

**Safety management Policy and Procedure Manual
Table of Contents**

SECTION I - SAFETY MANAGEMENT

Ref. #

Program Organization

Preamble, Documentation, Records Keeping HSE-I-000

Safety Management Plan HSE-I-001

Responsibilities HSE-I-002

EHSMS Policy HSE-I-003

Library Policy HSE-I-004

Reporting Policy HSE-I-005

Drills Policy HSE-I-006

Environment of Care Criteria HSE-I-007

Emergency Service Access HSE-I-008

Safety Committee Meetings HSE-I-009

Safety Committee Reporting HSE-I-010

Action Summaries Report HSE-I-011

Risk Assessment

Risk Assessment Program HSE-I-012

Safety management Policy and Procedure Manual Table of Contents

Incident Report Protocol	HSE-I-013
Entity Incident Reporting	HSE-I-014
Entity Monthly Reporting	HSE-I-015
Sector Submission of EHSMS Documents	HSE-I-016
Incident Reports Illness or Injury	HSE-I-017
Work Related Back Injury	HSE-I-018
Accident Investigation and Analysis	HSE-I-019
Hazard Surveillance	
Safety Hazard Surveillance	HSE-I-020
Exposure Control Plan - Engineered Sharps Injury Protection	HSE-I-021
General Safety	
General Hospital Safety and Patient Management	HSE-I-022
Visitor Safety	HSE-I-023
Patient Orientation	HSE-I-024
Patient Identification	HSE-I-025
Fall Prevention	HSE-I-026
Medication Error - Medication Precautions	HSE-I-027

**Safety management Policy and Procedure Manual
Table of Contents**

Beds and Side Rails	HSE-I-028
Patient Age-Related Hazards	HSE-I-029
Education and Training	
Employee Safety, Training and Communication Information	HSE-I-030
Safety Orientation	HSE-I-031
Registry Personnel	HSE-I-032
Safety Orientation Special Training	HSE-I-033
Body Mechanics	HSE-I-034
Safety Continuing Education	HSE-I-035
Staff Safety Questionnaire	HSE-I-036
Medical Supplies and Devices	
Safe Medical Devices	HSE-I-037
Manufacturer Recalls and Hazardous Device Notices	HSE-I-038
Medical Device Recall	HSE-I-039
Disposing of Recalls	HSE-I-040
Electrical Safety	
Electrical Safety	HSE-I-041

Safety management Policy and Procedure Manual Table of Contents

Electrical Equipment Condition	HSE-I-042
Lockout/Tag out Policy)	HSE-I-043
Lockout/Tag out Training	HSE-I-044
Personal Electrical Equipment	HSE-I-045
Electrical Extension Cords	HSE-I-046
Use of Electrical Equipment in Oxygen Enriched Environment	HSE-I-047
Electrical Safety - Preventing Overload	HSE-I-048
Electrical Safety - Electrical Beds	HSE-I-049
Electrical Safety - Distribution Systems	HSE-I-050
Equipment Condition	
Equipment Condition	HSE-I-051
Biomedical Equipment	HSE-I-052
Reporting Malfunction	HSE-I-053
Operator's Responsibility	HSE-I-054
Preventative Maintenance	HSE-I-055

**Safety management Policy and Procedure Manual
Table of Contents**

Recommendations For Laser Safety	HSE-I-056
HSE Audits / Non Conformity / Inspection	HSE-I-057
HSE Implementation and Monitoring	HSE-I-058
HSE Target and Objective	HSE-I-059
Legislative	HSE-I-060
Motivation	HSE-I-061
Management Review	HSE-I-062
Contractor	HSE-I-063
SECTION II - DEPARTMENTAL SAFETY	
Administrative and Business Office Safety	HSE-II-001
Cardiopulmonary Safety	HSE-II-002
Central Service Safety	HSE-II-003
Dietary Department Safety	HSE-II-004
Dialysis Safety	HSE-II-005
Engineering Department/Service Safety	HSE-II-006
Environmental Services Safety	HSE-II-007

Safety management Policy and Procedure Manual Table of Contents

Clinical Laboratory Safety	HSE-II-008
Laboratory Safety Quiz	HSE-II-009
Materials Management Safety	HSE-II-010
Nursing Services Safety	HSE-II-011
Patient Safety	HSE-II-012
Pharmaceutical Department Safety	HSE-II-013
Physical Therapy Services Safety	HSE-II-014
Diagnostic Radiology Safety	HSE-II-015
Special Care Units Safety	HSE-II-016
Surgical Department Safety	HSE-II-017
SECTION III - SECURITY MANAGEMENT	
Security Management Plan	HSE-III-001
Sample Security Mission Statement	HSE-III-002
Hospital Security	HSE-III-003
Security Authority	HSE-III-004
Infant Security	HSE-III-005

