

**Beth Israel Deaconess Medical Center
BIDMC Manual**

Title: Electrical Appliance Safety

Policy #: EOC - 17

Purpose:

A. To ensure:

- 1) All electrical appliances utilized within the Beth Israel Deaconess Medical Center are used for their intended purpose, are in safe working condition, and are located in appropriate spaces.
- 2) The identification of user risks and/or operational hazards with electrical appliances that may compromise the safety of Patients, Visitors, and/or Staff.
- 3) Only those permitted appliances are being used and the continued safe operation of those appliances.

Scope:

The scope of this policy extends to all staff and patient/visitor electrical appliances utilized in or intended for utilization within the Beth Israel Deaconess Medical Center and offsites. This policy does apply to appliances located in the Medical Center's Main Kitchens and Cafeterias except for items A, E, F, I, and J in the Not Permitted section. However, these exceptions must meet the criteria for a permitted appliance.

Policy Statement:

- A. Electrical appliances utilized within the Beth Israel Deaconess Medical Center must meet the permitted criteria listed on the following page. Maintenance Operations reserves the right to inspect and/or test any appliance at any time.
- B. Appliances that are determined by Maintenance Operations or Environmental Health and Safety to not be used for their intended/appropriate purpose or appliances that are found not in safe working condition will be required to be limited to their intended use or removed.
- C. Inspections shall include, but not be limited to, a visual inspection of cords, connectors, and controls for obvious defects, as well as, Electrical Safety (leakage) tests.
- D. Factors determining an unsafe condition will be fully explained to the Department Head or Manager as appropriate.
- E. Appliances identified as unsafe for use within the facility will be removed from service until such time as repairs can be made and tests verify the safe operation, or, the appliance is replaced.
- F. Extension cords are prohibited from permanent use anywhere within the

medical center or off-sites. This includes prohibited use of surge protectors in place of an extension cord. (See H below for proper use of surge protectors.)

- G. Due to the inherent dangers of cord placement, special care should be taken when determining cord path and equipment position.
- H. Surge protectors are only permitted for protecting sensitive equipment from electrical surges (e.g. computers, printers). These are generally located in workstations and must be placed in a manner to eliminate any trip hazard. Surge protectors must be U/L approved, have no greater than 15 Amp overload protection, have a 3-prong plug and the cord cannot be longer than 6 feet. Doubling up of any surge protector to increase length is prohibited.
- I. It is the responsibility of each department's management to ensure that all electrical appliances meet the permitted criteria. It is recommended that all appliances receive a safety inspection prior to use at the Medical Center. At the time of inspection, an inventory sticker will be affixed. To schedule an appliance safety inspection, please contact the Services Response Center at 2-0070.

Permitted and Not Permitted Appliances:

1. Electrical appliances that are **NOT PERMITTED:**
 - A. Appliances that create a flame or use flammable liquid or gas
 - B. Portable hairdryers
 - C. Portable heating units of any kind are NOT permitted in patient sleeping areas
 - D. Clothing irons
 - E. Hot plates, warming plates, and electric water kettles
 - F. Toaster ovens
 - G. Non-commercial grade toasters
 - H. Non-commercial grade coffee makers
 - I. Popcorn makers
 - J. Halogen or heating lamps
2. Electrical appliances not listed above and that meet ALL of the criteria (A through E) below are **PERMITTED:**
 - A. U/L Approval
 - B. Casing is intact/ No modifications
 - C. Patient care areas require double insulated or 3-wire/3-pin cord/plug. Cell phones and laptop computers are the only exceptions (every effort should be made to minimize use of cell phones and laptop computers while plugged in and to remove AC adapters/plugs from outlets when not charging device).
 - D. Appliances that have polarized plugs are permitted to be used in non-

patient care areas

E. No frayed or damaged cord/plug

Examples of permitted office-type appliances (provided that they meet A-E above) include: TV's, VCR's, radios, calculators, fans, pencil sharpeners, task lamps, computer equipment, printer/copier equipment, surge protectors, and chargers for wireless devices.

Examples of permitted cooking-type appliances (provided that they meet A-E above and are located in appropriate spaces such as kitchens, breakrooms, nutrition alcoves, or dining areas) include: microwave ovens, commercial grade coffee makers, commercial grade toasters, refrigerators, and water coolers.

3. Only commercial grade portable heating units approved and supplied by Maintenance Operations are permitted for use within the Medical Center.
4. Any electrical appliance purchased or brought in by anyone or any department must meet the criteria of this policy. If anyone or any department wishes to bring non-clinical electrical equipment into the medical center that is NOT identified in this policy they should request approval from Maintenance Operations. The Maintenance Operations reserves the right for permitting or not permitting electrical appliance use within BIDMC.
5. Refer to "Basics of Plug Safety" attachment for additional information.

Attachment A: Basics of Plug Safety

Vice President Sponsor: Walter Armstrong, Sr. VP Capital Facilities and Engineering

Approved By:

Ops Council: 6/7/10

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EOC Committee: 5/12/10

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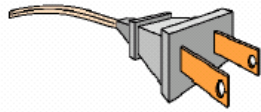
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Eliminated:

References: EOC-17 Attachment A: Basics of Plug Safety



Basics of Plug Safety

Ground Fault Interrupters (GFI's)



- Detect "leaks" (but not over-current)
- Can be permanently mounted or portable
- Must be used on all 120 volt, single-phase, 15- and 20-ampere receptacle outlets on construction sites, which are not part of permanent wiring
- Must be tested to ensure working properly
- Must be marked with manufacturer's name and applicable rating

- Do not use adapters that will allow an equipment to be plugged into an ungrounded (two-prong) outlet.
- Never attempt to operate an electrical equipment that has had the grounding prong removed.
- Never modify the polarized blade of 2 prong electrical plugs

Plugs



Polarized



Non-Polarized

Grounding



- It is important that the grounding conductor is firmly attached

- Ensures there is a path of low resistance to ground if there is an electrical equipment failure