



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Facility Management and Safety (FMS)		
Document:	Plan		
Title:	Utility System Management Plan		
Applies To:	All MCH Staff		
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1. PURPOSE:

- 1.1 To provide and support a safe, controlled, and comfortable environment of care within the Hospital.
- 1.2 To help ensure the operational reliability of utility systems and assessing and managing the risk associated with the utility system malfunctions and failures.

2. DEFINITIONS:

- 2.1 N/A

3. POLICY:

- 3.1 The Utility System Management Program is committed to Superior Quality and Safety in meeting the Healthcare needs of the Clients we serve by fostering Advanced and Compassionate Healthcare Services.
- 3.2 **Objectives:**
 - 3.2.1 Ensure the operational reliability associated with utility systems through inspection, testing and maintenance of critical components and the education of users and maintainers of the utility system.
 - 3.2.2 Develop and maintain a current utility system, including labelling of controls for Partial or complete emergency shutdown to each utility system.
 - 3.2.3 Ensure that staffs are trained to use utility systems that affect business operations and patient care effectively.
 - 3.2.4 Ensures the selection, operation and maintenance of appropriate utility services and infrastructure.
 - 3.2.5 Evaluate annually the objectives scope, performance and effectiveness of the documented system management plan.
 - 3.2.6 The utility management program is to produce a zero (0) occurrence of serious injury or death to a patient or staff member, and visitors resulting from malfunction of defined critical utility system.

4. PROCEDURE:

- 4.1 **Written Criteria:**
 - 4.1.1 The utility system shall be evaluated annually by all maintenance department staff. This evaluation shall be based on equipment function, risk and reliability.
- 4.2 **Operational Plan:**
 - 4.2.1 The Maintenance Department develops and maintains an operational plan for each utility.
 - 4.2.1.1 A detailed description of the utility system.
 - 4.2.1.2 Listings for supported and supporting utility system.
 - 4.2.1.3 Interval of testing and maintenance.

- 4.2.1.4 Drawings of the utility systems that locate major components and describe their operation and function.
- 4.2.1.5 A procedure for safe shutdown of utility system including a description of operating procedures for key controls and a procedure for notification if staff are in affected areas.
- 4.3 **Training and Education:**
 - 4.3.1 The maintenance Supervisor will ensure the orientation, seminar and training of all maintenance staff as per policy of the Hospital.
- 4.4 **Testing and Maintenance:**
 - 4.4.1 The Maintenance Department develops operational plans and other policies for testing, inspection and maintenance equipment for utility systems included in the program. The results of testing, inspection and preventive shall be documented.
- 4.5 **Utility Distribution and Control Drawings:**
 - 4.5.1 The Maintenance Department maintains a current, complete set of documents (drawings) that indicate the distribution and shut-off controls for the partial or complete shutdown of each utility system.
- 4.6 **Labelling and Emergency Shut-off Controls:**
 - 4.6.1 The Maintenance Department ensures that each emergency shut-off is clearly labelled.
 - 4.6.2 Labelling must be inspected through the preventive maintenance schedule.
- 4.7 **Utility Problem Management:**
 - 4.7.1 Request for utility maintenance or repair will be referred to the maintenance department for action through filling up a Maintenance Work Request Form that will be forwarded to maintenance department.
 - 4.7.2 The Maintenance Department will monitor through Daily Routine Inspection (physical) the operation of utility system and identify system failures adversely affect patient safety or quality of care.
 - 4.7.3 The Maintenance Department will establish threshold to define utility problems and use the following protocol upon determination of utility problems.
 - 4.7.3.1 Identified problems will be documented and evaluate. Resolution will be formulated and approval for the management, action should be done.
 - 4.7.3.2 Corrective actions will be monitored, evaluated for required outcome and documented.
 - 4.7.3.3 When corrective actions prove satisfactory, the Supervisor will feed the information back to system and review the need for continued monitoring.
 - 4.7.3.4 Summary reports of failure of critical utilities and maintenance personnel errors will be presented to Safety and Quality Improvement Department who will be review and analyze the summary and shall determine the need for changes in activities or education.

5. MATERIALS AND EQUIPMENT:

- 5.1 Maintenance Reports
- 5.2 Daily Inspection Reports.
- 5.3 Maintenance Work Request Form.

6. RESPONSIBILITIES:

- 6.1 Maintenance Supervisor
- 6.2 Maintenance Staff



7. APPENDICES:

- 7.1 N/A

8. REFERENCES:

8.1 MOH and civil rules and regulations

9. APPROVALS:

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