**Environmental Safety**

**Section:** Environmental

**Compliance:** URAC Specialty Pharmacy 2.1

**URAC Standards:** PHARM Core 27, PHARM-OP 13

**ACHC Standards:** DRX 7-5B

**Policy ID:** 3.2

**Approved by:**

**POLICY**

<insert practice name> will provide a safe and secure environment for patients, staff, and visitors that includes emergency preparedness **[PHARM-OP 13]**. Employees will be trained regarding environmental safety to include the office environment, fire protection and utilities management. **[PHARM Core 27 (e,f)]**

**PROCEDURE**

**Office environment**:

1. It is the responsibility of each employee to keep his/her work area clean and free from hazard
2. It is the responsibility of each employee to report a hazardous condition found in the workplace
3. All work environments will be kept clean and orderly
4. All spilled liquids will be cleaned up immediately
5. Emergency spill kits are available **[PHARM-OP 13 (e-i)]**
6. Eye wash stations or eye wash kits are easily accessible **[PHARM-OP 13 (e-ii)]**
7. Toilet and washing facilities are kept clean and sanitary and are complete with suitable cleansing agents and paper towels
8. All work areas and hallways are adequately lighted
9. All aisles are kept clear
10. Materials and equipment are stored in such a way as to prevent sharp objects from interfering with the walkways
11. Floors are clean, dry, and free from protruding nails, splinters, loose boards, or holes
12. In the cleaning area, drainage shall be maintained and surfaces kept appropriately, minimizing slippery conditions
13. Material piled, stacked or racked on elevated surfaces is done so in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading
14. Buildings have sufficient exits at appropriate locations to permit the prompt escape of occupants in case of emergency
15. Exits are unobstructed and accessible at all times. Lit exits signs are used and readily visible
16. Exits discharge directly to the street or other public open space that provides safe exit to a public way
17. Glass exit doors, used for exiting are fully tempered and meet the safety requirements for human impact
18. All employees are trained in and know the closest exit from any location in the building and know where to meet for accountability in the event of evacuation. (A location has been established for all employees to meet) **[PHARM Core 27 (e, f)]**
19. All stored materials stacked in tiers are stacked, blocked, and limited in height so that they are secure against sliding or collapse
20. Storage areas are kept free of accumulation of materials that constitute hazards from tripping, fire, explosion, and pest harborage. Vegetation control is exercised, when necessary
21. All sweeping, solid or liquid waste, refuse, and garbage are removed in such a manner as to avoid creating a menace to health and as often as necessary to maintain good sanitary conditions
22. Any sharps or potential sharp materials will be placed in the proper sharps containers.
23. Any blood borne waste as defined will be disposed of in the proper hazardous red waste receptacles
24. Any chemotherapy or hazardous drug waste or contaminated materials will be disposed of in the proper waste receptacles, yellow chemo waste receptacles.

**Fire Protection:**

1. The local fire department is acquainted with the facility, its location, and any specific hazards
2. Portable fire extinguishers suitable to the condition and hazards involved are provided and maintained in effective operating condition
3. Fire extinguishers are mounted where they will be readily accessible and are not obstructed or obscured from view
4. Fire extinguishers are recharged regularly (yearly) and noted on the unit inspection tag
5. Employees are periodically educated in and can demonstrate proper use of a fire extinguisher and know the general principles of a fire extinguisher **[PHARM Core 27 (e, f)]**
6. Flammable liquids are kept in covered containers or tanks when not in use and located outside or an inside storage room or in fire resistant storage cabinets
7. Adequate precautions are taken to prevent the ignition of flammable vapors. Sources of ignition include, but are not limited to open flames, lighting, smoking, and electrical sparks
8. Fire drills are performed and documented annually

**Utilities Management:**

1. <insert practice name> ensures adequate backup systems are in place in the event of power failure. **[PHARM-OP 13 (b-ii)]** Utilities management may include but not be limited to:
	* Heating and cooling in the office or warehouse
	* Refrigeration
	* Water supply
	* Communication systems including back up of software and all pharmacy systems
2. <insert practice name> has an emergency power source that will provide power if normal power is interrupted. The backup generator is test at least annually. The generator provides power to the whole building and will be supplied to a minimum: alarm systems, illumination of exit route, emergency communication systems and all pharmacy systems. **[PHARM-OP 13 (b-ii)]**

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