

 <p>Policy and Procedure</p>	Subject / Title:	Policy No.: 743-150-08
	<p>OUTSIDE CONTRACTORS WORKING ON THE FACILITY</p>	Origination Date: 9/02
		Last Revision Date:
		Last Review Date: 1/08 By: <u>Warren Okabayashi,</u> <u>Institutional Facility Superintendent</u> Name and Title
Department: MAINTENANCE	Supersedes Policy:	Page: 1 of 2

I. POLICY:

All outside contractors will coordinate all work within the Hospital with the Maintenance Department before beginning work. Outside contractors will meet all competency expectations of the hospital.

II. PROCEDURE:

- A. Before beginning work, all outside contractors shall check in at the Maintenance Department office. The outside contractor will supply the following information: scope of work, authorization, duration and any pertinent information that is required.
- B. All contractors shall work as professionally as possible so as not to aggravate patients, staff and visitors.
- C. All contractors shall follow the hospital “no smoking” policy.
- D. If special parking is required, permission shall be granted and coordinated through Maintenance Department.
- E. All contractors are to maintain their work area as clean as possible while working and clean up thoroughly when finished.
- F. If any utilities or critical systems are to be interrupted, notification of Maintenance Department personnel is mandatory. Maintenance department personnel will in turn assist with the interruption of service and notify the affected departments.
- G. All contractors are asked to use competent subcontractors on hospital projects. Poor work practice will not be tolerated.
- H. All contractors are expected to use courtesy. Loud and abusive language will not be tolerated.
- I. Contractors must provide assurance not to block corridors and fire exits.

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- J. Any life safety code violations incurred during construction or renovation will result in close coordination with plant operations interim life safety measures. The measures are required by Joint Commission on Accreditation of Healthcare Organizations (JCAHO).
- K. All contractors working above the ceiling are required to replace all disturbed ceiling tiles.
- L. All penetrations in smoke partitions are to be sealed with fire caulk before final payment is made.
- M. Upon completion of daily activities contractors are asked to check out and report progress to the Engineering Department.
- N. Competency of Outside Contractors:
1. Outside contractors will ensure the competency of their employees by verifying his/her education and training, evidence of required licensure, certification or registration (if applicable) and evidence that the employee's knowledge and experience are appropriate for his/her job functions. The competency of outside contractor's employees who do not have direct patient contact will be equivalent with the work the employees will perform and the risk to patients, staff and visitors.
 2. Outside contractors may provide one of the following to the hospital to ensure competency of its employees:
 - Provide a letter assuring the hospital that the contractor has verified the employee's qualification and will perform ongoing competency assessments;
 - Provide a memorandum of certification outlining how it meets the hospital's requirements;
 - Provide language in the contract stating qualifications and assessment requirements;
 - Provide the hospital with the opportunity to visit the contractor to review credentials and document the review.

Note: The JCAHO does not currently require the hospital to request that the outside contractor provide the actual performance appraisal for each individual.
 3. Equipment servicers are presumed competent by the JCAHO if the servicer is the employee of the original equipment manufacturer and they are working on their own equipment.