UNIVERSITY OF TOLEDO

SUBJECT: ENVIRONMENTAL SAFETY ROUNDS

PROCEDURE STATEMENT

An environmental safety rounds system shall be maintained at The University of Toledo.

PURPOSE OF PROCEDURE

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 facility.

PROCEDURE

Format

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

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

Responsibility

The Environmental Health and Radiation Safety Department is responsible for scheduling surveys in the UT Medical Center and Clinics and non-clinical building on the Health Science Campus in a manner that assures coverage of the necessary areas when they are due for a survey. Clinical areas will be surveyed twice yearly. Non-clinical rounds Main Campus are scheduled through Plant Operations.

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

The Director of Environmental Health and Radiation Safety, or designee, 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 Environmental Health and Radiation Safety Department shall record all deficiencies on a standard reporting form. Upon completion of the department survey, the Environmental Health and Radiation Safety 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 Environmental Health and Radiation Safety 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.

In addition, a member of the environmental rounds team will bring the most current fire and life safety drawings, a ladder, and a flash light. Based on the inspection schedule, a member of the rounds team will verify the wall and ensure the integrity of areas above drop ceilings. Metrics will be documented including the total number of wall penetrations and patched penetrations. Results will be reported to the Safety and Health Committee on a quarterly basis. In addition, the team will review all fire and life safety issues (properly latching fire doors, exit egress, exit signage, door ratings, door labeling, sprinkler head dust, etc.)

If employees notice a defect or unsafe situation, they should report it to their department head and/or the Facilities Maintenance Work Control Center on the Health Science Campus at x5353; Main Campus x1000, 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
11/04/10
03/28/12
11/30/12
7/25/2013
1/16/2014
6/1/2015
12/28/15
The areas to be inspected and the schedule of inspections are as follows:

<table>
<thead>
<tr>
<th>Week #</th>
<th>CLINICAL AREAS</th>
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| Jan/July 1 14 | Hospital Penthouse/ Basement Mechanical Rooms  
Hospital Lobby, Hospital Gift Shop and Cafeteria  
SICU Penthouse |
| Jan/July 2 15 | Hospital 4th, 5th and 6th floors  
Neurodiagnostic (4th floor) |
| Jan/July 3 16 | Hospital 3AB, 3CD, MICU  
Blood Gas Lab (3rd Floor)  
SICU  
Blood Gas Lab (2nd Floor)  
Hospital Clinics 2nd Floor  
Hospital 2nd floor miscellaneous |
| Feb/Aug 4 17 | PACU  
OR  
Sterile Processing  
Hemodialysis |
| Feb/Aug 5 18 | Radiology (MRI, CT, Diagnostic, Nuclear Medicine, Ultrasound)  
Hospital Clinics 1st Floor (Heart and Vascular, Hyperbaric)  
Cardiovascular Lab  
Emergency Department |
| March/Sept 6 19 | Inpatient Pharmacy  
Pathology Labs  
Food & Nutrition  
Respiratory Care |
| March/Sept 7 20 | George Isaac Minimally Invasive Surgery Center/Endoscopy  
Medical Pavilion  
Orthopedic Clinics  
Outpatient Pharmacy |
| April/Oct 8 21 | Dowling Hall Basement (Clinical Support, Biomed, Laundry, Warehouse, Dock, IT, Mechanical Spaces) |
| April/Oct 9 22 | Cardiac Rehab/Morse Center  
Outpatient Rehab/Hydrotherapy  
Physical Medicine  
Audiology |
| May/Nov 10 23 | Dana Cancer Center  
Ruppert Health Center (Basement) |
| May/Nov 11 24 | Ruppert Health Center |
| June/Dec 12 25 | Kobacker |
| June/Dec 13 26 | Glendale Medical Center  
Glendale Medical East  
*Regency |
<table>
<thead>
<tr>
<th>Month</th>
<th>NON-CLINICAL AREAS</th>
<th>Health Science Campus</th>
<th>Main Campus (2013 Schedule)</th>
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<tbody>
<tr>
<td>January</td>
<td>Records Retention</td>
<td>Laboratory Incubator Center</td>
<td>Bowman Oddy</td>
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<td>McKinnon</td>
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<td>February</td>
<td>Educare Center</td>
<td>Coroner’s Building</td>
<td>Wolfe Hall</td>
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<td>Academic House</td>
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<td>March</td>
<td>Facilities Support Building (FSB)</td>
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<td>Scott/Tucker/Libby Halls</td>
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<td></td>
<td>Crossings</td>
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<tr>
<td>April</td>
<td>Parking lots and grounds</td>
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<td>Palmer Hall</td>
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<td>International House</td>
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<td>May</td>
<td>Tallmadge Road Clinic</td>
<td>Fallen Timbers Clinic</td>
<td>North Engineering</td>
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<td></td>
<td>Ottawa East and West</td>
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<tr>
<td>June</td>
<td>Student Medical Center (Main Campus)</td>
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<td>Nitchke Hall and Auditorium</td>
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<td>R1 and R2</td>
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<td>July</td>
<td>Collier Building</td>
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<td>Rec Center</td>
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<td>Savage Hall and Fetterman Bldg.</td>
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<td>August</td>
<td>CCE/Sim Center</td>
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<td>Scott Park – Classroom Center,</td>
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<td>ASC, Early College High School,</td>
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<td>Student Center, Concourse,</td>
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<td>Engineering Tech Building, Faculty Annex</td>
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<td></td>
<td>and NASC</td>
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<tr>
<td>September</td>
<td>Health Science Building</td>
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<td>Rocket Hall</td>
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<td>Student Union</td>
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<td>October</td>
<td>Health Education Building</td>
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<tr>
<td>November</td>
<td>Dowling Hall (2nd and 3rd Floors)</td>
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<td>December</td>
<td>Mulford Library Building</td>
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