

VALLEYCARE
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS
POLICY & PROCEDURE**

NUMBER: 53
VERSION: 3

SUBJECT/TITLE: NON-MEDICAL ELECTRICAL APPLIANCES OR EQUIPMENT

POLICY: Olive View-UCLA Medical Center shall identify those electrical appliances or equipment that patients or staff may bring into the hospital or health centers for personal use. In general, the amount and type of personal electrical equipment brought into the hospital and campus buildings will be limited.

Electrical appliances/devices brought to Olive View-UCLA Medical Center or a health center by patients or staff shall be electrically checked and tagged as approved by the Facilities Division before being put into use. Proper documentation (e.g., Permit for Using Electrical Appliances) shall be completed by the Facilities Division.

Personal electrical items, owned by staff, are not allowed in any patient care areas of the hospital or health centers. On approval, staff may have personal electrical items in approved break areas or administrative areas.

The following personal electrical items will be allowed in approved areas, upon approval of the individual's supervisor: portable fans, small refrigerators, and coffee makers. Personal extension cords or cord adapters are not permitted in any area of the hospital or health centers. Extension cords will only be supplied upon approval of the Facilities Division and only as a temporary emergency measure.

The use of hot plates (cooking/warming devices), toasters/toaster ovens, heating pads, electrical blankets, and any electrical device that draws more than eight amps, is prohibited in all areas of the hospital and health centers. The use of portable space heating devices is prohibited in the hospital and health centers buildings and will be evaluated on a case-by-case basis for the non-patient care buildings on the Olive View-UCLA Medical Center campus. Microwaves will be permitted, upon receiving approval from the Facilities Division.

All equipment purchased by Olive View-UCLA Medical Center for use in patient care areas will be electrically checked and tagged by Facilities Division personnel. Equipment that is used directly on patients is subject to the Biomedical Equipment Maintenance and Control System Policy (#56). Office computer equipment that is purchased new directly from a vendor is not required to be electrically safety checked.

SUBJECT/TITLE: NON-MEDICAL ELECTRICAL APPLIANCES OR EQUIPMENT

Policy Number: 53

Page Number: 2

PURPOSE: To provide clear directions to all hospital personnel on the procedure to be followed when electrical appliances or equipment are brought to Olive View-UCLA Medical Center campus buildings for use on the premises.

DEPARTMENTS: All

DEFINITIONS: For purposes of this policy, an electrical appliance is a device that operates on 110 volts of electricity or more (e.g., plugs into a wall socket).

PROCEDURE: Call Facilities Service Center (818/364-4900) to request that Facilities Division perform an electrical check on the appliance or equipment. After checking the equipment, Facilities will place an electrical safety sticker indicating the date of inspection. Appliances or equipment not approved for use shall be returned to the requestor with the reason it was not approved.

References: Policy #56 – Biomedical Equipment Maintenance and Control System	
Approved by: VEC-2011Jan	Date: 06/07/2013

SUBJECT/TITLE: NON-MEDICAL ELECTRICAL APPLIANCES OR EQUIPMENT

Policy Number: 53

Page Number: 3

Review Date: 06/07/2016, 3/96, 2/02, 03/05	Revision Date: 2/02, 03/05, 6/07, 9/07
Distribution: Olive View Hospital-Wide Policies	
Original Date: 9/23/83	