

Greater New Orleans Surgery Center

AIR CONDITIONING HVAC SYSTEM

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Reviewed: August 1, 2001
08/01/03, 06/24/08,
05/01/09
Implemented: August 1, 2001

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SUBJECT: AIR CONDITIONING HVAC SYSTEM

PURPOSE: To identify components of the HVAC system and measures taken to assure safe efficient operation of the system.

SCOPE: All personnel will familiarize themselves with the center's HVAC System.

POLICY: The Administrator is responsible for assuring that the HVAC System is functioning to cover the needs of the surgery center.

PROCEDURE:

- A. The Administrator is responsible for the operation of the HVAC System throughout the surgery.
- B. The heating, ventilation, and air-conditioning (HVAC) system is designed, installed, operated and maintained in a manner that is designed to provide a comfortable and safe environment for patients, personnel and visitors.
- C. The HVAC System is included in our Preventive Maintenance Program.
 1. Components of the system included in the Preventative Maintenance Program include chillers, boilers, cooling towers, air handling units and exhaust fans.
 2. Records of inspections and services performed are maintained in the Administrators Office.

D. It is the responsibility of the Safety Officer to schedule and assure attendance of all maintenance staff to an in-service on HVAC related information. In services shall address equipment and/or operating procedures that are new or have changed or have had a significant number of failures or user errors associated with them.

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EMERGENCY POWER

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SUBJECT: EMERGENCY POWER

PURPOSE: To identify and explain the operational and safety features of the emergency power system.

SCOPE: The Management is responsible for assuring that there is adequate emergency power for the facility.

PROCEDURE:

A. The Management is responsible for providing emergency power for the facility.

B. The facility has a reliable, properly sized emergency power system.

1. A generator that will provide power during an interruption of normal electrical service powers the power system.

2. The emergency generator is fueled by diesel fuel.

3. The generator is tested quarterly, for a period of thirty minutes, under load at operating temperature.

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4. The generator is tested weekly for five minutes without load to ensure automatic start function is operational.

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5. Receptacles powered by the generator are colored red.

6. The emergency power system provides selected power and lighting throughout the facility so that essential nursing, medical and plant services can continue.

7. Diesel fuel tank is monitored quarterly for moisture and capacity. It is the responsibility of the designee to maintain an adequate supply of fuel.

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C. Inservice Training shall address equipment and/or operating procedures that are new or have changed during the year or have had a significant number of failures or user errors associated with them.

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FAILURE OF COMMERCIAL POWER SYSTEM

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SUBJECT: FAILURE OF COMMERCIAL POWER SYSTEM

PURPOSE: This policy is established to insure the safety of patients, staff, visitors, and center property during a power failure.

SCOPE: All staff will familiarize themselves with the facility's Electrical Power System.

PROCEDURE:

- A. This policy applies to incoming commercial power to the center.
- B. The Administrator is responsible for maintaining the main switcher and related controls.
- C. In the event of commercial power failure the following steps will be taken.
 1. Check to make sure the Emergency Electrical Generator is functioning.
 2. Call the local Electrical Service Provider. Tell them we have lost power. Ask what has happened and approximately how long the outage will be.
 3. Notify the Administrator. Advise as to what has happened and how long the outage will be.
 4. The Safety Officer will advise when additional fuel is needed for the emergency generator.
 5. After Commercial Electrical Service has been restored, check the proper operation of: Ventilating Systems, Pumps, Motors, Air Compressors, Air Conditioning, Vacuum Pumps, Boilers, and Alarm Systems.
 6. When all systems are functioning normally, notify all departments.

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FAILURE OF COMMUNICATIONS SYSTEM

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Reviewed: August 1, 2001
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SUBJECT: FAILURE OF COMMUNICATIONS SYSTEM

PURPOSE: To define actions to be taken in event of a failure of the Communications system.

SCOPE: All staff will familiarize themselves with the facility's Phone Communication System.

POLICY: Good communications system is vital to the smooth operations of this facility. In event of a communications system failure steps shall be taken to assure maintenance of good communications.

