

CONDUCTING SAFETY SURVEYS

The Safety Survey is conducted as a requirement by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

The National Fire Protection Association (NFPA) Life Safety Code 99 is a document with specific requirements that directly influence safety to life in both new construction and existing buildings. It is used as a guideline for the safety survey. Codes have not been written to cover every situation. Therefore, judgment and good sense must be applied. Any situation that is unclear must be referred to the authority having jurisdiction (J.P. McCabe, 301-496-0487). Safety surveys are conducted twice a year by a team of representatives from the following offices: Clinical Center Safety Office; Office of Facility Management (OFM); Housekeeping and Fabric Care (HFC); Clinical Center Maintenance Section (CCMS), Biomedical Engineering and Instrumentation Program (BEIP); and the Nursing Department (ND).

PROCEDURE FOR PCUs

- The Hospital Administrative Officer (HAO), OFM, sets up the schedule and notifies the other team members.
- Survey sheets will be provided by the Safety Officer.
- During the survey, the Safety Officer and other team members note deficiencies in their areas of responsibility.
- The Safety Officer notifies each of the offices if there is a deficiency in his or her area of responsibility.
- The HAO follows up on noted problems and sends a progress note to the Safety Officer before the next survey.
- If the deficiency falls within the HAO's area of responsibility, a work request or purchase order can be issued.

Survey Examples

- Fire Safety: emergency egress, evacuation drills, fire extinguishers, chute doors, fire doors, smoking, hazardous materials, toasters, etc.
- Security and Public Safety: safety of employees off hours, all locks, syringe bucket mounting, etc.
- Facility Deficiencies: water damage, ventilation, emergency power, receptacles, lights, construction, etc.
- Emergency Preparedness: current CC regulations, telephones, emergency numbers, training, etc.

- Environment and Sanitation: housekeeping issues, cleanliness of PCUs, proper disposal of waste, etc.

If there are questions, contact the CC Safety Officer at 301-496-5281.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director