

SECTION IV  
HAZARDOUS

Policy title	Policy number
Hazardous Spills	IV-001
Hazardous Communication	IV-002
Hazardous Waste/Red Bag Trash	IV-003

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER  
ENVIRONMENTAL SERVICES**

<b>SUBJECT: HAZARDOUS SPILLS</b>	<b>POLICY #: IV-001</b>
<b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>	<b>PAGE: 1 of 2</b>
<b>EFFECTIVE: August 2008    Supersedes: November 2011</b>	<b>Reviewed: March 2018</b>

**PURPOSE:**

To inform and properly train Environmental Services employees in the procedures for cleaning hazardous spills such as bodily/blood fluids and laboratory spills.

**POLICY:**

The Department recognizes that all duties being performed require care in using safety precautions. There are duties which require employees to exercise greater care and caution and the use of special equipment such as personal protective equipment (PPE).

- Bodily fluids/blood is considered infectious and proper equipment, protection, and procedures are to be used.
- Mixing of disinfectant solution or other cleaning solutions which require the use of gloves and safety goggles.

For spills that are foreign or unknown to the custodian, special instructions and precautions must be taken before an employee attempts to clean the spill:

- Custodian should contact his/her supervisor to advise them of the spill.
- The supervisor should contact the responsible person in charge where the spill occurred.
  - a. Ask the person in charge to identify spill substance and to read the Material Safety Data Sheet (MSDS) or access the MSDS on line.
  - b. Examine the MSDS, taking down name of the spill product and physical and health hazards of the substance.
  - c. Call the Environmental Services Main Office for assistance if the information from the MSDS indicates the need for clean-up beyond the scope of Environmental Services Department's ability. **DO NOT clean**-up spills until adequate information is provided.

It is the policy of the Environmental Services Department to provide needed personal protective equipment (PPE) for the safety of each employee. It is the responsibility of each supervisor within their respective areas to:

1. Maintain an adequate supply of PPE
2. Provide necessary training on the use of equipment
3. Enforce the use of PPE and protective safeguards.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER  
ENVIRONMENTAL SERVICES**

<b>SUBJECT: HAZARDOUS SPILLS</b>	<b>POLICY#: IV-001 (cont)</b>
<b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>	<b>PAGE: 2of2</b>
<b>EFFECTIVE: August 2008 Supersedes: November 2011</b>	<b>Reviewed: March 2018</b>

The following is a list of PPE and when and where each PPE should be used.

PPE	When/Where Needed
Cotton gloves	Trash removal
Latex/Rubber gloves	At all times performing custodian duties
Protective Safety goggles	Mixing solutions, high dusting
Protective suit, shoe covers, cap, latex gloves	Cleaning Surgery Suites
Protective gown, N9 mask, latex gloves*	Cleaning Isolation Rooms,
Red Bags	Cleaning Isolation Rooms, changing isolation patient privacy curtains and placing mop heads used in each patient room. Soiled mop heads from Isolation rooms are to be placed in red bags, then sent to the area containers for soiled mops to be sent to Laundry for cleaning. Never leave red bag trash or soiled isolation curtains or mops in the patient's room, hallways or custodian closets
Rubber boots	Stripping/Waxing Floors
Yellow "Caution" Tape	To confine/warn others of a hazardous spill
Red tags for Defective Equipment	Equipment is in need of repair or beyond repair (to be salvaged) Tag is to be completed and equipment taken to the Main Office storage for proper disposition.

Supervisor may order any of the needed PPE on a weekly supply request form

\*These items are provided and supplied by Nursing in each patient unit and kept in the isolation carts before entering a patient's room.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER  
ENVIRONMENTAL SERVICES**

<b>SUBJECT: HAZARDOUS COMMUNICATION</b>	<b>POLICY #: IV-002</b>
<b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>	<b>PAGE: 1 of 1</b>
<b>EFFECTIVE: August 2008</b> <b>Supersedes: April 2011</b>	<b>Reviewed: March 2018</b>

**PURPOSE:**

To provide all Environmental Services Department employees necessary information in the proper handling and continuous updates of all products use in the department.

**POLICY:**

All products/chemicals used in the Environmental Services Department are kept in each supervisor's office, custodian closets and the Environmental Services Department for reference. These binders are labeled as "Material Safety Data Sheets" (MSDS) for each hazardous substance with continuous updates of new products which describe the proper cleaning, mixing and safety precautions when using each chemical.

All hazardous waste is to be placed in Red Bags labeled Bio-hazardous Waste. Red-bag waste is never to be placed with regular trash.

