

 CARE COORDINATION	Page # 1 of 4	Section: Safety and Environment Care	Policy #: EE-03
	Approved by: 		Date: 4/12/17 Review by: 4/12/18
	Supersedes: 12/9/03, 10/06, 8/09, 4/12, 2/14, 4/15, 5/11/16		
	Date Revised: 4/12/2017		
	Primary Responsible Parties: Terry Schadt Secondary Responsible Parties: Susan Gulley		
Joint Commission Standard: PC			
SUBJECT: ENVIRONMENTAL SAFETY (STAFF RESPONSIBILITIES)			

- I. POLICY:
The UnityPoint Health –Methodist | Proctor will provide a safe environment for all patients.
- II. PURPOSE AND STANDARD:
Describe guidelines to ensure a safe environment for patients.
- III. POLICY SCOPE:
This Policy applies to Methodist | Proctor hospitals and any of its employees and/or members of the medical staff engaging in the procedures described herein.
- IV. GENERAL INFORMATION:
 - A. All employees who are in contact with patients are responsible for providing a safe environment and for reporting any potential safety hazards.
 - B. It is the responsibility of the person assigned to the patient's care to evaluate the patients' needs and to insure competent, safe measures are used in implementing patient care.
 - C. It is the responsibility of all employees to be aware of Methodist | Proctor policies which are designed to insure a safe environment; use of safe equipment, safe practices in caring for the patient, and meeting the patient's needs.
 - D. Personnel may only operate equipment in which they are trained and authorized to use.
 - E. Proper reporting mechanisms include:
 - 1. Unexpected or adverse events should be reported to the appropriate authorities in timely manner.
 - 2. Maintenance work order reports-any piece of equipment not working properly is to be reported promptly to that department and to your supervisor. The equipment shall be removed from service and labeled with a defective equipment tag with a

note identifying the suspected problem, the department, and the employee's signature. Report problem to the Call Center Support Line at #4444

D. ELECTRICAL SAFETY

With the increasing number of electrical devices being used, certain safety precautions must be utilized to protect the patient.

1. Inspect portable electric equipment for frayed insulation and broken or cracked plugs before using them and note unusual noise or odors while equipment is in use.
2. Protect electric cords from abuse when moving bedside tables, beds and chairs
3. If touching one electrical appliance while in use, avoid making contact with other metal furnishings or electrical appliances.
4. Keep your hands dry when making contact with electrical appliances while in use.
5. Keep electric cords out of the way to avoid tripping hazards by patients, visitors and personnel.
6. Always check for appliances under or over the bed before raising or lowering the bed.
7. When operating an electric bed, note malfunctions or irregular movements and notify your supervisor and Facility Services Department immediately.
8. While hospitalized patients may use their own battery operated electrical items such as shavers or radios, it is preferable that patients do not bring in other electrical appliances.

E. PURCHASING ELECTRONIC MEDICAL EQUIPMENT

1. Upon receiving the equipment, the Department must notify the Clinical Engineering Department for a visual check and electrical testing to insure the safety for all persons exposed to the equipment.
2. If equipment does not meet electrical and mechanical safety standards, its use will be prohibited until a safe piece of equipment has been received.
3. This policy also applies to leased, rented, trial use and loan equipment.

F. STRETCHER CARTS

1. Carts must be checked for safe mechanical conditions before use.
2. Travel at a moderate pace; stay on the right side of the corridor. Have your cart under control at all times. Move with all reasonable precautions at intersections, stairways and elevators.
3. Do not push carts into corridor doors. Pull cart through doors being careful of door hardware.
4. The patient should be moved feet forward and secured with safety straps or siderails in place.
5. If your patient is conscious, caution him/her to keep his/her hands, arms and feet under the blanket and on the cart.
6. When IV stands or irrigation equipment are used on patient carts, they must be anchored securely.
7. The patient must be helped from the bed to the cart, or cart to the bed.
8. Caster brakes on beds and carts must be locked to keep the bed and cart from separating while handling patient during transfer.
9. Any cart that makes a noise as it is being pushed should be reported to Facility Services Department. (Include cart number and location where the cart can be

found)

G. WHEELCHAIRS

1. Visually check wheelchair for safe mechanical condition prior to use.
2. Always lock the brakes on a wheelchair before moving patients in or out.
3. Be certain patient's feet are placed on foot rests.
4. Travel at a moderate pace; stay on the right side of the corridor.
5. When going into or out of an elevator, stand with your back toward the elevator door and pull the stretcher or wheelchair into or out of the elevator.

H. SIDERAILS

Siderails may be used to assure patient safety at the staff's discretion. No more than three siderails may be used. One siderail should be left down for ease of patient exit.

I. MISCELLANEOUS SAFETY CONSIDERATIONS

1. Place patient's call light within reach and properly instruct on its use before leaving the room.
2. Check all soiled linens for personal effects, instruments, pins, sharps, and other articles before placing them into laundry carts to prevent injury to laundry employees.
3. Dispose of broken glassware and razor blades in sharp containers provided for this purpose.
4. Make sure all containers are clearly labeled as to their contents.
5. All critical life support equipment shall be plugged into the red emergency power outlets at all times.
6. Any piece of medical equipment that fails during use, the operator shall remove malfunctioning, defective or unsafe medical equipment from the patient care area and attach a red "Defective" tag on the equipment indicating the exact problem on the tag. Patient care staff shall use emergency clinical interventions necessary and/or back-up equipment to continue with patient treatment.

J. PATIENT ROOMS:

1. Beds:
 - a. Beds are to be maintained in low position when in use, except when care is being given.
 - b. Wheels are to be locked except when bed is being moved.
 - c. Siderails:
Staff discretion based on patient condition, will determine appropriate use of siderails.
 - d. Electric beds are to be inspected annually by the Facilities Services Department.
 - e. Cords, controls, and electric plugs are to be inspected frequently and any defects in the operation of the bed are reported to Facility Services Department.
 - f. Soiled linen and/or trash collection receptacles shall not exceed 32 gallons within a 64 square foot area. Areas should be marked with a number sticker on the floor as to location of soiled linen hampers and trash receptacle placement which would not exceed required footage. It is the responsibility of the department to maintain compliance and Facility Services Department to

install stickers for proper placement

- g. **Mental Health Units:** special hospital beds are utilized as required by specific regulations within these units.

K. Cribs:

1. Crib sides are to be up and securely fastened at all times except when patient care is being given.
2. Both crib sides are not to be down at the same time.
3. Crib tops are to be used for active toddlers - determined by lead nurse.

L. Floors:

1. Floors are to be kept dry and free from clutter.
2. Electric cords and tubing are to be kept out of walkways.

M. Bathroom-Hand rails are provided.

1. If bathrooms in departments have locks installed, the Department shall have a key, the key shall be labeled and made available and staff educated to its location to be used in an emergency.

N. Corridors:

- a. Exits and exit passageways shall not be blocked in any manner.
- b. Wet mopped or waxed areas are to be clearly identified with signage.
- c. Doors are not to be propped open; doors must have a positive latch mechanism.
- d. Furnishings shall only be in corridors / walkways if a minimum width of 8 feet in the corridors and walkways can be maintained.

Reference:

Department of Center for Analytics & Accreditation, Safety Officer. UnityPoint Health-Methodist | Proctor -2017