

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: All staff

Date Distributed: 5/4/2018
Due Date: 5/31/2018
Implementation: 5/8/2018

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Electrical Safety SGAH.SA10 v3
Description of change(s):
Section 5: revised required equipment checks to match practice Section 6: added SOP This revised SOP will be implemented on May 8, 2018

Document your compliance with this training update by taking the quiz in the MTS system.

Non-Technical SOP

Title	Electrical Safety	
Prepared by	Bryan Mason	Date: 1/27/2011
Owner	Robert SanLuis, Stephanie Codina	Date: 3/7/2018

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

TABLE OF CONTENTS

1. PURPOSE.....	2
2. SCOPE.....	2
3. RESPONSIBILITY.....	2
4. DEFINITIONS.....	2
5. PROCEDURE.....	2
6. RELATED DOCUMENTS	3
7. REFERENCES	3
8. REVISION HISTORY.....	3
9. ADDENDA AND APPENDICES	3

1. PURPOSE

This Standard Operating Procedure (SOP) outlines practices for electrical equipment within the laboratories of Quest Diagnostics at Germantown Emergency Center, Shady Grove Medical Center and Washington Adventist Hospital.

2. SCOPE

This SOP is applicable to the laboratories of Quest Diagnostics at Germantown Emergency Center, Shady Grove Medical Center and Washington Adventist Hospital.

3. RESPONSIBILITY

Department management is responsible for ensuring compliance to the requirements of this SOP.

The Laboratory Services Director or designee is responsible for review and revision of this SOP as needed.

4. DEFINITIONS

None

5. PROCEDURE

A. All electrical appliances used must be equipped with a three pronged grounded plug or insulated plug.

B. All emergency outlets (those which function when the main power source is interrupted) are red in color. These red outlets are used for essential equipment during a power failure.

C. Any electrical appliance/equipment that does not function properly should be taken out of service and referred to the entity / company providing electrical checks.

- D. Extension cords may not be more than 12 feet in length and must be provided by hospital facilities / maintenance and/or engineering.
- E. Any electrical equipment utilized by laboratory staff that does NOT have a UL certification must be inspected before use and have a label applied by hospital facilities / maintenance and/or engineering. This includes clinical and electronic equipment, as well as small appliances (microwaves, water coolers, coffee makers, etc.).
- F. Additional electrical safety checks are only required if a repair is made related to an electrical problem. Refer to procedure *Equipment Records and Repair* for details.
- G. Personal humidifiers or heaters MAY NOT be used in any area unless they are approved by hospital facilities / maintenance and/or engineering.
- H. Monthly safety audit process includes a basic electrical safety review.

6. RELATED DOCUMENTS

Monthly Safety Audit
 Equipment Records and Repair

7. REFERENCES

None

8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes Electrical Safety, dated 2/9/2004		
000	2/18/2016	Section 1 & 2: remove Nichols Institute Section 3: update job titles Section 5: replace engineering depts. with hospital facility/entity/company as appropriate; delete loaner and patient care equipment, delete receptacle testing Section 6: add SOP Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13	L Barrett L Loffredo	L Loffredo
1	3/7/2018	Updated owner Header: added other sites Section 3: updated director job title	L Barrett	R SanLuis
2	4/20/2018	Section 5: revised required equipment checks to match practice Section 6: added SOP	L Barrett	R SanLuis

9. ADDENDA AND APPENDICES

None