PLANT SERVICES RESPONSE TO CATASTROPHIC EQUIPMENT OR COMPONENT FAILURE

Purpose:
To insure that in the event of a catastrophic system, equipment or component failure, critical information concerning the cause of the failure is not lost due to the premature destruction or loss of evidence.

Policy:
A Catastrophic failure is a failure that has implications for the safety of patients, staff and/or visitors as well as Medical Center property. Catastrophic failures of Medical Center systems, equipment or components, though rare, do occasionally happen. In the event of such a failure, it is imperative that we determine to the best of our ability, the cause of the failure. This is true for several reasons:

1. Determining the cause of the failure, allows us to properly assess the extent of our risk throughout the Medical Center if we use the same component in other locations.
2. To understand if the cause of the failure or its impact has implications beyond the immediate impact of the failure itself. For example, staff exposure to dangerous materials, etc.
3. To allow us to notify the equipment or component manufacturer of potential far-reaching product failure issues of which they may not be aware.

Effective immediately, in the event of the catastrophic failure of any system, equipment or component within the Medical Center and serviced by Medical Center Plant Services, the following steps will be taken:

1. Immediately following the failure and after the system is placed back in operation all equipment or components removed from service as a result of the failure will be collected and inventoried.
2. Where possible each piece will be sealed in a plastic bag, labeled with the name of the part and the date of the incident. It will be taken to the appropriate shop and turned over to the shop manager or their designee.
3. If the equipment is too large for step#2 above to be practical, the equipment will be taken to the 6th Avenue Warehouse for storage.
All stored material associated with a catastrophic failure will be kept for a minimum of 90 days. If after the 90 day waiting period no inquiries have been made about the stored material, it may be disposed of with the approval of the department director.

Responsibility:
It is the responsibility of each employee of Plant Services to adhere to this policy. It is the responsibility of the Shop Manager to insure that initial and annual training on this policy is provided to their staff.