Latex gloves are to be used at all times when handling hazardous waste and discarded in appropriate hazardous waste areas located outside of the Jacquelin Perry Institute (JPI) in the metal building labeled "Hazardous Waste". Always ensure the building is locked when not in use for the safety of patients, visitors and employees.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER  
FACILITIES MANAGEMENT/ENVIRONMENTAL SERVICES**

<b>SUBJECT: HAZARDOUS WASTE/RED BAG TRASH</b>	<b>POLICY #: IV-003</b>
<b>DEPARTMENT: ENVIRONMENTAL SERVICES</b>	<b>PAGE: 1 of 1</b>
<b>EFFECTIVE: August 2008    Supersedes: November 2011</b>	<b>Reviewed: March 2018</b>

**POLICY:**

All regulated waste **must be placed** in a bio-hazardous trash can/red-can that is lined with a **Red-bag**.

1. Liquid or semi-liquid blood or other potentially infectious materials.
2. Contaminated items that would release blood or other infectious materials in a liquid or semi-liquid state if compressed.
3. Items caked with dried blood or other infectious material that are capable of releasing these materials during handling.
4. Contaminated sharps.
5. Medical waste as regulated by the California Health and Safety Code.
  - a. Bio-hazardous laboratory waste
  - b. Liquid blood, fluid blood, fluid blood products, containers or equipment containing fluid blood.
  - c. Sharp (including needles)
  - d. Contaminated animals
  - e. Surgical specimens
  - f. Isolation waste from highly communicable disease waste contaminated with human or animal excretion, secretions.

NOTE: Isolation waste from patients with highly communicable diseases and/or organisms, must be red-bagged and considered regulated waste.

Regulated waste will be placed in containers that are closeable, puncture resistant, leak proof on sides and bottom, and labeled or colored coded (red bag).

**PROCEDURE:**

During use, containers for contaminated sharps shall be accessible to staff located as close as possible to the area where sharps are used. Once the sharps containers are filled to the "fill-line", they are to be replaced.

**Red trash cans are to be lined only with red bags. Do not line with clear plastic bags**

Red bags are supplied to every Environmental Services Supply Room and are to be used. Protective equipment such as latex gloves, are to be worn during the handling, transporting, and disposing of hazardous waste.

Red trash cans should always be closed with the appropriate lid. At no time, should red-bag waste be left anywhere but inside a red trash can with the red liner and lid.

REFERENCE;    Rancho Infection Control Policy IC 202E  
                      California Health and Safety Code

## EQUIPMENT CLEANING - Responsibilities

<b>EQUIPMENT</b>	<b>WHO</b>	<b>HOW</b>	<b>WHEN</b>
Beside commodes Permanent (always in bathroom)	Nursing EVS	Hospital approved disinfectant	<u>Nursing</u> : will empty body fluid daily EVS: will clean like regular commodes daily.
Bedside commodes temporary (stored on unit or Central Supply)	Nursing EVS	Hospital approved disinfectant	<u>Nursing</u> : will empty body fluid daily EVS: will clean and store in designated area.
Electronic Thermometers/holders, Glucometer	Nursing	Alcohol wipe or hospital approved disinfectant	Between patient use. (for resistant organisms, use disposable only)
Med Carts Drawer Crash Cart - Outside	Pharmacy Nursing	Hospital approved disinfectant	When visibly soiled, otherwise weekly. Interior: schedule cleaning by whoever stocks The Cart.
Ice Machines	<b>EVS</b> Plant Operations	Hospital approved disinfectant and sodium hypochlorite (bleach)	<u>EVS</u> : Catchment trays (with hospital approved disinfectant, along with one cup bleach down Drain (weekly). Plant <u>Operations</u> : Routine maintenance every 6 months.
Kardex/Patient Charts	Nursing	Soap & Water for Hospital approved disinfectant	When visibly soiled & in between patients.
Equipment stands, where applicable	<b>EVS</b>	Soap & water for hospital approved disinfectant	When visibly soiled
Blood pressure cuffs/stand scales	<b>EVS</b>	Soap & water or hospital approved Disinfectant	When visibly soiled & in-between patients (for resistant organisms, leave cuff I room and discard at patient discharge.)
Vital Sign Machines	<b>EVS</b>	Hospital approved Disinfectant	Exterior cables cleaned weekly or when visibly soiled.
Wheelchair/Gurneys	<b>EVS</b> Nursing	Hospital approved disinfectant 9All Surfaces, including wheels, side rails).	Per EVS Policy
Walkers (unit owned)	<b>EVS</b> (routine)	Hospital approved disinfectant	Per EVS Policy
Physical Therapy/Rehab. Owned	PT	Hospital approved Disinfectant	In between patient use. End of day and after use on patient
Bed stands, over bed tables, Telephones	EVS	Hospital approved disinfectant	Daily while in patient room and/or upon removal from patient room.
Cardiac/Geri-chairs, Lifts, Slide Board's	<b>EVS</b>	Hospital approved disinfectant	When visibly soiled and after use on patient.
IV poles in patient rooms (to include base)	EVS	Hospital approved disinfectant	<u>Nursing</u> : Will clean and disinfect when visibly soiled as well as daily. <u>EVS</u> : will clean/disinfect upon patient discharge (must have IV tubing and pump removed by nursing.
IV Pumps	<b>EVS</b> Sterile processing	Hospital approved disinfectant	<u>EVS</u> : daily cleaning if visibly soiled. Upon patient discharge, pump must be cleaned Thoroughly (along with inside compartment if applicable). Terminal clean every three months (or according to manufacturer's recommendations). Sterile Processing Department to clean quarterly.
Chairs & gurneys	<b>EVS</b>	Hospital approved Disinfectant	After each patient.
Respiratory Equipment, i.e., such as vents, pulse ox	Respiratory	Hospital approved disinfectant	When vents soiled and after each patient.

