

VALLEYCARE
OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
DEPARTMENT: FACILITIES
POLICY & PROCEDURE

NUMBER: 712
VERSION: 1

SUBJECT/TITLE: GENERAL SAFETY PRECAUTIONS FOR ALL ELECTRICAL DEVICES

POLICY: The following general electrical safety rules apply to all hospital personnel:

1. All electrical devices must undergo a safety inspection and have a current safety inspection sticker attached before use.
2. Cheater adapters shall not be used with electrical devices.
3. Extension cords must be of a safe size and construction for the intended job, must have U.L. approval, and must not present any physical hazards (e.g., trip hazards).
4. Plugs are not to be disconnected from outlets by pulling on the power cords.
5. Device must be removed from service and reported if it:
 - a. Has been dropped, physically abused, or has had liquid spilled on it;
 - b. Has produced a shock in connection with its use;
 - c. Has produced evidence of overheating observed by smell or by touch;
 - d. Has been found to be in need of repair in any other way.
6. Any wires or power cords found to have become frayed, worn, or burned must be reported and replaced immediately.
7. In case of electrical shock, turn off the power before touching the affected person.
8. In case of electrical fire, turn off all machinery by unplugging. Never use water to extinguish an electrical fire.
9. All electrical devices purchased must be U.L. or CSA approved. If the device is not U.L. or CSA approved but is the only device of its kind available, the Director of Facilities shall determine if an exemption will be granted allowing the device to be purchased.

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PURPOSE: To state Facilities Division's policies and procedures for protecting patients and employees from electrical hazards.

DEPARTMENTS: FACILITIES

DEFINITIONS:

PROCEDURE:

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| References: | |
| Approved by: Robert Ross (Director, Facilities) | Date: 08/12/2009 |
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