

SUBJECT: HAZARDOUS MATERIALS AND WASTE MANAGEMENT PLAN	REFERENCE #2014
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 OF: 12
APPROVED BY:	EFFECTIVE: REVISED:

OBJECTIVE:

The objective of the Hazardous Materials and Waste Management Plan is to develop a system that addresses the identification, selection, handling, storage, use and disposal of hazardous materials and wastes.

GOALS:

- The goals of the Hazardous Materials and Waste Management Plan include the following:
 - To provide education to staff on the elements of the Hazardous Materials and Waste Management Program
 - To assure staff training in the Hazardous Materials and Waste Management Program is effective
 - To identify, evaluate and inventory hazardous materials and waste generated or used consistent with applicable regulations and laws
 - To provide adequate space and equipment for the safe handling and storage of hazardous materials and waste
 - To establish emergency procedures to use during hazardous materials and waste spills or exposures

RESPONSIBILITY:

- The Safety Officer, Materials Management Director, Environmental Services Director and Safety/EOC Committee are responsible for developing, implementing, monitoring and managing the Hazardous Materials and Waste Management Program.
- Environmental Services Director:
 - Shall assist the Safety Officer in maintaining the Hazardous Materials and Waste Management Program
 - Shall assist in investigation of all hazardous materials and waste spills and exposures.

POSITION DESCRIPTION / PERFORMANCE EVALUATION

Job Title: Environmental Services Director
 Prepared by: _____
 Date: _____

Supervised by: Chief Operating Officer
 Approved by: _____
 Date: _____

Job Summary: Plans, organizes, supervises, coordinates and controls the activities of the Environmental Services Department. Directs the department's performance improvement plan.

DUTIES AND RESPONSIBILITIES:

3 = Exceeds Performance

2 = Expected Performance

1 = Needs Improvement

Demonstrates Competency in the Following Areas:

Develops, evaluates and implements departmental policies and procedures, goals and objectives and standards of work.	3	2	1
Prepares, evaluates and controls the department's annual budget.	3	2	1
Develops and applies the standards of quality and productivity.	3	2	1
Inspects and evaluates physical condition of the hospital.	3	2	1
Submits recommendations to management for painting, repairs, furnishings, relocation of equipment and reallocation of space.	3	2	1
Periodically inventories equipment and supplies.	3	2	1
Investigates new and improved cleaning equipment, methods and supplies and communicates information to employees.	3	2	1
Selects and purchases new furnishings.	3	2	1
Ensures linen supply is clean and that there is an adequate supply available at all times.	3	2	1
Reviews linen usage statistics and maintains loss and cost controls.	3	2	1
Properly hires, orients, trains, evaluates and disciplines staff within established policy.	3	2	1
Schedules staff to ensure proper coverage of the hospital.	3	2	1
Develops orientation and ongoing training programs for the hospital and department staff.	3	2	1
Provides staff with timely, complete and documented orientation and training.	3	2	1
Conducts performance evaluations in a timely, measurable and objective manner.	3	2	1
Participates in information management, performance improvement and infection control programs.	3	2	1
Serves on the hospital Safety Committee and Hazardous Materials and Waste Subcommittee.	3	2	1
Prepares and submits reports as requested by Administration.	3	2	1
Ensures compliance with Joint Commission, federal, state and local regulations and standards.	3	2	1

SUBJECT: INFECTION CONTROL OVERVIEW FOR ENVIRONMENTAL SERVICES	REFERENCE #4001
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 OF: 5
APPROVED BY:	EFFECTIVE: REVISED:

PURPOSE:

To control the spread of infection, _____ Hospital shall use evidence-based national guidelines, or in the absence of such guidelines, expert consensus to guide infection control practices throughout the organization.

RESPONSIBILITIES:

- Environmental Services Director:
 - Supervises all activities in the department
 - Assesses skills of staff in the department
 - Evaluates products used in the department and submits to the Infection Control Committee for approval, as appropriate
 - Acts as consultant to the Infection Control Committee
 - Reviews possible role of fomites in infection outbreaks
 - Provides educational programs for Environmental Services Department employees and documents attendance
 - Submits all departmental policies and procedures relative to infection control to the Committee; reviews and revises annually

- Infection Control Practitioner:
 - Assists Environmental Services Director in evaluation of sanitation practices
 - Assists in infection control related programs for Environmental Services Department
 - Periodically assesses infection control practices in the department

SUBJECT: CERAMIC TILE AND GROUT CLEANING AND SEALING	REFERENCE #8004
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 OF: 2
APPROVED BY:	EFFECTIVE: REVISED:

POLICY:

- _____ Hospital shall ensure that any ceramic, porcelain and quarry tiles used within the facility are properly cleaned and maintained.
- Topical sealers and finishes shall not be applied to ceramic or tile floors.

PROCEDURE:

- Daily Maintenance:
 - Dust mopping, sweeping or vacuuming shall be used, followed by spot, wet or flood-mopping with a degreaser, disinfectant or neutral detergent solution.
 - Solution shall be removed using a wet vacuum.
 - A synthetic pH neutral detergent shall be used for heavy soil.
 - Detergent used is _____.
 - Steel wool pads shall never be used to clean ceramic tile surfaces.
 - Damaged grout shall be repaired immediately.
- Periodic Maintenance:
 - All portable items shall be moved for complete access to the floor.
 - Dust mopping, sweeping or vacuuming shall be used to remove all loose dirt.
 - The floor shall be flood-mopped with an appropriate degreaser, disinfectant or neutral detergent, following manufacturers instructions at all times.
 - A soft to medium-soft bristle nylon or nylon grit brush shall be used for scrubbing or stripping.

SUBJECT: CLEANING THE NURSERY	REFERENCE #8022
DEPARTMENT: ENVIRONMENTAL SERVICES	PAGE: 1 OF: 2
APPROVED BY:	EFFECTIVE: REVISED:

POLICY:

- The Environmental Services Department staff will clean all areas of the Nursery.
- Phenolic disinfectants **will not** be used in the Nursery. Fumes from phenols are noxious, and infants cannot metabolize the fumes.
- Emergency response services are available 24 hours per day.

PROCEDURE:

- The Environmental Services Department staff will gain access and exit to the Nursery by a Nursery staff nurse. All staff must have their ID badges in full view.

or
- Environmental Services Department staff will follow the controlled access procedure when entering the Nursery.
- The Environmental Services Department employee will keep the cleaning cart in view at all times when outside of the locked closet. When cleaning assignment has been completed, the cleaning cart will be returned to the storage closet and the closet will be locked.
- Environmental Services Department staff and Nursery staff will keep the Nursery clean and dust free.
- Environmental Services Department staff will use established cleaning methods that minimize dust dispersal.