

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 7:	Management of the Environment of Care
PROCEDURE 7.33:	Tool Control
REVISED:	03/23/09; 02/18; Reviewed 06/18
Governing Body Approval:	12/11/14; 04/26/18

PURPOSE: It is the policy of Connecticut Valley Hospital (CVH) to insure that all tools are properly secured and accounted for at all times.

SCOPE: All staff working in patient accessible areas.

POLICY:

All staff members at CVH play a role in the safe operation of the facility. The proper management of the environment includes the identification, management, and elimination of hazards to patient, staff, and visitors.

PROCEDURE:

All tools will be accounted for prior to entering and leaving all patient accessible areas and all patient care units. All staff including but not limited to Plant Operations staff, vendors and contractors are required to maintain positive control of all tools brought onto the units or patient accessible areas. All, vendors and contractors will be escorted, by CVH staff, when in patient areas to assure that all tools are present and accounted for. **Any missing tools must be reported to the responsible maintenance supervisor immediately.** All areas where work was performed will be inspected by Plant Operations staff, Police Officers (Whiting), or any other escorting staff prior to leaving the area to assure that all tools, equipment and materials have been collected and removed.