

DOCTORS COMMUNITY HOSPITAL  
HOSPITAL POLICY/PROCEDURE

SUBJECT: ELECTRICAL SAFETY

POLICY NUMBER: 2.59

DATE: January 2012

Executive Management  
Prepared by/Department

SUPERSEDES POLICY  
DATED: January 2008

Philip B. Down, President  
Approved by/Title

Rakesh Aurora, MD, President of Medical Staff  
Medical Executive Committee

2.59.1 POLICY

All hospital personnel will utilize safety precautions whenever using electrical devices and systems to prevent harm or injury to patients, self or others.

2.59.2 PROCEDURE

- A. Inspect all electrical cords and cables for frayed, cracked, broken or exposed wires before plugging in equipment or connecting patient leads prior to each use. Report any potential hazards, damage, or loose parts to the responsible department director and/or supervisor. Do not use equipment. Complete pink repair tag and place on defective equipment. Notify Clinical Engineering by calling 8133. After hours, call the Administrative Nursing Supervisor to notify the Clinical Engineering person on call.
- B. All plugs will be of hospital grade with the appropriate marking for all electrical equipment in patient care areas with the exception of approved heating pads and "double insulated" equipment which shall be so labeled.
- C. Remove patient connections before unplugging equipment. Portable equipment should be plugged into and removed from wall receptacles with the power switch in the off position. Unplug electrical equipment by grasping the plug and pulling. Do not pull cables, do not drape or rest power cords on pipes, radiators or any other metal objects.
- D. Only electrical appliances or equipment purchased by the hospital or provided by a hospital approved contract service shall be permitted for use in direct patient care within the hospital.
- E. Electrical equipment should be moved with care to prevent damage to the equipment or cords.
- F. Extreme care should be taken with conductive fluids. Solutions and chemicals must be kept away from electrical equipment and cords or cables. All liquid spillage shall be cleaned up immediately and not allowed to remain a hazard.
- G. All rechargeable battery operated equipment shall be plugged in and recharged while not in use in patient care areas. Floor

maintenance equipment shall utilize power from non-emergency hallway receptacles only.

- H. All equipment must be safety tested and approved prior to its use in any patient care environment by the Clinical Engineering Department.
- I. When a piece of medical equipment is found by a staff member to present an electrical safety hazard, it shall be immediately tagged as such, removed from patient care areas, and not be used again until repaired and approved for service by Plant Operation or Clinical Engineering personnel.
- J. All hospital staff shall attend one electrical safety class annually.

### 2.59.3 ELECTRICAL SAFETY EMERGENCY PROCEDURES

- A. In the event of a "tingling" sensation or electrical shock (to patient or staff) the equipment shall be disconnected from the patient and unplugged, provided it is not necessary for life support. The occurrence must be reported to your supervisor and the following procedure followed:
  - 1. Insulate hands by putting on gloves.
  - 2. Disconnect equipment from the power source by grasping the plug with one hand, keeping your other hand away from any other objects and pull the plug out of the receptacle.
  - 3. Notify appropriate director or supervisor to replace equipment immediately if equipment is sustaining life. If equipment is permanently wired to a power source, open circuit breaker to that equipment.
  - 4. Notify plant operations or clinical engineering department of occurrence and location.
  - 5. Tag equipment and remove from service until repaired.

In the event of patient involvement, prepare an Incident Trending Report stating the facts of the occurrence.
- B. Extension cords may be used in emergency situation, must be fourteen (14) gauge or heavier and must be UL approved and supplied by Plant Operations.