



Chapter 10

Maintenance Policies

JANITORIAL SERVICES

Trash, landscape, parking lot, pest control - shall be maintained by Clinton Regional Hospital, according to lease agreement Mowing will be determined by bids and acceptable references.

Cleaning Staff Confidentiality Policy is maintained for cleaning personnel (see example in following pages).

CLEANING

The Janitorial Services of Clinton Regional Hospital and internal staff will provide a daily cleaning. Daily light cleaning in order to maintain the clinic in a safe, healthy and orderly environment will be provided by clinic staff. Supplies necessary to perform daily light cleaning will be kept at the clinic. Supplies used by the janitorial Services will be provided and maintained by Clinton Regional Hospital.

BIO-HAZARDOUS WASTE MANAGEMENT PLAN OVERVIEW

The Clinic is committed to providing a safe environment for patients and employees within the facility. It also is the wish to minimize any potential risk to the community from bio-hazardous materials generated at the Clinic. It is in the spirit that a bio-hazardous waste management plan has been developed. It has been designed to minimize the risk to patients, visitors, personnel, and the community from hazards associated with bio-hazardous waste.



ANNUAL ELECTRICAL INSPECTION

It is the policy of this clinic that an electrical inspection of the building be conducted annually, ensuring safety. It will be the responsibility of the Practice Administrator to schedule the inspection and ensure that any wiring or equipment found to be faulty be repaired or replaced.

This inspection and any repairs shall be done with the cooperation of the landlord.

CURRENT STANDARDS

This clinic will have an evaluation of the all facility electrical equipment and all electrical supply sources. This review will be conducted by the facility maintenance department. This is completed annually. A report will be provided and kept at Clinton Regional Hospital.

PREVENTATIVE MAINTENANCE INSPECTION - RESPONSIBILITY AND POLICY

The Facilities Department at Clinton Regional Hospital will be responsible for testing and inspecting equipment, etc. It will also be the responsibility of the Facilities Department to comply with the "Faulty Equipment" policy if devices tested do not meet inspection standards.



PROCEDURE FOR HANDLING SPILLS

POLICY : Staff members will use appropriate protective equipment and procedure in cleaning up skills. Training provided annually and at time of hire.

PROCEDURE

Chemical Spill

- Consult the MSDS book for instructions for cleanup or warnings for specific chemicals.
- Evacuate the area if dangerous fumes are possible.

Blood Spills

- Disinfect the spill with the appropriate disinfectant, e.g., bleach, PD1 wipes. •Ask assistance from others to keep patients and personnel away from the spill. •Put on gloves.
- Contain the spill with paper towels.
- Apply STARDUST absorbent to the spill. This will convert the liquid to a manageable solid material.
- Scoop the solid material into a bag.
- Dispose of the bag in the biohazard trash container.
- Assuming there is no broken glass with which to deal, spray floors or counter tops with bleach and dry with paper towels. If broken glass is present, sweep the towels into the dust-pan and dispose of litter material, broken glass, and paper towels.

Formaldehyde Spills or other Fixative Materials

- Sprinkle the spill containing material onto the formaldehyde.
- Put on gloves.
- Sweep the spill into a bag.
- If fumes are still present, take this bag to the outside.
- Close off the room where the spill occurred.

Spill kits are maintained in the Clinic.



Spill kits contain the following:

1 bottle STARDUST
absorbent

paper towels

Utility gloves

Goggles

Scoop/dust pan

Biohazard Bag



PROPERTY CONTROL

Property control records will be maintained on all movable assets. Property control records will include, purchase date, purchase price, model number, serial number and brief description.

The Engineering Department will inspect all new property. When property is retired or removed, it will be the responsibility of the Engineering Department to assure that the property records reflect retirement or removal of the property.

WASTE DISPOSAL POLICY

It is the policy of the Center to ensure safe and sanitary methods of handling and disposing of waste materials. Responsibility

It is the responsibility of all Staff to carry out the proper procedure required to handle and dispose of any solid or liquid waste.

Technique

All remaining I.V. solutions, anesthesia drugs, ampules, and vials are emptied and discarded in receptacle provided. Needles and syringes are left intact after use and disposed of in specified containers. **Needles are not to be re-capped.** Disposable materials are discarded in receptacle provided. All infectious waste is placed in appropriate receptacles for pick-up.

- 2. Annual Electrical Inspection
- 3. Procedure for Handling Spills Policy
- 5. Property Control and Waste Disposal Policy

