



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 548
VERSION: 1

SUBJECT: EC 7.10.9 UTILITY SYSTEMS RISK ASSESSMENT

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PURPOSE:

To identify and manage the consequences of a total utility system failure.

PROCEDURE:

INTRODUCTION: Utility systems are designed and operated to provide an environment suitable for patient care and business operations. Many patient care and business operations areas depend on proper function of utility systems for effective, safe outcomes. If a utility system fails, the consequences could range from incidental to devastating.

Dealing effectively with the impact of a utility system failure requires two activities. The first, is to conduct a risk assessment to determine the potential consequences of a utility failure on each of the business operations and patient care units in the facility. The second, is developing methods for managing the consequences.

The procedure describes a risk assessment process for determining the impact of a utility failure in any department of the facility. The appropriate form should be used to document the risk assessment and indicate what methods of response might be used to manage the consequences of failure.

Managing the identified risks may require development of policies and procedures, purchase and installation of equipment, and staff training. These details are the responsibility of the managers of the affected departments, senior administration, and the staff of Facilities.

SCOPE:

A utility systems failure risk assessment will be conducted for each department of The High Desert Health system.

RESPONSIBILITY:

1. Director of Facilities

- Appoints a team to conduct utility system failure risk assessments.
- Evaluates the result and prioritizes development of alternatives.
- Works with departments and senior administration to obtain resources required to manage consequences of utility failures.
- Develops facilities management policies and procedures for responding to utility system failures or disruptions.
- Coordinates development of documents indicating the location and

function of controls for management of shut down and recovery of utility systems.

PROCEDURE:

1. The Director of Facilities, or his designee, works with departmental staff to survey clinical and operations departments.
2. Collaboration is done with the manager of each department identifying the consequences of a utility system disruption or failure on the ability of the department to conduct “business as usual” .
3. The results of the risk assessment are used to develop administrative, clinical, engineering, and operational procedures for managing utility system failures or disruptions.

Instructions for Utility System Risk Assessment Form

Rate each listed factor for potential impact on the patient care services or business operations of each area of the facility. Use the following scale to rate the relative impact of a utility system failure or disruption:

1. Little or no impact
2. Requires modification of staff activity but, does not require any additional equipment.
3. Requires modification of staff activity and additional supplies or equipment.
4. Requires modification of staff activity, increase in staffing, and immediate action to protect patient safety.
5. Conditions are incompatible with staff or patient safety. Requires immediate relocation of staff and patients and implementation of emergency procedures.

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