

WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 7:	Management of the Environment of Care
PROCEDURE 7.5:	Safety Hazards
Governing Body Approval:	6/10/18, 3/1/19
REVISED :	3/1/19

PURPOSE: All staff members of Whiting Forensic Hospital (WFH) 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 WFH staff

PROCEDURE:

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

1. Fire Marshall Inspections;
2. Building Inspections by WFH and CVH Maintenance personnel;
3. Environmental Rounds conducted by the 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

If a safety hazard is identified in a patient care area, the Head Nurse will assess the hazard and determine if it must be monitored by staff until it is repaired or removed from the area. These hazards include but are not limited to: door locks that are not functioning properly; broken or exposed metal or other sharps; and any material that could be harmful to patients or staff.

When a safety hazard is identified as part of the above surveillance activities, the reviewer reports the safety hazard to the facility Safety Officer.

If the Safety Officer is unable to fix the hazard with internal resources, he will contact the CVH Director of Plant Operations, in his role as facility manager for our landlord organization, to assign 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 facility Safety Officer 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., Dutcher North 3, Room 326; and
3. any other helpful information, e.g., behind the counter.

Any adaptive/medical equipment must be ordered by a physician and noted on the physician's order sheet. If such equipment poses a safety or security risk, the request for such equipment must be reviewed and approved by the respective Service Medical Director, Agency Police and Safety Officer prior to implementation. If approved, the equipment may be added to the unit's sharps count or other safety checklist such as the Environmental Rounds or Medical Equipment Form in order to ensure a safe environment.