operating hours.

# Security Regulations / Human Resources

- ∞ Limited access will be maintained by Human Resources during normal business hours. Other access to this area must be authorized by the Human Resources supervisor, or the VA Police.

# Security / Materials Management

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- ∞ Access is limited to Materials Management staff during normal operating hours. After hours, access to this area is controlled by the VA Police.

# Roles of the VA Police

- ∞ VA Police assist in the restraint of patients, as requested by appropriate nursing personnel.
- ∞ Interaction with people to deal with problems and disturbances may be necessary. A firm, non-physical approach will be utilized in the resolution of problems whenever possible. When a physical conflict is unavoidable, law enforcement agencies may be called for assistance

# Roles of the VA Police

- ∞ VA Police Department officers are responsible for following the chain of command as outlined in facility policies/procedures. VA Police take part in providing a safe, secure environment for patients, staff and visitors.
- ∞ Buildings and grounds surveillance is provided to deter theft and/or vandalism. VA Police will lock entrances and check interior doors as described in facility policy.

# Agitated, Assaultive & Violent People

In the event anyone becomes physically threatening or violent, notify the operator to active the “PROTEC” team.

1. Dial the emergency number, **3333**.
2. State “PROTEC” and give operator your name and location.
3. The “PROTEC” team members will proceed to the location to provide assistance.

# Medical Equipment Management

To ensure the safety of our patients, our healthcare system had designed and implemented a Medical Equipment Management Plan (MEMP). This module will show the importance of proper selection, use, inspection, and maintenance of medical and non-medical equipment to the safety and effectiveness of clinical care.

This module will discuss medical devices. The Safe Medical Device Act, MDR Reportable Events, and the Medical Equipment Management Plan.

# What is a Medical Device?

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- ∞ A medical device is any instrument, apparatus, contrivance, implant, or accessory that is used in the monitoring, diagnosis, treatment, or cure of disease or other conditions.

# The Safe Medical Device Act

The finalized version of this 1991 Federal Law became effective July 31, 1996. The law requires the hospital to submit a report to the manufacturer and/or FDA whenever it receives, or otherwise becomes aware of, information that reasonably suggests a device has (or may have caused or contributed to) the death or serious injury to a patient in the facility.

This is called a MDR Reportable Event.

# Reportable MDR Events

## What Should You Know!

- ∞ They are reportable on an Occurrence Report, and are completed during the shift in which they occur.
- ∞ They include instances of equipment failure, misuse and user error.
- ∞ They must be reported, observed or unobserved, even when it does not seem that the equipment failed or was misused.

# Reportable MDR Events

## What About the Equipment Involved?

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- ∞ Equipment must be saved for future inspection or testing, along with all accessories in use at the time of the incident.
- ∞ Equipment must be labeled and taken out of service.
- ∞ NOTE: Equipment should not be cleaned if this would affect the investigation.
- ∞ Equipment must be labeled if it contains bio-hazardous materials and is not cleaned. (Use Bio-Hazard label).
- ∞ Packing, inserts, labels, etc., should be saved for the Biomedical Engineer and/or Risk Manager. These materials may contain lot numbers, equipment model numbers, manufacturer information, etc.

# Reportable MDR Events

## Additional Information

- ∞ The Safe Medical Device Act also requires hospitals to develop procedures to track many types of medical devices that are implanted in the human body. This is done to facilitate the notification of recipients in the event of a device recall or alert. Safe Medical Devices policies are located in the Safety and Health Handbook.

# Medical Equipment Management Plan

The Equipment Management Plan is designed to:

- ∞ Ascertain the training of the staff who use or maintain equipment.
- ∞ Provide an electrically safe environment for patients and staff.
- ∞ Provide methods to assure that equipment will perform correctly or be removed from service.

# Equipment Management

## Equipment Analysis

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- ∞ A copy of your equipment user/training material must be kept in your department.

# Equipment Management

## Equipment Training

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- ∞ If your job requires you to use equipment and you are not sure how to operate it, you should ask your supervisor to provide you training before attempting to use the equipment.

# Equipment Management If You Are Not Sure

- ∞ All employees who are responsible for using or maintaining equipment must be trained or assessed in the use and care of this equipment each year, or as often as necessary.

# Equipment Management Training Materials

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All medical equipment receives a Safety Inspection, and a label is attached showing the acceptance of the unit for use.

**NOTE:** Any out of date label requires the unit to be removed from use.

# Equipment Management

## Equipment Problems

If you notice anything that does not work correctly, or has loose or frayed wires, you should **REPORT IT TO BIOMEDICAL ENGINEERING** immediately.

Put an “Out of Service” tag on the equipment with your Service, Date and Problem.

Do not use the equipment until checked or replaced by Biomedical. Get a back-up piece of the same equipment.

# Utility Systems Management

Each employee has the responsibility to properly utilize the Utility Systems, and to notify the appropriate service in case of failure.

In the event of a critical utilities systems failure employees should follow their department's Critical Utilities Systems Failure procedures, and notify Engineering during the day or the AOD at night.

# Utility Systems Management

## Water Supply Interruptions

- ∞ If the hospital's fresh water supply is interrupted for any reason, the hospital will activate the Emergency Plan as specified on the Critical Utilities Systems Failure Procedure which is located in the Emergency Management Plan.

# Utility Systems Management

## Electricity Supply Interruptions

- ∞ In the event of power outage, power will be restored by emergency generators to designated emergency outlets within 10 seconds.

# Utility Systems Management Plan

- ∞ The Utility Systems Management Plan, which is contained in the Safety and Health Handbook, provides for a process to promote a safe, controlled environment which minimizes the risk of utility failure, and ensures the operational reliability of utility systems.

# Utility Systems Management Plan

- Utility Systems can be identified as components of the following five types of systems:
- ∞ Life Support Systems (example: medical gas system, electrical system).
  - ∞ Infection Control Systems (ex. Heating, ventilation and air conditioning (HVAC) systems).
  - ∞ Environmental Support Systems (ex., elevators).
  - ∞ Communication Systems (ex., telephones)
  - ∞ Equipment Support Systems (ex., fire and alarm system)

# Summary & Review

- Congratulations – You have now completed the instructional part of this training module. You are now equipped with the knowledge and skills to:
- ∞ Respond appropriately in case of emergency
  - ∞ Demonstrate proper handling and identification of biomedical waste
  - ∞ Recognize employee rights regarding chemical hazards
  - ∞ Extract information from a MSDS sheet
  - ∞ Identify and respond to safety hazards
  - ∞ Respond to security guidelines and regulations