

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

NUMBER: 77

VERSION: 4

SUBJECT/TITLE: ENTRANCE TO RED-TAGGED BUILDINGS

POLICY: All requests to enter red-tagged buildings must first be approved by the Office of Environmental Health and Safety (Safety Officer). The only exception to this policy is Facilities Division and associated contract personnel whose job responsibilities require them to perform work in the red-tagged building and who have received authorization from the Facilities Division Director.

Pre- and post-job conferences involving the employees entering the building, the employees' supervisor, and the Safety Officer must be held each time a building is entered. The Facilities Division must provide the Safety Officer, in advance, a list of personnel who will be working in the red-tagged building, the purpose of their entry, and the date, time, and duration of the work.

Employees are prohibited from entering a red-tagged building alone. When employees enter the building, one employee shall be posted outside and two-way radio communication shall exist between those employees inside and outside of the building.

Red-tagged buildings may only be entered as part of an official work assignment.

PURPOSE: To state Olive View-UCLA Medical Center's policy and procedures concerning the entering of "red-tagged" building on OVMC grounds in order to ensure the safety of its employees.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE: A. Non-Facilities Division Personnel

1. The supervisor of the employees who need to enter a red-tagged building shall notify the Office of Environmental Health & Safety. The request shall include the names of employees who will be entering the building, and the date and purpose of the requested entry.
2. Upon receiving the approved request, the Safety Officer shall notify Hospital Administration.

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3. A pre-job conference shall take place before the building entered in which the Safety Officer shall ensure that:
 - a. An Safety Clearance Form has been completed;
 - b. All employees entering the building have proper safety equipment.
 - c. All relevant safety procedures are known by the entering employees and will be enforced by the supervisor;
 - d. The list of employees is accurate;
 - e. One employee will be posted outside of the building; and
 - f. Two-way radio communication will exist between the employee outside and those inside the building.
4. Upon completion of the task, Environmental Health and Safety Office or the Facilities Division shall secure the building.
5. A post-job conference in which any unsafe conditions or disturbed asbestos containing material are noted shall take place after the completion of the task.

B. Facilities Division Personnel

1. Prior to entering a red-tagged building, the Director of Facilities, or designee, will provide the Safety Officer with a list of the personnel who will be entering the red-tagged building, the nature of the work to be performed, and the date, time, and duration of the time to be spent inside the building.
2. The Director of Facilities, or designee, will conduct a pre-job conference prior to personnel entering the building to ensure that:
 - a. An asbestos Safety Clearance Form has been completed;
 - b. All employees entering the building have proper safety equipment;
 - c. All relevant safety procedures are known by the entering employees and will be enforced by the supervisor;
 - d. The list of employees is accurate;
 - e. One employee will be posted outside of the building; and,
 - f. Two-way radio communication will exist between the employee outside and those inside the building.
3. Upon completion of the task, the Facilities Division shall secure the building.

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4. A post-job conference in which any unsafe conditions or disturbed asbestos containing material are noted shall take place after the completion of the task and the Director of Facilities shall notify the Safety Officer of any such findings.

References: Joint Commission Environment of Care Standards DHS Policy 990, "Building Closure"	
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