

UNIVERSITY OF TOLEDO

SUBJECT: ENVIRONMENTAL SAFETY ROUNDS

Policy No: S-08-007

POLICY

An environmental safety rounds system shall be maintained at University Medical Center and Clinics.

PURPOSE

To provide for the identification, tracking and correction of deficiencies in compliance with applicable codes, standards, policies and regulations that may present an unsafe environment for any person associated with any University of Toledo medical facility.

PROCEDURE

Format

The environmental safety rounds team shall consist of persons from the following departments:

- Safety & Health
- Environmental Services
- Facilities Maintenance
- Department Director or designee (responsible for the area being surveyed)
- Infection Control

Responsibility

The Safety & Health Department is responsible for scheduling surveys in a manner that assures coverage of the necessary areas when they are due for a survey. Clinical areas will be surveyed twice yearly, and non-patient care areas will be surveyed once yearly.

Department Chairmen/Lab Directors are responsible for the correction of all deficiencies and for providing appropriate documentation of such correction to the Safety & Health Department.

The Director of Safety & Health is responsible for maintaining all surveillance activity documentation and for reporting the activities to the UT Safety and Health Committee on a regular basis and to follow up on all uncorrected deficiencies.

Documentation/Reporting

The Safety & Health Department shall record all deficiencies on a standard reporting form. Upon completion of the department survey, the Safety & Health Department shall provide a report of each deficiency recorded via e-mail.

Following correction of the deficiency the Department Director/Lab Director shall document all corrective action via return e-mail declaring the deficiency corrected. The Safety & Health Department will enter all information related to the deficiency and its correction into the database.

Present Structure

The structural and physical integrity of campus buildings, exteriors and grounds will be checked as a part of the preventive maintenance program by individuals designated by the Director for Facilities Maintenance. Special emphasis will be placed on locating any defects (loose brick, roofing, broken walkways, trip hazards) which may pose a danger to patients, visitors, students and other personnel. Any defect located which constitutes a hazard will be appropriately identified and repaired in a timely manner.

The interior of all buildings will be inspected as a part of the preventive maintenance program by individuals designated by the Director for Facilities Maintenance. These inspections will be carried out in order to locate any

physical or mechanical defects in the building or equipment which may pose a hazard to any person. If employees notice a defect or unsafe situation, they should report it to their department head and/or the Facilities Maintenance Work Control Center (x5353), or complete an online Maintenance work order request.

Source: Safety & Health Committee

Effective Date: 07/01/94
Review/Revision Date: 3/26/96
3/1/99
12/6/01
1/13/03
2/28/05
2/13/07

The areas to be inspected, and the schedule of inspections are as follows:

Week #	CLINICAL AREAS	
1	14	Hospital penthouse, mechanical rooms Hospital Lobby Hospital Gift Shop Cardiology
2	15	Hospital 5 th and 6 th floors
3	16	Neurodiagnostic Arterial Blood Gas Lab Respiratory Care Hospital 4 th floor
4	17	Hospital 3AB, 3CD MCCU Hemodialysis Heart Station
5	18	Hospital Clinics 1 st and 2 nd floors Endoscopy Isaac Minimally Invasive Surgery Center
6	19	PACU OR Sterile Processing
7	20	Emergency Department SICU Hospital 2 nd floor miscellaneous
8	21	Radiology (MRI, CT, Diagnostic, Nuclear Medicine, Ultrasound) Cardiovascular Lab
9	22	Pharmacy Pathology Labs
10	23	Food & Nutrition Radiation Therapy
11	24	GMC Family Practice at St. Luke's Hospital Student Medical Center (main campus)
12	25	Kobacker Ruppert Health Center
13	26	Cardiac Rehab Morse Center University Health Services Orthopedic Clinics (new)

Month	NON-CLINICAL AREAS
January	Records Retention Foundation House
February	Veterans Building Educare Center
March	Laboratory Incubator Center Coroner's Building
April	Powerhouse
May	HEB
June	HSB
July	Dana
August	Collier Building
September	Parking lots and grounds
October	MLB
November	FSB
December	CCE