



COHESIVE HEALTHCARE MANAGEMENT & CONSULTING

Mangum Regional Medical Center

TITLE		POLICY
Utility Management Plan		LS-300
MANUAL	EFFECTIVE DATE	REVIEW DATE
Life Safety (Environment of Care)	TBD	TBD
DEPARTMENT	REFERENCE	
Plant Operations	See references below	

SCOPE

The Utility System Management Plan is Hospital-wide in scope.

PURPOSE

The Environment of Care (EOC) Utility System Management Plan is established to minimize the risks of utility systems failure and to ensure that staff is knowledgeable of their roles and responsibilities during disruptions of critical utility systems that are vital to patient care.

POLICY

The Hospital’s Utility System Management Plan contains policies and procedures to ensure standard work practices are followed and to mitigate any risks to patients, staff or building in the event of a utility system(s) failure.

The Utilities Systems Management Plan includes equipment that meets the following criteria:

- Equipment maintains the climatic environment in patient care areas.
- Equipment that constitutes a risk to patient life support upon failure.
- Equipment is a part of a building system, which is used for infection control.
- Equipment that is a part of the communication system, which may affect the patient or the patient care environment.
- Equipment is an auxiliary or ancillary part of a system control or interface to patient care environment, life support or infection control.

PROCEDURE

- A. Develop special guidelines and procedures to be followed in the event of failure in any one of the following utility systems: electrical, natural gas, HVAC (heating, ventilation, and air conditioning), medical gases, sewage, and water.
- B. Newly acquired equipment is evaluated for the above listed criteria.
- C. Inspecting, testing, and maintaining critical operating components:
 - 1. Critical operating components are maintained on the safety and preventive maintenance program by the Plant Operations Department.
- D. Developing and maintaining current utility system operational plans:
 - 1. These plans are developed and maintained by the Plant Operations Department. Floor plans and policies and procedures, and regulatory standards are filed in the department.
- E. Mapping the layout of utility systems and labeling controls for emergency shutdown:
 - 1. Plans, policies, and procedures are maintained by the Plant Operations Department.
- F. Investigating utility system problems, failures, or user errors:
 - 1. Failures, problems, and user errors are reported to Plant Operations for correction. Non-routine failures are reported to the Safety Officer via the event reporting system. These issues are also routinely presented to the Quality Committee for evaluation and recommendations to prevent recurrences.

ORIENTATION/EDUCATION

- A. Initial orientation regarding the plan will be given to new employees by the Plant Operations Manager. Annual education regarding the plan will be done annually for all hospital employees. Orientation/Education will include:
 - 1. Utility system capabilities
 - 2. Emergency shutoff controls
 - 3. Emergency procedures for patient care

MONITORING THE PLAN

- A. Performance standards for Utility System Management is acknowledged through staff testing, monitoring and inspection activities, and the review of hospital incident reports.
- B. Utility System Management Plan data is collected concurrently by the Plant Operations Department (i.e.; Maintenance, Environmental Services) and reviewed by the Quality Committee monthly.

- C. Data is collected based on staff input and observation of the physical environment and maintenance records. This review ensures that certain performance standards are met and maintained.
- D. Quality Improvement: At least one aspect of the EOC is monitored on a quarterly basis and a report of the results forwarded to the Quality Committee, Medical Executive Committee, and Governing Body.

EVALUATION

- A. The objectives, scope, performance, and effectiveness of the hospital’s Utility Systems Management Program are evaluated annually.
- B. Any necessary changes are prepared and presented to the hospital’s Quality Committee and changes made to improve the plan are based on committee recommendations.

REFERENCES

Centers for Medicare & Medicaid Services (2020) State Operations Manual Appendix W – Survey Protocol, Regulations, and Interpretative Guidelines for Critical Access Hospitals. §485.623 Physical Plant and Environment. [Electronic Version]. Retrieved on 06/01/21 from https://www.cms.gov/Regulations-and-Guidance/Guidance/Manuals/downloads/som107ap_w_cah.pdf

National Fire Protection Association (2012). Life Safety Code Handbook.

REVISIONS/UPDATES

Date	Brief Description of Revision/Change