PROCEDURE:

- A. The Administration will use cellular phones in the event of a communications failure.
- B. In event of a failure to the Internal Phone System, the following shall be taken.
 - The operator on duty is to contact the outside contractor by pay phone or cellular to request repair service on the outside lines. The outside contractor is Guywire 831-8439
- C. In the event of a failure to the direct outside lines the following steps shall be taken.
 - Local Telephone Company shall be called on pay phone and repair service requested. The contractor is Access Integrated Network 888-275-0777.

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FAILURE OF MEDICAL OXYGEN GAS SYSTEM

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SUBJECT: FAILURE OF MEDICAL OXYGEN GAS SYSTEM

PURPOSE: This policy is established to insure the safety of patients, staff, visitors, and center property during a Medical Oxygen failure.

SCOPE: Maintenance personnel and safety officer will familiarize themselves with the center Medical Oxygen System and equipment.

PROCEDURE:

- A. This policy applies to all Medical Oxygen Systems piped throughout the center.
- B. The clinical manager is responsible for maintaining the Medical Oxygen System throughout the center. All appropriate staff is responsible for knowing the location of the emergency oxygen supply valve.
- C. The Safety Officer will schedule testing of oxygen purity annually.
- D. Liquid oxygen storage mains and back-up cylinders are located in the tank room of the facility.
 1. In Case of Failure:
 - a. If the liquid oxygen tank fails CALL: Airgas 522-6715.
 - b. If the in-house system fails CALL: Clinical Manager and advise them what systems have failed. Airgas or Medical Repair (885-8512) can be contacted as if necessary.
 - c. Call the Administrator who will determine the action required by the personnel.
 - d. The staff shall call the managers to inform them as to what has failed and how long the system will be down and assist them in providing back-up supply.

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FAILURE OF MEDICAL OXYGEN GAS SYSTEM

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E. Leak in Piping System

1. Notify the using departments (i.e., nursing, and anesthesia) to determine if patients are using Medical Gas. If the Gas is in use, have the department change from piped gas to bottled gas or move the patients to another area until repairs can be made.
2. Shut off the zone valve controlling the area with the leak.
3. Maintenance will schedule the required repairs to be made by a qualified medical gas systems installer.
4. CALL: Medical Repair to have the system recertified before putting the system back into service.
5. After repairs are made and the system has been certified notify all affected Departments.

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FAILURE OF MEDICAL VACUUM OR AIR SYSTEM

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SUBJECT: FAILURE OF MEDICAL VACUUM OR AIR SYSTEM

PURPOSE: This policy is established to insure the safety of patients, staff and visitors and center property during a Medical Vacuum System and/or Medical Air failure.

SCOPE: All staff will familiarize themselves with the facility's Medical Vacuum and Medical Air Systems.

PROCEDURE:

- A. The Clinical Manager is responsible for maintaining the Medical Vacuum and Medical Air equipment.
- B. Should the primary Medical Vacuum and/or Medical Air pumps fail, we will contact Medical Repair 885-8512.
- C. Notify Anesthesia and Nursing of the failure and how long the system may be down for repair.
- D. Upon completion of changes and/or repairs of all Medical Gas Piping, Medical Repair shall be called for recertification of purity of the system.

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FAILURE OF NATURAL GAS SYSTEM

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SUBJECT: FAILURE OF NATURAL GAS SYSTEM

PURPOSE: This policy is established to insure the safety of patients, staff, the visitors and center property during a Natural Gas failure.

SCOPE: All personnel will familiarize themselves with the center's Natural Gas System.

PROCEDURE:

- A. The Administrator is responsible for maintaining the Natural Gas piping and controls within the center.
- B. In the event of a ruptured regulator or a gas leak in the center system the following steps will be taken.
 1. Shut off service valve located on the southwest side of the facility near the main mechanical room.
 2. Call local Gas Company.
 3. Notify the Administrator.
 4. Advise all departments of the outage and how long the outage will last.
 5. If the leak is in the gas meter or up stream of the regulator CALL: Local Gas Company and request repairs are made as soon as possible.
 6. If the leak is down stream of the gas meter make the necessary repairs and test system.
 7. Notify all departments that gas has been restored.
 8. Light all pilot lights and check all equipment.

