

TAOS/PICURIS HEALTH CENTER SAFETY MANUAL

POLICY: Employee Owned Electrical Devices

PURPOSE: To prevent harm to patients, staff and visitors that potentially can occur through the use of unsafe electrical appliances. The use of employee owned electrical devices and appliances should be discouraged in most cases. Exceptions to this policy are listed below. All such items must be evaluated by maintenance or the Safety Officer for electrical safety prior to use and annually thereafter. It is the responsibility of the employee to have the equipment checked before use.

- A. Electrical devices owned jointly by employee associations or groups are also included as "employee owned".
- B. The use of coffee pots will generally be acceptable, providing that such devices are found to be electrically safe. Consideration should be given to the purchase of models incorporating plastic housings rather than metal coffee pots whenever feasible.
- C. The use of personal radios shall be at the discretion of the department supervisor and shall not interfere with the conduct of the department's operations or the provision of patient care by creating unnecessary noise.
- D. Portable heating devices are permitted in staff areas if the heating element does not exceed 212°F. (Ceramic heaters, liquid filled radiator-type). Cooling fans are permitted for temporary use in staff areas if the HVAC system is unable to maintain comfortable working temperatures.

PROCEDURES:

- A. The responsibility for obtaining an electrical safety evaluation lies with the employee or group using the device.
- B. Items are to be used only after evaluation by the Maintenance Department or the Safety Officer.
 - 1. The items will be recorded on the employee-owned electrical device inventory which states the name brand/make of the item and department location.. The device will be labeled with a sticker that records the signature of the inspector and date the equipment was inspected.

- 2. If the item does not pass, it may not be used in the clinic unless the deficiency is corrected. Corrective actions are the responsibility of the owner(s) and will not be made by the maintenance department.

- C. Electrical devices in use on the effective date of this issuance that do not bear valid inspection stickers should be evaluated as soon as possible. Such evaluations will be subject to the availability of time of the Safety Officer or the Maintenance Department.

- D. Non-approved devices, devices bearing outdated inspection stickers or devices that have deteriorated in condition since the last inspection may be removed from services by the Safety Officer or Maintenance Supervisor if deemed necessary to prevent electrical hazards.

Reviewed/Revised:

Safety Officer Date

- Date

Maintenance Supervisor