**Safety management Policy and Procedure Manual
Table of Contents**

Emergency Department Security	HSE-III-006
Security Education - Emergency Department	HSE-III-007
High-Risk Visitors	HSE-III-008
Security Door Lockout	HSE-III-009
Security Measures Involving VIP(s)	HSE-III-010
Release of Patient Information to News Media	HSE-III-011
SECTION IV - HAZARDOUS MATERIALS AND WASTE MANAGEMENT	
Hazardous Materials and Waste Management Plan	HSE-IV-001
Hazardous Materials and Waste - Notebook	HSE-IV-002
Hazardous Materials and Waste - Storage	HSE-IV-003
Hazardous Materials and Waste - Ordering and Receiving	HSE-IV-004
Hazardous Materials and Waste - Receiving MSDS	HSE-IV-005
How To Read MSDS	HSE-IV-006
Compressed Gas and Oxygen Use	HSE-IV-007
Hazardous Materials and Waste - Spills	HSE-IV-008
Hazardous Materials and Waste - Responsibilities	HSE-IV-009

Safety management Policy and Procedure Manual
Table of Contents

Hazardous Materials and Waste - Departmental Management	HSE-IV-010
Hazardous Materials and Waste - Waste Disposal	HSE-IV-011
Disposal of Radioactive Materials	HSE-IV-012
Hazardous Materials and Waste - Training	HSE-IV-013
Hazardous Materials and Waste - Employee Injury	HSE-IV-014
Hazardous Chemical Communication Program	HSE-IV-015
Hazardous Materials and Waste - Engineering Department	HSE-IV-016
Hazardous Materials and Waste - Nursing Department/Service	HSE-IV-017
Hazardous Materials and Waste - Pharmaceutical Department	HSE-IV-018
Hazardous Materials and Waste - Materials Management	HSE-IV-019
Formaldehyde Precautions	HSE-IV-020
Mercury Handling	HSE-IV-021
Waste Anesthetic Gases	HSE-IV-022
Disposal of Sharps	HSE-IV-023
Asbestos Handling	HSE-IV-024

Safety management Policy and Procedure Manual
Table of Contents

SECTION V - EMERGENCY PREPAREDNESS	<u>Ref. #</u>
Emergency Management Plan	HSE-V-001
Hazard Vulnerability Analysis	HSE-V-002
Emergency Preparedness - Preparations	HSE-V-003
Emergency Preparedness - Committee Meeting	HSE-V-004
Emergency Preparedness - Communications	HSE-V-005
Emergency Preparedness - Security	HSE-V-006
Emergency Water Supply	HSE-V-007
Emergency Preparedness - Supplies, Utilities and Equipment	HSE-V-008
Hospital Emergency Incident Command System Responsibilities	HSE-V-009

Safety management Policy and Procedure Manual
Table of Contents

Emergency Management Control/Operations Center	HSE-V-010
Emergency Preparedness - Personnel Pool	HSE-V-011
Emergency Preparedness - Admission Policy and Registration	HSE-V-012
Patient Chart and Victim Registration Log	HSE-V-013
Disaster Welfare Inquiry	HSE-V-014
Emergency Preparedness - Medical Staff Assignments	HSE-V-015
Emergency Preparedness - Evacuation	HSE-V-016
Disaster Nearby Community	HSE-V-017
Staff Support Programs	HSE-V-018
Emergency Preparedness - Staff Training	HSE-V-019
Emergency Preparedness Plan - Drills	HSE-V-020
Emergency Preparedness Evaluation	HSE-V-021
Bomb Threat	
Bomb Threat	HSE-V-022
Bomb Threat Room Search	HSE-V-023
Bomb Threat Report Form	HSE-V-024

