

**CONNECTICUT VALLEY HOSPITAL
OPERATIONAL PROCEDURE MANUAL**

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| SECTION II: | ORGANIZATION FOCUSED FUNCTIONS |
| CHAPTER 7: | Management of the Environment of Care |
| PROCEDURE 7.5: | Safety Hazards |
| REVISED: | 2/23/07; 01/28/10; 04/13; 6/27/16; Reviewed 06/18 |
| Governing Body Approval: | 04/25/13; 7/14/16; 06/27/2018(<i>electronic vote</i>) |

PURPOSE: All staff members of Connecticut Valley Hospital (CVH) play a role in the safe operation of the facility. The identification and timely reporting of safety hazards in the environment is critical.

SCOPE: All CVH staff

PROCEDURE:

The hospital identifies safety hazards through a number of surveillance activities which include:

1. Fire Marshall Inspections;
2. Building Inspections by Maintenance personnel;
3. Environmental Rounds conducted by the Divisional Management of the Environment of Care (MEC) Committees;
4. Daily observations by employees and Agency Police;
5. Vehicle inspections by garage personnel;
6. Incident Report reviews; and
7. Worker’s Compensation reviews;
8. Grounds Surveillance Report

When a safety hazard is identified as part of the above surveillance activities, the reviewer reports the safety hazard to the Plant Facilities Engineer.

The Director of Plant Operations assigns the appropriate staff to correct the hazard or eliminate access to the hazard until the repair is made.

Employees who come upon a safety hazard should report the hazard immediately to the Plant Facilities Engineer or the Building Maintenance Supervisor.

When reporting the safety hazard, the caller includes:

1. the nature of the hazard, e.g., broken outlet;
2. the location of the hazard, e.g., Battell North 4, Room 426; and
3. any other helpful information, e.g., behind the counter.