

SUBJECT: SAFETY MANAGEMENT PLAN	REFERENCE #1003
DEPARTMENT: AMBULATORY SERVICES	PAGE: 1 OF: 3
APPROVED BY:	EFFECTIVE: REVISED:

POLICY:

- The intent of _____ Facility’s Safety Management Program is to provide a physical environment that is free of hazards to patients, personnel and visitors and to manage activities to reduce the risk of injuries.
- The Safety Management Program is a set of activities focused on meeting _____ Facility’s safety needs. The objectives of the Safety Management Program include:
 - To provide education to personnel on the elements of the Safety Management Program;
 - To ensure safe work practices and conditions;
 - To reduce the risk of safety-related incidents by proactively evaluating systems in place and making necessary changes with the help of the Safety Officer, Performance Improvement Committee, Administration and departmental participation.
- As the field of safety management is constantly changing, it is understood that these objectives will achieve compliance over time, with revisions as appropriate to changes in the healthcare environment.

PROCEDURE:

- _____ Facility's Safety Management Plan includes the following elements:
- Maintaining and Supervising All Grounds and Equipment:
 - The Safety Officer will develop written policies and procedures to enhance safety within the Facility and its grounds. Monitoring of equipment and utility systems preventative maintenance and inspection procedures as well as education and training of users to protect against failure or user error.
- Risk Assessments Which Proactively Evaluate the Impact of Buildings, Grounds, Equipment, Occupants and Internal Physical Systems on Patient and Public Safety:
 - The Risk Assessment Program is designed to proactively evaluate the impact on patient care as it relates to safety of the buildings, grounds, internal physical systems and the safe practices of personnel.

HAZARD SURVEILLANCE DETECTION SURVEY NURSING SERVICES

Inspectors: _____ Title: _____ Date: _____

Area Surveyed: _____

Received by committee: _____ Sent to Department: _____ Action copy returned: _____

Work Practices	Y	N	N/A	Comments
1. Staff able to demonstrate knowledge and skill of their role and expected participation in the safety management program?				
2. Staff able to demonstrate knowledge and skill of their role and expected participation in the security management program?				
3. Staff able to demonstrate knowledge and skill of their role and expected participation in the hazardous materials and waste management program?				
4. Staff able to demonstrate knowledge and skill of their role and expected participation in the emergency preparedness program?				
5. Staff able to demonstrate knowledge and skill of their role and expected participation in the life safety program?				
6. Staff able to demonstrate knowledge and skill of their role and expected participation in the medical equipment management program?				
7. Staff able to demonstrate knowledge and skill of their role and expected participation in the utilities management program?				
8. All nursing personnel instructed in proper lifting and body mechanics? Who provides instruction? How often? Last date?				
9. Instructions given in use of oxygen and its hazards? Date of last instruction? Oxygen tanks secured appropriately				
10. Signs available when oxygen in use?				
11. How are equipment malfunctions reported? Tags used to identify hazards?				
12. Are operators trained in proper operating procedures for their equipment? By whom? How often are safety rules reviewed?				
13. Is equipment being repaired locked out? Do all employees know lock out rules?				
14. Standard Precautions observed at all times?				

SUBJECT: HAZARDOUS CHEMICAL COMMUNICATION PROGRAM	REFERENCE #3012
	PAGE: 1 OF: 6
DEPARTMENT: AMBULATORY SERVICES	EFFECTIVE:
APPROVED BY:	REVISED:

PURPOSE:

The purpose of this program is to ensure that the hazardous chemicals used by each department in _____ Facility are evaluated and that information concerning the hazards is transmitted to affected personnel within the department. The information transmitted will include container labeling and other forms of warning, Material Safety Data Sheets and personnel training about toxic substances used in the facility that could affect the health of employees.

SCOPE:

Any chemical which is known to be present in the work place in such a manner that personnel may be exposed under normal conditions of use or in a foreseeable emergency

DEFINITIONS:

- Hazardous Chemical - is any chemical for which there is a physical hazard or health hazard.
- Physical Hazard - is a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, an explosive, an organic peroxide, an oxidizer, or that is unstable (reactive), water-reactive or flammable.
- Health Hazard - is a chemical for which there is statistically significant evidence, based on at least one (1) study conducted in accordance with established scientific principles, that acute or chronic health affects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxic, irritants, corrosive, sensitizers, hematotoxins, nephrotoxins, neurotoxin agents which act on the hematopoietic system and agents which damage the lungs, skin or mucous membranes.
- Label - is any written, printed or graphic material displayed or affixed to containers of hazardous materials.
- Material Safety Data Sheets (MSDS) - are written or printed materials concerning a hazardous chemical which is prepared by the manufacturer for each hazardous chemical produced.
- Training - means to make proficient with specialized instruction and practice.

ANNUAL EVALUATION OF THE EFFECTIVENESS OF THE LIFE SAFETY PROGRAM

Were fire drills conducted on at least a quarterly basis for all personnel, on all shifts, in all areas of every building?

Was performance of all areas during fire drills evaluated?

Were problems identified during the drills? Please explain and include actions taken to resolve the problems:

Were the actions taken effective? What was the final resolution?

Were the results of fire drills communicated to the Safety Committee?

Were there recommendations from outside agencies (i.e., fire marshal)? Describe:

SUBJECT: UTILITY SYSTEMS MANAGEMENT PLAN	REFERENCE #7001
DEPARTMENT: AMBULATORY SERVICES	PAGE: 1 OF: 5
APPROVED BY:	EFFECTIVE:
	REVISED:

POLICY:

- _____ Facility's Utility Systems Management Plan's scope is to maintain a utility systems management program, which promotes a safe, controlled and comfortable environment of care.
- Utility systems management is a function and set of activities focused on meeting the Facility's utility systems needs. The objectives of the Utility Systems Management Program include:
 - Minimizing risks of utility failures;
 - Ensuring reliability of the utility systems;
 - Inspecting, testing and maintaining the critical operating components of the utility systems.
- As the field of utility systems management is constantly changing, it is understood that these objectives will achieve compliance over time, with revisions as appropriate to changes in the healthcare environment.

PROCEDURE:

- This Facility's Utility Systems Management Plan includes the following elements.
- Assess and Minimize Risks of Utility Failures and Ensure Operational Reliability of Systems:
 - The Utility Systems Management Program is designed to assure operational reliability, assess risks, respond to failures and train users and operators of the utility system components, thus promoting a safe, controlled and comfortable environment.
 - There is a comprehensive preventive maintenance program that includes a written testing and maintenance program for all utility components included in the program at established intervals of _____. It is the responsibility of the _____ Manager to keep the preventive maintenance program accurate and ongoing.
 - See Utility Systems Preventive Maintenance Policies and Forms.