

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

NUMBER: 757
VERSION: 1

SUBJECT/TITLE: UTILITY SYSTEMS RISK ASSESSMENT

POLICY:

PURPOSE:

DEPARTMENTS: FACILITIES

DEFINITIONS:

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 in conducting a risk assessment to determine the potential consequences of a utility failure on each of the business operations and patient care units in the hospital. The second is developing methods for managing the consequences.

The procedure describes a risk assessment process for determining the impact of a utility failure on any department of the hospital. The form accompanying the procedure is 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 affected departments, senior administration, and the staff of Facilities.

SCOPE: A utility systems failure risk assessment will be conducted for each department of ValleyCare.

RESPONSIBILITY: 1. **Director of Facilities**

- Appoints a team to conduct utility system failure risk assessments.

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- 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.

2. Department Heads

- Work with Facilities staff to evaluate the potential impact of a utility failure or disruption on the ability to perform normal patient care and business operations.
- Develop clinical and/or operational policies and procedures for managing the consequences of utility system failure or disruption.

PROCEDURE:

1. The Director of Facilities, or his designee, works with departmental staff to survey clinical and operations departments.
2. Collaboration is one with the manager of each department to identify the consequences of a utility system disruption or failure on the ability of the department to conduct “business as usual”.
3. The potential impact is rated using the Utility System Risk Assessment form.
4. 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 *ValleyCare*. 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 no additional equipment.

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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.

References:	
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