



# Rancho Los Amigos National Rehabilitation Center PHYSICAL THERAPY DEPARTMENT POLICY AND PROCEDURE

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## EQUIPMENT SAFETY PROGRAM

**Policy No.:** 520  
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**PURPOSE:** To describe the Physical Therapy Equipment Safety Program.

**POLICY:** In conjunction with Facilities Management/BioMedical Department, the Physical Therapy Department has a program for inspection of equipment to ensure electrical safety, maintenance and referral for repairs.

### PROCEDURE:

#### I. ELECTRICAL EQUIPMENT

##### A. New Equipment

1. Any new electrical equipment purchased by the Physical Therapy Department or for the Physical Therapy Department is checked by the electrician before delivery to the department.

##### B. Equipment in Use

1. It is the responsibility of the Facilities Management/Bio Medical Department to check all electrical equipment used in direct patient care at the prescribed interval designated for that piece of equipment.
2. To request a safety inspection, Call Ext 5-6329 during normal working hours (Mon-Fri 7:00a.m. – 4:30 P.m.) and complete online work order requests.
3. A safety inspection sticker is placed on the equipment following the electrical safety check to indicate the date the inspection was performed.
4. The P.T. supervisor will report to Facilities Management/Bio Medical Department immediately any electrical equipment that is overdue to be checked. It is then the responsibility of facilities management to complete the timely inspections.

5. A visual inspection of electrical cords is performed once a month as part of the Physical Therapy Department's safety check of equipment.
6. Electrical equipment that is unrelated to patient care is to be checked by Facilities Management/Bio Medical Department at time of delivery.

## II. NON-ELECTRICAL EQUIPMENT

### A. New Equipment

1. Equipment used in direct patient care, that falls into the category of "fixed assets," is inspected by Materials Management Department prior to delivery to the Physical Therapy Department. Hospital Equipment Repair assembles mechanical devices when necessary prior to delivery to P.T.
2. Small pieces of equipment used in direct patient care are inspected by Physical Therapy Department staff at time of delivery.

## III. PREVENTATIVE MAINTENANCE

- A. It is the responsibility of the Bio – medical/facilities management Equipment Repair Department to perform a preventative maintenance (PM) check on electrical/mechanical/non-electrical equipment used in direct patient care every six months.
- B. A PM sticker is placed on the equipment noting that date of the inspection.
- C. It is the responsibility of all staff in the P.T. Department to report equipment that is unsafe for use or that is overdue to be checked.
- D. A visual inspection of equipment used in direct patient care is performed as part of the P.T. Department's safety inspection once a month.

## IV. REPORTING DAMAGED EQUIPMENT

### A. Procedure

1. Defective equipment must be taken out of service immediately and labeled with a Red Defective Equipment Tag (as described below in section B).

2. Follow directions in Physical Therapy Department Policy No. 131 – Work Orders – to request services from the Facilities Management Department.
  3. If the repair is needed immediately for direct patient care, request that the work be done “stat”.
- B. Equipment must be tagged with Red Defective Equipment tag – stating:
1. “Equipment in Need of Repair DO NOT USE”
  2. Treatment area equipment is from
  3. Where equipment is to go for repair
  4. What should be done to the equipment
  5. Where the equipment is to be returned
  6. Your name
  7. Date the work order was phoned in
  8. The work order number provided by the clerk from Facilities Management



Director, Physical Therapy Department