

SUBJECT: SAFETY MANAGEMENT PLAN	REFERENCE #1001
DEPARTMENT: AMBULATORY SERVICES	PAGE: 1 OF: 14
APPROVED BY:	EFFECTIVE: REVISED:

MISSION:

Insert your mission statement for the Safety Management Plan. Be sure that the mission for the plan reflects the mission statement of the organization. *You will want to emphasize that the plan focuses on the management of the environmental safety of patients, staff and others through identification of safety risks and the planning and implementing of processes to minimize the likelihood of those risks.*

SCOPE:

The scope of the Safety Management Plan defines the processes which _____ Facility utilizes to provide our patients, staff and visitors with a physical environment free of hazards and manages activities proactively through risk assessment to reduce the risk of injuries to patients, staff and other individuals coming to the facility.

Note: If your organization has multiple sites or locations, you may choose to have separate management plans for each location or have one comprehensive set of plans. Whichever method your organization chooses, the organization must address specific risks and any unique conditions at each site/location.

OBJECTIVES:

The objective of _____ Facility's Safety Management Plan is to control known and potential safety hazards to our patients, staff and visitors.

GOALS:

- The goals of _____ Facility's Safety Management Plan include the following:
 - Maintain a safe environment and conditions for patients, staff and visitors
 - Reduce and control environmental hazards and risks of safety-related incidents by proactively evaluating systems in place and make the necessary changes through the Safety/Environment of Care Committee, Performance Improvement Committee, administration and departmental participation
 - Reduce and prevent accidents and injuries to patients, staff and visitors
 - Provide education to all staff on the elements of the Safety Management Program

HAZARD SURVEILLANCE DETECTION SURVEY AMBULATORY SURGERY

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, including pharmaceutical waste?				
4. Staff able to demonstrate knowledge and skill of their role and expected participation in the emergency management plan?				
5. Staff able to demonstrate knowledge and skill of their role and expected participation in the life safety/fire prevention 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 utility systems management program?				
8. All nursing staff instructed in proper lifting and body mechanics? If yes, by whom? How often?				
9. Instructions given in use of oxygen and its hazards?				
10. Signs available when oxygen in use? Last date training given?				
11. How are equipment malfunctions reported? Tags used to identify hazards?				
12. Is equipment being repaired locked out? Do all employees know lock out rules?				
13. Standard Precautions observed at all times?				
14. OSHA Bloodborne Pathogens Regulations observed?				
15. Personal protective equipment provided? Instructed in use of that equipment? Equipment used appropriately?				

SUBJECT: HAZARDOUS MATERIALS AND WASTE - TRAINING	REFERENCE #3017
	PAGE: 1 OF: 3
DEPARTMENT: AMBULATORY SERVICES	EFFECTIVE:
APPROVED BY:	REVISED:

POLICY:

Employees shall receive education/training at orientation, annually and as needed, regarding hazardous materials and how to control exposure to these hazardous materials.

EMPLOYEE RESPONSIBILITIES:

- Obey established safety rules.
- Use personal protective equipment as required.
- Inform your supervisor of:
 - Any symptoms of overexposure that may possibly be related to hazardous materials
 - Missing labels on containers
 - Malfunctioning safety equipment
 - Any damaged containers or spills must be reported immediately

TRAINING:

- Purpose:
 - This procedure outlines the facility policy for training staff who are required to handle hazardous materials.
- Scope:
 - Training for staff will include, at a minimum, the following areas (as appropriate):
 - The Hazard Communication/Right to Know Law
 - Symptoms associated with overexposure to hazardous materials; what to do if overexposed to hazardous materials
 - Physical and health risks associated with hazardous materials
 - First Aid treatment

SUBJECT: MEDICAL EQUIPMENT MANAGEMENT PLAN	REFERENCE #5101
DEPARTMENT: AMBULATORY SERVICES	PAGE: 1 OF: 11
APPROVED BY:	EFFECTIVE: REVISED:

MISSION:

Insert your mission statement for the medical equipment management plan. Be sure that the mission for the plan reflects the mission statement of the organization.

SCOPE:

- The scope of medical equipment management plan defines the processes which _____ Facility provides for the safe and proper use of medical equipment used in the patient care setting. This facility has contracted with the following companies to provide services (include the name of the company and what equipment services are supplied):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

OBJECTIVE:

The objective of _____ Facility's medical equipment management plan is designed to assess and control the physical and clinical risks of all equipment used in the diagnosis, treatment, monitoring and care of our patients.

GOALS:

- The goals of _____ Facility's medical equipment management plan includes the following:
 - To minimize the clinical and physical risks of equipment through inspection, testing and regular maintenance
 - To establish criteria for identifying, evaluating and inventorying equipment which is included in the program

SUBJECT: UTILITY SYSTEMS MANAGEMENT PLAN	REFERENCE #6001
DEPARTMENT: AMBULATORY SERVICES	PAGE: 1 OF: 13
APPROVED BY:	EFFECTIVE: REVISED:

SCOPE:

The Utility Systems Management Plan monitors and evaluates the utility systems in use at _____ Facility according to applicable laws and regulations.

OBJECTIVE:

The objective of _____ Facility's Utility Systems Management Plan is designed to provide a safe, controlled and comfortable patient care and treatment environment by ensuring the operational reliability of utility systems, reducing the potential for organization-acquired illness to be transmitted through the utility systems and assessing the reliability and minimizing the potential risks of utility system failures.

GOALS:

- The goals of _____ Facility's Utility Systems Management Plan includes the following:
 - To minimize the occurrence of unplanned utility systems failures or interruptions
 - To provide preventive maintenance of the utility systems ensuring reliability
 - To investigate all utility system problems, failures or user errors
 - To reduce the potential for organization-acquired illness to be transmitted through the utility systems

RESPONSIBILITY:

The Engineering Department Director is responsible for maintaining the Utility Systems Management Program.

ASSESS AND MINIMIZE RISKS OF UTILITY FAILURES, REDUCE THE POTENTIAL FOR ORGANIZATIONAL-ACQUIRED ILLNESS AND ENSURE OPERATIONAL RELIABILITY OF SYSTEMS:

- The Utility Systems Management Program is designed to assure operational reliability, reduce the potential for organizational-acquired illness, assess risks, respond to failures and train users and operators of the utility systems components, thus promoting a safe, controlled and comfortable environment.