

Policy Applies to:

All staff employed by Mercy, Credentialed specialists, and patients will be supported to meet policy requirements.

Related Standards:

- **AS/NZS 3000** Electrical Installations
- **AS/NZS 3760** In-service Safety **Inspection** and Testing of Electrical Equipment
- **AS/NZS 3551** Management programs of Medical Equipment
- **AS/NZS 3003** Electrical Installations – Patient Areas
- **AS/NZS 2500** Guide to safe use of electricity in patient areas.

Cultural Considerations:

Ensure that Electrical Safety education is provided to all personnel in a way that is understood by the individual.

Rationale:

To actively promote electrical safety and prevent injuries to persons or property resulting from either direct or indirect electrical contact.

Objectives:

- To ensure a safe environment for patients, visitors, staff, credentialed specialists and contractors
- To ensure that specific safety related work practices are consistent with the nature and extent of the associated electrical hazards
- To ensure the repair and maintenance of biomedical equipment is completed in accordance with the above standards
- To meet legislative compliance.

Implementation:

- Electrical checking of all new equipment
- Annual portable appliance testing
- Verification and validation of all electrical equipment by an approved contractor
- In house training – All staff every third year /orientation quiz for new staff
- All electrical work will be carried out by an appropriately qualified and currently licensed electrician
- Acceptance checking of all biomedical equipment this includes the electrical testing of these items
- All staff will be made aware to that they should contact a clinical shift leader or a member of the facilities team with any concerns relating to patient & privately owned equipment management (ref Appendix 2)
- Clinical staff will follow the 'medical equipment repairs process in the event of biomedical equipment requiring repair or maintenance (ref: Clinical Services Work Manual)Database (contractor owned) utilised to ensure all biomedical equipment is logged and has an automated 'review by' date assigned to ensure timely maintenance checks
- Any equipment failing functional, performance and / or electrical check will be removed from service immediately by the contractor, and the relevant HOD notified.

Evaluation:

- Incident reports - monitoring any incidents related to electrical safety and the repair and / or maintenance of clinical equipment. Any action plan will be evaluated for resulting improvement
- Staff training records
- Annual portable appliance testing report
- Annual biomedical equipment report
- Monitoring of the 'review date' targets met for required biomedical equipment maintenance taken into consideration during contract renewal.

Associated Documents

- **External** – Standards as above
- Electricity (Safety) Regulations 2010
- **Internal** – The Mercy Hospital Contractors Internal Handbook
- Facilities work manual
- Clinical Services work manual.

Acknowledgements

- The Ministry of Economic Development Energy Safety
- Standards New Zealand.