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| INSPECTION OF ELECTRICAL APPLIANCES  BROUGHT INTO THE FACILITY | | | | NO. 521 | |
| POLICY:  It is the policy of Winning Wheels that electrical appliances brought into the facility by residents and/or employees must be inspected by Maintenance for safety compliance. Electrical appliances used in the facility shall conform to the specification of the Fire Department, the Illinois Electrical Code, and the electrical safety rules of Winning Wheels.  PROCEDURE:  1. General Rules  a) The use of defective, worn, or frayed electrical cords is prohibited.  b) The use of extension cords and adapters within the hospital's facilities must be approved by the Director of Maintenance.  c) Space heaters will not be permitted within the facility unless specifically authorized by Administration and/or in concurrence with the Fire Marshall.  d) Electrical wiring for personal grooming items and holiday decorations shall be disconnected when not in use.  2. Inspection of Electrical Appliances.  a) Initial inspection of electrical appliances.  1) Staff shall contact the Maintenance Department when an electrical appliance is initially brought to the facility by staff or residents.  2) A Maintenance Department shall inspect electrical appliances prior to permitting their use within the hospital. This inspection shall include evaluation of the:  cord  plug  functioning of the items  a polarity test  3) A green label, initialed by the Maintenance Staff personnel who is inspecting the appliance shall be affixed to items which pass the inspection.  4) If the appliance does not pass the inspection, a red label shall be affixed to it. The Maintenance Staff shall notify the Nursing Director or the Departmental Manager that the item is not safe for use and its use shall be prohibited within the facility. | | | | | |
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| b) In addition to the initial inspection of electrical appliances, the following routine inspections conducted by the Maintenance Department shall include an evaluation of electrical appliances for safety.  1) Daily - The Maintenance Department shall conduct a general weekly inspection of the facility. If they encounter electrical items which do not have a label indicating that they have been inspected, they shall inform the Nursing Director or the Departmental Director that the use of the item is restricted until it has been inspected and approved by a Maintenance Department, and appropriately labeled.  2) Weekly - Maintenance Staff shall conduct a monthly inspection of patient care units, and shall test electrical appliances located on the unit. Safety problems encountered with electrical appliances during this inspection shall be recorded on the monthly inspection form, and the use of those items shall be prohibited until repairs to the appliances have been made and the items pass inspection by the Maintenance Department.  3) Quarterly - The Director of Maintenance shall conduct a quarterly inspection of the facility. During this inspection, electrical appliances shall be inspected and tested for safety. The use of items which do not pass this inspection shall be prohibited.  3. Electrical Wiring Used in Conjunction with Holiday Decorations:  a) The Maintenance Department must approve electrical wiring used in conjunction with holiday decorations.  b) Lighting shall carry Underwriters Laboratory (UL) labels.  c) Electrical wiring shall not be used on metallic decorations. However, metallic decorations may be illuminated by spotlights placed a safe distance away.  d) The Maintenance Department shall check tree light sets, electrical candles and similar holiday lighting and equipment for frayed wires, loose connections and broken sockets. The use of items which are deemed unsafe by the Maintenance Department shall be prohibited.  4. Staff Use of Personal Electrical Appliances or Equipment  a) Employees desiring to use personal electrical appliances and/or equipment shall obtain written approval from their immediate supervisor, and obtain authorization from the Director of Maintenance. Equipment again must be properly grounded and inspected by the Maintenance Department and labeled appropriately. | | | | | |
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