

**OLIVE VIEW-UCLA MEDICAL CENTER  
POLICY & PROCEDURE**

**NUMBER: 61  
VERSION: 3**

**SUBJECT/TITLE: ENVIRONMENT OF CARE PROGRAM**

**POLICY:** Olive View-UCLA Medical Center (OVMC) shall have an active Environment of Care Program to provide an environment of care which is free of physical and other health hazards and to ensure a high level of security for people and property.

The Chief Executive Officer shall:

1. Assign an individual to monitor and respond to conditions in the hospital's environment.
2. Appoint a Safety Officer to oversee the developing, implementation, monitoring, and evaluating the seven elements of environment of care management.
3. Designate the Safety Officer and other appropriate personnel to intervene whenever conditions pose an immediate threat to life or health or threaten damage to equipment or buildings.

The Safety Officer shall be responsible for coordinating the development and annual evaluation of the seven Environment of Care Management Plans. Each plan shall be evaluated on its risk assessment, objectives, scope, performance, and effectiveness. The management plans will establish OVMC's processes for each of the seven elements of the environment of care, which are:

1. Safety
2. Security
3. Hazardous Waste/Materials
4. Emergency Management
5. Fire/Life Safety
6. Medical Equipment
7. Utilities

There shall be an Environment of Care Committee comprised of representatives from administration, clinical services, and support services to resolve environment of care issues.

**PURPOSE:** To reduce the risk of injury and to provide a physical environment free of hazards for patients, staff, and visitors.

**DEPARTMENTS:** All

**SUBJECT/TITLE: ENVIRONMENT OF CARE PROGRAM**

**Policy Number: 61**

**Page Number: 2**

**DEFINITIONS:**

**PROCEDURE:** The Environment of Care Committee shall meet at least bimonthly to resolve environment of care issues in a timely manner. Additional meetings may be scheduled at the call of the Environment of Care Committee Chairperson. The Environment of Care Committee shall send regular reports on environment of care issues to the Leadership Committee.

The Environment of Care Committee shall review ongoing monitoring of performance, deficiencies, problems, failures, and user errors related to:

1. Safety
2. Security
3. Hazardous Materials and Waste
4. Emergency Management
5. Fire/Life Safety
6. Medical Equipment
7. Utility Systems
8. Other Environmental Considerations

Based on the ongoing monitoring of performance in the seven environment of care management areas, the Environment of Care Committee shall recommend one or more performance improvement activities. The selection of such performance improvement activities shall be communicated to the Leadership.

The Safety Officer will coordinate the annual review of the seven Environment of Care Management Plans and will work with the appropriate departments, including Facilities and Sheriff, to complete this assessment. The evaluations are reviewed by the Environment of Care Committee and reported to the Leadership Committee.

The Safety Officer is responsible for coordinating the review of policies and procedures related to the environment of care as often as necessary, but no less than once every three years. Each division manager is responsible for reviewing its local environment of care policies and procedures on a regular basis.

References: Joint Commission Standards on the Environment of Care	
Approved by: VEC-2011Jan	Date: 08/14/2014
Review Date: 08/14/2017, 3/96, 3/05	Revision Date: 6/83, 9/90, 3/92, 4/99, 2/02, 1/08, 4/11
Distribution: Olive View Hospital-Wide Policies	
Original Date: 12/21/76	