

HARBOR-UCLA MEDICAL CENTER

SUBJECT: ELECTRICAL SAFETY GUIDE

POLICY NO. 438

PURPOSE:

To establish safety guidelines when using electrical powered equipment.

POLICY:

All staff shall follow electrical safety guidelines when using electrical powered equipment.

PROCEDURE:

A. General Guidelines

When using electrical equipment and devices with electronic components, all personnel shall adhere to the following guidelines:

1. Verify that all electrical equipment is functioning properly each time a new patient is moved into the area.
2. Develop the safety practice of checking all equipment, wall receptacles, line cords, plugs, patient cables and connectors for wear and tear such as fraying, chipping, charring, or loose connections. Do not use equipment that has damaged power cords or caps, regardless of how minor the damage, until the unit is checked and/or repaired.
3. Switch equipment to "Off" position before plugging or unplugging it from the wall outlet.
4. If a patient is connected to electrical equipment (i.e., EKG monitor or recorder), remove the connection before switching the power "On" or "Off."
5. Remove plugs from wall outlets by grasping the body of the plug. **Do not** pull on the line cord.
6. Do not use any extension cords. In emergencies you may use extension cords supplied by the Electric Shop. "Hospital grade" extension cords can only be used for the duration of the emergency.
7. Do not place any containers with liquids on top of any electrical equipment.
8. Do not drape power cords or patient cables across radiators, sinks or any other metal surfaces.
9. Do not use damaged or worn-out receptacles. If a plug falls out under its own weight, or if loose, call for repair immediately. Do not attempt to fix it yourself.

EFFECTIVE DATE: 09/89

SUPERSEDES:

REVISED: 02/99, 01/02, 09/04, 03/13, 08/17

REVIEWED: 10/92, 07/95, 02/96, 02/99, 01/02, 09/04, 01/08, 01/09, 03/13, 08/17

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B. In Case of Electric Shock

If you receive an electrical shock, even a minor one (tingling sensation) when you touch a piece of equipment, red tag it and take it out of service, and report it immediately to Facilities Management. Failure to do this could result in serious injury or loss of life.