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Greater New Orleans Surgery Center

FAILURE OF WATER SUPPLY

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SUBJECT: FAILURE OF WATER SUPPLY

PURPOSE: Should the occasion ever arise where the normal source of water is interrupted for more than four hours, through internal or external system malfunctions, the following plan provides information for requesting and then distributing emergency water in a priority manner.

SCOPE: All personnel will familiarize themselves with the center's water supply access.

PROCEDURE:

In the event of the failure of essential water service to the facility, the following action shall be taken:

- A. Contact the Administrator.
- B. Maintenance staff responding to this call will make every safe and reasonable attempt to determine the cause of the failure and reactivate the system. In the event those repairs cannot be made in-house or will require extensive downtime of equipment; the following action should be taken:
 1. Administration and department managers will be notified so that they may take the necessary action to prepare for this emergency.
 2. Administrator will contact the City Water Utilities Department and request assistance to carry out repairs and/or reactivate the water supply.
 3. Clinical Manager will contact emergency water supplier requesting the immediate delivery of potable water.
 4. Administrator will contact the City Fire Department at the appropriate Number to advise them of the situation to ensure extra precautions are taken in the event of a fire.
 5. Potable water will be delivered in bottles to the facility. Designee will transport water to each department.

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FAILURE OF WATER SUPPLY

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6. Water will be distributed to each department on a priority basis under the direction of the Administrator or his designee.
 7. If the available water supply becomes insufficient to allow for waste materials to be flushed down toilets, the elimination of waste materials will be accomplished by plastic bags and double bagging with a red biohazard bag on the outside.
- C. As with any emergency occurrence, all actions will be documented by the Safety Officer and presented to the Performance Improvement Council for critique and recommendation.

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MEDICAL VACUUM SYSTEM

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SUBJECT: MEDICAL VACUUM SYSTEM

PURPOSE: To identify components of the medical vacuum system and measures taken to assure the safe efficient operation of the system.

SCOPE: All personnel will familiarize themselves with the center's Vacuum System.

POLICY: The Clinical Manager shall maintain the medical vacuum system in a manner that provides a vacuum for aspiration during patient treatment and certain surgical procedures, and for the removal of nonflammable anesthetic waste gas.

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PROCEDURE:

- A. The Clinical Manager is responsible for the operation of the medical vacuum system.
- B. The medical vacuum system is included in the Preventative Maintenance Program.
 - 1. Pressure alarms and annunciator devices are inspected and tested at least annually.
 - 2. The vacuum pumps and receivers are included in the Engineering Department's preventative maintenance program.
 - 3. Problem identified during inspection procedures shall be corrected in a timely manner.
- C. Written procedures that specify what actions are to be taken in event of a medical vacuum system failure are outlined in the policy "Failure of Medical Vacuum System."
- D. All new medical vacuum systems shall be inspected before being placed into service.
- E. When additions are made to the existing system, the existing system shall be reinspected by a qualified inspector.
- F. All shut off controls installed in the medical vacuum system will be labeled.
- G. The Safety Officer will be responsible for scheduling and assuring attendance of Maintenance Staff to at least one in-service related to the medical vacuum system.

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UTILITIES AND GAS SUPPLY

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SUBJECT: Utilities and gas supply.

PURPOSE: To provide a safe environment for staff, patient, visitor, and physician in the event of an emergency or disaster.

SCOPE: All personnel.

POLICY: To provide a safe environment during an emergency or disaster, the following procedure will be followed regarding the main gas, H₂O and electrical shut off.

PROCEDURE:

A. In the event of an emergency or disaster in which it becomes necessary to shut off or discontinue the electricity, water, or gas supply, the locations for the main shut-off switches are listed below:

1. Electricity:

Located in the electrical room. Look for switch "main shut-off electricity".

2. Water:

Located in side room off of electrical room at back (west side) of the Facility. Red sign designates switch as "Main shut-off water".

3. Gas supply:

a. Medical Gas System Control Valves are located in:

1. Corridor adjoining administrator.
2. Corridor adjoining PACU.
3. Outside the O/R rooms in main corridor.

b. Operator should pull white handles toward operator.

c. Main shut off is in the gas room in back (west side) of the Facility.

B. Once main shut off valves are turned off, they are to remain this way until staff is told otherwise by Administrator, Clinical Manager, or designated charge person (ex. fire marshall).

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