**Safety management Policy and Procedure Manual
Table of Contents**

Riot or Civil disturbance

Riot or Civil Disturbance Response Plan HSE-V-025

Earthquake

Earthquake Response Procedure HSE-V-026

Radioactive Disaster

Radioactive Disaster Functions HSE-V-027

Radioactive Disaster HSE-V-028

Disruption of Services

Disruption of Services Procedure HSE-V-029

Disruption of Hospital Services Notification HSE-V-030

Disruption of Services Electric HSE-V-031

Disruption of Services Medical Gas HSE-V-032

Disruption of Services Natural Gas HSE-V-033

Disruption of Services Sewage HSE-V-034

Disruption of Services Water HSE-V-035

Failure of Air Conditioning System HSE-V-036

Failure of Operating Room Air Conditioning HSE-V-037

**Safety management Policy and Procedure Manual
Table of Contents**

Failure of High Pressure Boilers	HSE-V-038
Failure of Elevators	HSE-V-039
Failure of Fire Alarm System	HSE-V-040
Failure of Nurse Call System	HSE-V-041
Failure of Telephone System	HSE-V-042
Failure of Piped Vacuum System and Compressed Air	HSE-V-043
SECTION VI - DEPARTMENTAL EMERGENCY PREPAREDNESS	
Admitting/Switchboard	HSE-VI-001
Accounting, Business Office, Data Processing	HSE-VI-002
Cardiopulmonary Department	HSE-VI-003
Central Service	HSE-VI-004
Dialysis	HSE-VI-005
Dietary Department	HSE-VI-006
Emergency Department	HSE-VI-007
Emergency Triage	HSE-VI-008
Engineering & Security Department	HSE-VI-009

**Safety management Policy and Procedure Manual
Table of Contents**

Environmental Service	HSE-VI-010
Clinical Laboratory Services	HSE-VI-011
Material Management	HSE-VI-012
Emergency Triage	HSE-VI-008
Material Management	HSE-VI-012
Emergency Triage	HSE-VI-008
Material Management	HSE-VI-012
Medical Records Department	HSE-VI-013
Medical Staff Coordinator	HSE-VI-014
Medical/ Surgical/ Special Care Units	HSE-VI-015
Obstetric Department	HSE-VI-016
Human Resources Department	HSE-VI-017
Pharmaceutical Department	HSE-VI-018
Physical Therapy Services	HSE-VI-019

Safety management Policy and Procedure Manual Table of Contents

Obstetric Department	HSE-VI-016
Human Resources Department	HSE-VI-017
Pharmaceutical Department	HSE-VI-018
Physical Therapy Services	HSE-VI-019
Diagnostic Radiology Department	HSE-VI-020
Surgical Services	HSE-VI-021
Volunteer Services	HSE-VI-022
Life Safety Management Plan	HSE-VII-001
Fire Safety Chain Of Command Key	HSE-VII-002
Fire Safety Duties Of Department Directors & Supervisors	HSE-VII-003
Fire Safety Duties Of Personal	HSE-VII-004
Fire Safety Hazards	HSE-VII-005
Fire Safety Evacuation Of Patient	HSE-VII-006
Fire Safety / Smoking Policy	HSE-VII-007
Fire Safety Hazards	HSE-VII-005

Safety management Policy and Procedure Manual
Table of Contents

Fire Safety / Smoking Policy	HSE-VII-007
Fire Safety Hazards	HSE-VII-005
Fire Safety / Smoking Policy	HSE-VII-007
Material Of Equipment Purchases	HSE-VII-008
Life Safety Code Compliance	HSE-VII-009
Fire Safety / Construction Suitability	HSE-VII-010
Fire Safety / New Construction	HSE-VII-011
Statement Of Condition	HSE-VII-012
Fire Safety / Interim Construction	HSE-VII-013
Fire Drill Policy	HSE-VII-014
Fire Alarm System Testing & Inspection	HSE-VII-015
Fire Door Inspection	HSE-VII-016
Fire Control Valves	HSE-VII-017
Sprinkler Heads	HSE-VII-018
Fire Sprinkler System Repair	HSE-VII-019

**Safety management Policy and Procedure Manual
Table of Contents**

Fire Hydrant Inspection	HSE-VII-020
Fire Extinguisher Check	HSE-VII-021
Types Of Fire Extinguishers	HSE-VII-022
Fire Dampers Inspection	HSE-VII-023
Fire Safety General Instruction	HSE-IIX-001
Business Office	HSE-IIX-002
Cardiopulmonary Department Cardiac Rehab & Cardiology	HSE-IIX-003
Central Service	HSE-IIX-004
Dietary Department	HSE-IIX-005
Emergency Department	HSE-IIX-006
Engineering Department	HSE-IIX-007
Environmental Department	HSE-IIX-008
Laboratory Services	HSE-IIX-009
Material Department	HSE-IIX-010
Medical Records Department	HSE-IIX-011

**Safety management Policy and Procedure Manual
Table of Contents**

Nursing Department	HSE-IIX-012
Obstetrics, Delivery Rooms & Nursery	HSE-IIX-013
Pharmaceutical Department	HSE-IIX-014
Physical Therapy Services	HSE-IIX-015
Diagnostic Radiology	HSE-IIX-016
Special Care Units	HSE-IIX-017
Anesthetizing Locations/ Surgical Services	HSE-IIX-018
Surgical Services	HSE-IIX-019
Switchboard	HSE-IIX-020
Volunteers, Student/ None Staff Personnel	HSE-IIX-021