

# ELECTRICAL SAFETY POLICY inclusive Bio- Medical Equipment

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Reviewed: February 2017

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## Policy Applies to:

- All staff employed by Mercy, Credentialed specialists, Allied health professionals 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

## 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, allied health personnel and contractors;
- To meet legislative compliance
- 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

## Implementation:

- Electrical checking of all new equipment;
- Annual portable appliance testing.
- Current **tag** on all Mercy owned electrical equipment
- Verification and validation of all electrical equipment by an approved contractor
- In house training – All staff every second 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 confident in contacting a nurse coordinator or facilities team leader 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

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## 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
- Environmental audits
- 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
- **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