DEER LODGE CENTRE *Making lives better*	Policy Name: **Electrical Appliances for Use within Deer Lodge Centre**	Policy# 80.700.003	Page 1 of 2
	Approval Signature: *Original approved by* Kevin A. Scott Chief Operating Officer DLC	Section: Environmental / Maintenance	
	Date: June, 2021	Supersedes: December 2015	

1.0 **PURPOSE:**

1.1 To reduce the risk of injury, it is essential that all electrical appliances brought into the Centre for clients, staff, tenants, and Regional sited staff *use are to be* inspected by Facility Management.

2.0 **DEFINITIONS:**

2.1 The word client refers to: patient, resident, participant and outpatient.

3.0 **POLICY:**

3.1 All electrical appliances brought into the Centre for clients, staff, tenants, ***or Regional sited staff*** *use* must be inspected by Facility Management prior to use.

3.2 The Centre has the right to refuse the use or take out of service any electrical appliances deemed to be unsafe.

3.3 All electrical appliances must be CSA approved or equivalent acceptable certification.

3.4 The use of any electrical products by clients**,** which have a heating element, including but not limited to, curling irons, hair dryers, coffee makers, space heaters, electric blankets or heating pads are not permitted.

3.5 The use of any "kitchen appliance" must be located in an area that is designated or suitable to be used as a kitchen area. The use of microwaves, fridges, toasters, etc. in non-designated areas is prohibited.

4.0 **PROCEDURE:**

4.1 Electrical appliances brought into Deer Lodge Centre are to be labeled with the unit, department or client's name and left at the nursing station or reception desk.

4.2 Nursing or Department staff will send a work order (HIPPO) to Facility Management to request an electrical appliance inspection. The work order should advise room # and what items require an inspection. Nursing will follow-up with the Waiver for Valuables Form (Form # CL0132-2), stamp with the client's addressograph, record date and list of appliances.

4.3 Facility Management will document their findings at the time of inspection and, if appliance is acceptable, apply a sticker to the electrical appliance to indicate completion of inspection (initials of inspector and date of inspection). If equipment does not pass electrical inspection Facility Management will indicate on CL0132-2 and follow up on Hippo work order. Any item not approved for use will be returned to patient/family/staff to be removed from Centre.

4.4 If any new electrical appliance is brought in on off-hours or weekends, it may not be plugged in or used until the electrical appliance inspection safety check has been completed by Facility Management on the next available work day.

5.0 **REFERENCES**:

5.1 N/A

POLICY CONTACT: MANAGER, FACILITY MANAGEMENT