

ADMINISTRATIVE POLICY AND PROCEDURE

Subject: ELECTRICAL SAFETY POLICY

Policy No.: A419

Supersedes: March 24, 2023

Review Date: February 2, 2024

Origin Date: September 1, 1997

Revision Date: February 2, 2024

PURPOSE:

To provide an electrically safe work environment for all patients, employees, and visitors of Rancho Los Amigos Medical Center. To ensure that all electrically operated equipment will be safety-inspected by the Facilities Management (FM) Electrical Department for non-patient care equipment in all areas and Bio Medical Department for equipment used in patient care areas.

POLICY:

Only County-owned electrical equipment will be serviced and/or repaired by the FM Electrical Department or Bio Medical Department. Service and/or repair of personal electrical equipment will be done at the employee's expense. Patient-owned electrical equipment and patient care equipment will be inspected by the Bio-Medical Department before use.

All donated electrical equipment will be electrically checked and evaluated for economic usefulness by Facilities Management and/or Bio-Medical prior to acceptance.

No privately owned extension cords or cord adapters are permitted in any areas of the hospital. In emergency situations only, hospital-supplied extension cords may be used on a temporary basis, to be issued by FM Electrical Department after evaluation.

No personal electrical equipment is allowed in an Anesthesia or Post-Anesthesia Recovery Area.

PROCEDURE:

All incoming electrical equipment must have a nationally recognized testing lab "seal of approval" as defined by Cal/OSHA.

All electrical equipment, in both patient and non-patient areas, must be electrically checked by FM Electrical Department or Bio Medical Department prior to being placed in service. If electrically accepted, an electric check safety sticker will be placed on the equipment with the date of inspection. No re-inspection is required on patient-owned electrical equipment. Equipment such as office equipment and equipment that has been accepted for break rooms will be electrically checked on a one-time basis and the word 'Exempt' will be written on the safety sticker in the space provided for date of the next check. Electrical equipment in the Medical Equipment Maintenance Program and/or the Preventative Maintenance Program will be re-inspected at the prescribed interval for that particular item. This will include patient-owned medical equipment.

Revised: 6/06, 1/07, 3/13, 1/17, 2/24

Reviewed: 6/06, 1/07, 3/13, 1/17, 3/23, 2/24

Approved By:

I. Leased, Rented, and Loaner Equipment Electrical Requirements

1. In cases where the vendor cannot provide the Electrical Safety Inspection on its equipment, this equipment will be checked by Bio-Med Engineering Department prior to being put into use. If the above-listed specifications are met, Bio-Med will issue and affix a Safety Sticker.
2. To request a safety inspection call Ext. 56329 during normal working hours (Mon-Fri 7:00 AM to 4:30 PM). After-hours or weekend requests, requestor should use the Call Back procedure.
3. All equipment will have (in a prominent location) a Safety Sticker; this sticker will clearly display information regarding the maintenance history of the equipment.
4. On equipment that attaches directly to the patient via Lead Wires or Electrodes, no individual lead wire can exceed 10 micro-amps of leakage current and the total allowable (combined) leakage current must not exceed 100 micro-amps.
5. All equipment must come supplied with a 3-wire power cord and a Hospital-Grade cord cap. The maximum allowable ground wire resistance is 0.5 ohms.
6. All equipment must meet Joint Commission and Title 22" and O.S.H.A. Criteria.
7. Requestor must notify the Bio-Med Department that a new piece of equipment has been placed into service immediately during normal business hours. If equipment is placed in service after hours and has the appropriate electrical Safety Sticker, Bio-Med must be notified the next business day.

II. PATIENT ELECTRICAL EQUIPMENT (Patient Care Areas)

Patient's personally-owned electric cooking, heating, cooling, and lighting appliances are not allowed at the Rehabilitation Center. Other electrical items must have prior approval (per procedure) and must be electrically checked and approved by the Bio-Medical Department prior to use in patient care areas.

Patient-owned medical equipment requiring connections to A/C power will generally not be allowed. Exceptions to this policy will be made only at the direction of the patient's physician. If the equipment is to be used, it must be inspected by the Bio-Medical Department and meet all of the Equipment Safety Standards. If the appliance does not meet the Equipment Safety Standards, it will be removed in accordance with policy B605.

III. STAFF ELECTRICAL EQUIPMENT (patient and non-patient care areas)

Staff is discouraged from bringing personal electrical equipment to the Medical Center. Personal electrical equipment in the workplace requires prior approval by the Manager/Administrator and must be electrically checked and accepted by FM Electrical Department prior to use.

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Authorized

Employees are authorized to use the following personally owned items if the stated conditions are met.

Permitted Appliances	Conditions
Microwaves, Keurig, coffeepots, refrigerators	<ul style="list-style-type: none"> • Must be listed by a nationally recognized testing laboratory (UL listed). • Must plug directly to wall outlet (no surge protector or extension cords allowed). • Power cord must be continuous, without frayed or exposed wires. • Coffeepots: Must be equipped with an automatic shut-off feature. • Must have safety check stickers on each appliance. • Must only be used in staff lounges or designated areas. • Consult with Electrical Department for proper arrangements of appliances to avoid overloading electrical circuits.
<u>Offices/Workstations</u> – Refrigerators, coffeepots	<ul style="list-style-type: none"> • Must be listed by a nationally recognized testing laboratory (UL listed). • Must plug directly to wall outlet (no surge protector or extension cords allowed). • Power cord must be continuous, without frayed or exposed wires. • Must have safety check stickers on each appliance. • Coffeepots: Must be equipped with an automatic shut-off feature.

Unauthorized Personally Owned Appliance

The following personally owned appliances are not allowed by employees under any circumstances:

<p>Portable space heaters Water kettles Toasters Toaster ovens Blenders Clothing irons Immersion-type liquid heaters Hot pots Hot plates Electric skillet Rice cookers Extension cords/surge Protectors</p>	<p>This list is not all-inclusive. Certain appliances not listed here are subject to approval.</p>
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Note: Any incident of power tripping will result in the immediate removal of appliance(s) by Facilities Management – Electrical Department.

REFERENCE:

Bio-Medical Department Policy No. BM-00008 “New Incoming Equipment.”