

ENVIRONMENT OF CARE REQUIREMENTS FOR A FACILITIES MANAGER

SAFETY MANAGEMENT

EC.1 DESIGN

Management Plan - Establishes WHAT requirements management wants the safety program to have at Zuni. Prepared by the Safety Officer for review by the safety committee, concurrence of management and approval of the Governing Body. Signed by the Service Unit Director. Distributed to all department heads.

Facilities Manager needs a copy on hand to determine what needs to be written as it applies to maintenance.

EC.2 IMPLEMENTATION

Procedures - Establishes HOW requirements in the management plan will be implemented in each department. Written by each department head or supervisor as assigned by the department head, to outline the safe work practices of their employees performing their work in their department.

Facilities Manager needs to determine safe work practices for maintenance employees. Written for the signature of the Facilities Manager. Reviewed annually by the Facilities Manager and written documentation of the review is submitted to the hospital safety committee. Distributed to maintenance employees (as applicable) and the Safety Officer. Each employee needs to be aware of only those procedures that apply to them. Instead of giving a copy to each employee could have an employee binder posted where it can be accessible to each maintenance employee. Re-issue procedures each time a new department head comes on board.

For Example:

- Welding in Maintenance
- Safe Use of Compressed Gas Cylinders
- Safe Use of Grinders
- Use of Respirators
- Personal Protective Equipment for Maintenance Employees
- Use of Ladders
- Electrical Safety for Maintenance Employees

Training - Employees must be trained in the safe work practices outlined in the procedures. Facilities Manager needs to maintain documentation of the training of maintenance employees in the safe work practices outlined in the departmental procedures. Training may be merely reviewing a departmental procedure, attending a course, reading an article to employees and answering questions after reading the article. Documentation is written proof stating the topic, name of the instructor, date of training, names of employees attending, brief outline of the training topic.

Drills - Not required by this element.

EC.3 MONITORING AND EVALUATION

Safety Committee - Needs a safety committee in maintenance. Need at least bi-monthly meeting. Meeting could be together with regular maintenance employee meeting. Need to document minutes to submit to the hospital safety committee. Agenda should include: Have a training topic, discuss hosp

Performance Standards - Developed by the hospital safety committee (usually the Safety Officer), and approved by management. Developed to measure and evaluate the effectiveness of the hospital safety program.

Effectiveness Review - Prepared by the safety committee (usually the Safety Officer) for concurrence by management and approval of the Governing Body.

SECURITY MANAGEMENT

- Management Plan
- Departmental Procedures
- Training
- Drill
- Performance Standards
- Effectiveness Review

HAZARDOUS MATERIAL AND WASTE

- Management Plan
- Departmental Procedures
- Training
- Drill
- Performance Standards
- Effectiveness Review

LIFE SAFETY MANAGEMENT

- Management Plan
- Departmental Procedures
- Training
- Drill
- Performance Standards
- Effectiveness Review

EMERGENCY PREPAREDNESS MANAGEMENT

- Management Plan
- Departmental Procedures
- Training
- Drill
- Performance Standards
- Effectiveness Review

MEDICAL EQUIPMENT MANAGEMENT

- Management Plan
- Departmental Procedures
- Training
- Drill
- Performance Standards
- Effectiveness Review

UTILITIES MANAGEMENT

- Management Plan
- Departmental Procedures
- Training
- Drill
- Performance Standards
- Effectiveness Review

2 Hour Fire Wall

All fire walls are also smoke walls if erected as required by code.

The fire wall that runs north and south was specifically erected as a horizontal exit. This was required because the travel distance from some points in the building exceeds the 150 feet (fully sprinklered building) allowed by NFPA 101/13-2.6.2 -Exception. Erecting the horizontal exit gave the building by default the option of an occupancy separation and fire compartment. See explanation NFPA 101/A-12-2.2. The current space utilization of fire compartment C (due to the 2 hour fire wall) is business. This means that any construction, alteration, remodeling in compartment C must comply with chapter 26 NFPA101/Business occupancy. Any construction, alteration, and/or remodeling in fire compartments A and B must comply with chapter 12 (health care occupancy (hospital/inpatient)). Space not affected use chapter 13 existing