<b><i>EQUIPMENT</i></b>	<b><i>WHO</i></b>	<b><i>HOW</i></b>	<b><i>WHEN</i></b>
Monitors and cables	Nursing EVS	Hospital approved disinfectant	<u>Nursing:</u> When visibly soiled EVS: In-between patients.
Patient Microwaves, Refrigerators	EVS Food & Nutrition Services	Hospital approved disinfectant	<u>EVS:</u> Exterior cleaned daily and when visibly soiled <u>Food &amp; Nutrition Services:</u> Interior as per scheduled cleaning.
Pyxis and Medication refrigerator	Pharmacy EVS	Hospital approved disinfectant	<u>EVS:</u> Exterior cleaned daily and when visibly soiled. <u>Pharmacy:</u> Interior of Pyxis as per pharmacy cleaning schedule.
Staff Microwaves, Refrigerators	EVS Nursing	Hospital approved disinfectant	<u>EVS:</u> Exterior cleaned daily and when visibly soiled. <u>Nursing:</u> Interior of refrigerator as per departmental schedule or when visibly soiled.

**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER  
ENVIRONMENTAL SERVICES DEPARTMENT**

***PROCEDURES FOR CLEANING PATIENT BEDS.***

All patient rooms will be cleaned when a patient has been discharged or transferred. The patient care unit will notify the Environmental Services Department when the patient has left the Unit. The Environmental Services Department will clean the room as soon as possible and schedule the team to clean the bed and equipment.

Bed cleaning and patient bedside equipment is the responsibility of the Environmental Services section for Facilities Management. They work directly under the direction of the EVS Supervisor based on the needs of the Hospital. The primary focus of this position is assist in maintaining a clean environment, including the cleaning of patient related equipment, making beds, cleaning beds and other EVS duties as assigned by Supervisor.

**PROCEDURE:**

- Empty all waste containers. The waste containers will be wiped out with a hospital approved disinfectant solution in all isolation rooms and bag liners replaced. Emptied waste will be deposited in the appropriate container; red waste bags will be placed in bio-hazardous waste receptacles and clear bags will be placed in regular waste receptacles.
- Close and discard sharps containers when they are three-quarters (3/4) full. Sharps containers are considered bio-hazardous waste and will be disposed of as such.
- Wipe down over-bed tables, bedside tables, telephone, chairs, stools, head board or cabinets and the entire bed frame and mattress with a hospital approved disinfectant solution.
- Strip the bed of linen by rolling toward the center of the bed. Hold linens away from the body. Place linens in the soiled linen container. Damp wipe the bed frame, both sides of the mattress, pillows and bed control with disinfectant solution. Use clean linens to remake the bed.
- Dust mop floor as per procedure (depending on floor covering) under bed.
- Communicate with Facilities when bed is cleaned and ready for occupancy.
- Clean patient equipment using appropriate cleaning solutions example of equipment but not limited:
  - Surgery Beds
  - Discharge Beds
  - Bedside Units
  - Patient Occupied Beds
  - Staff Refrigerators
  - Chart Rack Holders
  - Blood Pressure Machines
  - Weight Scales
  - Commode Chairs
  - Maintains equipment used in the course of duties
  - Perform custodial duties to maintain a clean Environment for patients, staff and visitors
  - Suction Equipment
  - I.V. Poles
  - Feeding Pumps
  - Gurneys
  - Wheelchairs
  - Walkers
  - Mechanical/Surgical Lifts
  - Crash Carts
  - Make beds as assigned
  - Keeps communications between Environmental Services supervision on a daily basis.
  - Work quietly and observe all rules and regulations of the Department.



**RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER**

***ENVIRONMENTAL SERVICES***

**DAILY OR AS NEEDED**

- ***MONDAY*** Clean all stainless steel plates, cabinets, door plates etc.
- ***TUESDAY*** Keep ledges and door frames, free of dust in your assigned areas.
- ***WEDNESDAY*** Clean stainless steel kick plates, and polish chrome
- ***THURSDAY*** Spot all walls. Clean vents
- ***FRIDAY*** Wash tile walls in bathroom, showers and utility rooms. Use Wexcide according to label on container.
- ***SATURDAY*** Finish any weekly work that has not been completed.
- ***SUNDAY*** Clean hallways, waste containers

Approved by:

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Director