


<b>Name of Policy:</b> ENVIRONMENTAL SAFETY CHECKS  <b>Policy Number:</b> 3364-120-64  <b>Approving Officer:</b> Chief Nursing Officer (CNO) and Medical Director  <b>Responsible Agent:</b> Administrative Director  <b>Scope:</b> The University of Toledo Medical Center		  <b>Effective date:</b>  <b>Original effective date:</b> 6/1/14	
Key words: Inpatient psychiatry, safety, environment, facilities, maintenance			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

Environmental safety checks will be completed and documented at least daily by the designated behavioral health staff member. A pro-active environment risk assessment will be conducted at a minimum annually by program leadership and representatives from the Office of Public Safety and Facilities Maintenance.

(B) Purpose of policy

To ensure a safe physical environment for patients, staff, and visitors.

(C) Procedure

- (1) A general surveillance of each patient room is conducted at least daily, giving care and respect to patient's property, and leaving room in condition it was found.
  - (a) Windows are inspected including sills, frames, and window coverings
  - (b) Window and shower coverings
  - (c) Breakable and/or ligature items
  - (d) Bathrooms are inspected for cleanliness, broken tiles, plumbing issues; pull back shower curtain and inspect inside shower, inspect toilet paper roll holder, etc.
  - (e) Contraband/food
  - (f) Bed and chair alarms for safety
  - (g) Fall mats

- (h) Furniture/walls inspected for damage
  - (i) Light fixtures and plumbing should function properly
- (2) Following inspection of patient rooms, common community patient areas, group/conference rooms, and hall exits are inspected. Check all unit doors to ensure they are secure.
- (3) Minor environmental repair needs shall be initiated by contacting Facilities Maintenance at x5353, submitting a work order, and filing into Facilities Maintenance Repair Log.
- (4) Major structural damage of unknown origin or potentially hazardous conditions shall be reported to the designated nurse and/or the Program Nurse Director.
- (5) If the identified problem is of an emergency nature, Facilities Maintenance should be notified immediately by phone. Then document condition in a Facilities Maintenance Work Order and forward to Facilities as follow-up communication.
- ~~(6) — If non-emergency, notify Facilities Maintenance through Work Order system.~~
- ~~(7)~~(6) Environmental Safety checks will be initiated and documented on round sheet by staff member assigned to room checks.
- ~~(8)~~(7) An annual proactive environmental risk assessment will be conducted in consultation with representatives from the Office of Public Safety and Facilities Maintenance. Any safety issues in the environment will be communicated to UTMC administration for follow-up and correction.

<p>Approved by:</p>  <div> <div> <hr/> Kurt Kless, MSN, MBA, RN, NE-BC  Chief Nursing Officer </div> <div> <hr/> Date </div> </div>  <div> <div> <hr/> Dionis Kononov, DO  Medical Director </div> <div> <hr/> Date </div> </div>  <p><i>Written by: Carol A. Schaaf, RN, MPA</i>  <i>Review: Lindsay Watson, LSW, MSW PD</i>  <i>Revision Completed By: <del>Lindsay Watson, LSW, MSW,</del></i>  <i><del>Administrative Director</del> <u>Stephanie Calmes, Ph.D.,</u></i>  <u><i>LPCC-S, LICDC-CS</i></u></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Initial effective date: 6/1/14</p> <p>Review/Revision Date:  6/2017  8/2019  8/2022</p> <p>Next review date: <del>8/2025</del></p>
--	---

3364-xx-  
xx120-64

~~Name of policy. (Go to 'View' 'Header and Footer' to change policy #,  
name)~~Environmental safety checks.