

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

**NUMBER: 62
VERSION: 3**

SUBJECT/TITLE: ENVIRONMENTAL TOUR PROGRAM (SAFETY INSPECTIONS)

POLICY: Olive View-UCLA Medical Center (OVMC) shall have an Environmental Tour Program to identify environmental deficiencies, hazards, and unsafe practices. The Safety Officer shall oversee the implementation of the Program. Division managers are responsible for taking timely corrective action on all deficiencies identified in their areas

PURPOSE: To identify and correct environmental deficiencies, hazards, and unsafe practices at OVMC.

DEPARTMENTS: All.

DEFINITIONS:

PROCEDURE: An inspection team consisting of representatives from Hospital Administration, Environmental Health & Safety, Infection Control, Facilities, and Environmental Services shall conduct Environmental Tours in all patient care areas at least every six (6) months and in non-patient care areas including the ground (exterior) at least annually. Upon completion of a survey, a report, including deficiencies and recommendations, will be written and forwarded to the management of the affected area.

The management shall arrange for the correction of all deficiencies identified by the environmental tours. Environmental Health & Safety shall follow-up with division managers to ensure that the hazards have been corrected.

The Safety Officer shall summarize and report to the Environment of Care Committee the findings from the surveys and the actions taken.

OVMC prohibits the removal of any safety related elements such as handrails, guardrails, markings etc. Any changes will be documented and will be within legal requirements of the Uniform Building Code.

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References: Joint Commission Environment of Care Standards	
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