

POLICY MANUAL

Subject: Electrical Safety

Effective Date: 8/24/93

Initiated By: Russ Taylor
Safety/Support Services Director

Approved By: James B. Moore
Chief Executive Officer

Review Dates: 11/99 CSF/RT, 12/02, 11/06 RT
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11/02 SC, 07/10 RT/Committee

POLICY:

Cumberland Heights maintains an environment conducive to ensuring the physical safety of patients, visitors and staff. Cumberland Heights has an electrical safety policy, which along with the Utilities Management policies, ensures the safety of all involved.

PROCEDURE:

- I. No electrical equipment may be used by patients or staff of Cumberland Heights without such equipment being approved by the Safety Director or his designee.
 - A. PATIENT ELECTRICAL DEVICES
 1. At the time of the residential admission search, all electrical appliances are checked for safety by the security staff during the search of patient bags for prohibited items.
 2. Those electrical appliances approved for use are marked with a green sticker.
 3. Those electrical appliances not approved are either locked in storage until discharge or given to significant others to take home.
 - B. STAFF PERSONAL ELECTRICAL DEVICES
 1. Staff will notify maintenance of any personal electrical devices that they wish to use in their working area, so that maintenance can be sure that the device is safe for use.
 2. Those electrical devices approved for use are marked with a green sticker, which must remain on the devices as long as it is on company property.
 3. Those electrical devices not approved must be removed from company property immediately.

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- II. Maintenance and/or security personnel will check the above mentioned devices for:
 - A. switches that are operating properly
 - B. plugs are not bent or prongs broken
 - C. cords in good shape
 - D. air flow grills clean and unobstructed
 - E. casing intact
 - F. screws not missing
 - G. protective grills in place
- III. No space heaters are allowed in residential area.
- IV. Any unsafe conditions must be reported to the Safety Director immediately.
- V. For all other electrical concerns refer to the [Utilities Management](#) policy.