

GUAM MEMORIAL HOSPITAL AUTHORITY

POLICY REPOSITORY DATABASE								
Department/Unit	Responsibility	Policy No.	Policy Title	Effective Date	Reviewed/ Revised Date	Endorsed Date	Rescinded Policy(s) (Dept./Policy #)	Next Review/Update Due Date
Facilities Maintenance								
Administrative Manual - FM Section	Hospital-wide	6480-1	Aluminum Container Recycling Program	10/1/2017	10/1/2017	EOC 10/26/17; EMC		
Life Safety Manual								
	FM	LS6480-001	Life Safety Program	1/9/2008	6/1/2017	EOC 6/29/2017		
		LS6480-002	Life Safety Codes Compliance	1/9/2008	2/1/2016	EOC 2/25/2016		
		LS6480-003	Interim Life Safety Measures - Contractor/Infection Control Risk Assessment - New Construction	9/1/2008	2/1/2017	EOC 2/23/17; ICC 3/7/17; MEC 3/22/17; EMC 3/30/17		
		LS6480-004	Interim Life Safety Measures - Maintenance and Facility Improvements	1/1/2009	2/1/2016	EOC 32/25/2016; ICC 3/8/2016; MEC 3/23/2016; EMC 4/29/2016		
		LS6480-006	Lock-out / Tag-out Program	10/1/1992	7/1/2016	EOC 7/28/2016		
		LS6480-007	Contractual Maintenance	10/1/1993	4/1/2016	EOC 7/28/2016		

		LS6480-010	Infection Control Guidelines for Construction	9/1/1995	7/1/2016	EOC 8/25/2016; MEC 9/29/2016; EMC 10/07/2016		
		LS6480-011	Welding and Cutting Safety	2/1/1991	7/1/2016	EOC 8/25/2016		
		LS6480-012	Noise Control During Construction	10/1/2017	10/26/2017	EOC 10/26/17		
		LS6480-013	Above Ceiling Permit Program	10/1/2017	10/26/2017	EOC 10/26/17		
		LS6480-014	Guidance on Dispenser Placement of Alcohol-based Hand Cleaner Dispensers	10/1/2017	10/26/2017	EOC 10/26/17		
		LS6480-015	Identification Badges & Orientation Training for Contractual Maintenance & Supply Vendors	10/1/2017	10/26/2017	EOC 10/26/17		
		LS6480-016	Acquisition of Hospital Furnishing	10/1/2017	10/26/2017	EOC 10/26/17		
		LS6484-002	Battery Powered Lights/Loading Test	10/1/2017	10/1/2017	10/16/2017		
		LS6484-003	Uninterruptible Power Supply (UPS) Load Testing	10/1/2017	10/1/2017	10/16/2017		
Administrative Manual								
	FM	AM6480-100	Mission Statement	5/1/1995	12/9/2015	N/A		
		AM6480-101	Function	5/1/1995	12/9/2015	N/A		
		AM6480-103	Scope of Service	5/1/1995	12/9/2015	N/A		
		AM6480-104	Hours of Service	5/1/1995	12/9/2015	N/A		

		AM6480-105	Supervisors and Staff Meetings	5/1/1995	12/9/2015	N/A		
		AM6480-106	Mileage Reimbursement Requests	2/9/2004	12/9/2015	N/A		
		AM6480-200	Environmental Maintenance Program	5/1/1999	12/1/2015	EOC 1/28/16		
		AM6480-201	Utilities Management Program	10/1/1993	6/1/2017	EOC 6/29/2017		
		AM6480-202	Equipment Management Program	10/1/1993	12/1/2016	EOC 12/29/2016		
		AM6480-302	Recurrent Training/Continuing Education	10/1/2017	10/1/2017	10/19/2017		
		AM6480-303	Staffing	10/1/2017	10/1/2017	10/19/2017		
		AM6480-304	Computerized Timekeeping and Pay Checks	10/1/2017	10/1/2017	10/19/2017		
		AM6480-305	Absenteeism and Tardiness (Call in Procedures)	10/1/2017	10/1/2017	10/19/2017		
		AM6480-306	Dress Standard	10/1/2017	10/1/2017	10/19/2017		
		AM6480-307	Performance Evaluations	10/1/2017	10/1/2017	10/19/2017		
		AM6480-308	On-Call	10/1/2017	10/1/2017	10/19/2017		
		AM6480-309	Overtime & Pay Differentials	10/1/2017	10/1/2017	10/19/2017		
		AM6480-310	Work and Assignment Schedules	10/1/2017	10/1/2017	10/19/2017		
		AM6480-311	Ethics	10/1/2017	10/1/2017	10/19/2017		

		AM6480-312	Acceptance of Gifts/Gratuities	10/1/2017	10/1/2017	10/19/2017		
		AM6480-313	Employee File Structure	10/1/2017	10/1/2017	10/19/2017		
		AM6480-314	Discharged Employees	10/1/2017	10/1/2017	10/19/2017		
		AM6480-315	Parking (Drop-off and Pick-up)	10/1/2017	10/1/2017	10/19/2017		
		AM6480-317	Visitors & Personal Calls	10/1/2017	10/1/2017	10/19/2017		
		AM6480-404	Loan/Borrowing of Hospital Equipment	11/1/2017	11/1/2017	11/21/2017		
		AM6480-502	Failure of Water Softener System	10/1/2017	10/1/2017	10/23/2017		
		AM6480-503	Failure of Hot Water Heater System	10/1/2017	10/1/2017	10/23/2017		
		AM6480-504	Failure of LP Gas System	10/1/2017	10/1/2017	10/23/2017		
		AM6480-505	Failure of Aboveground Diesel Fuel Tank System	10/1/2017	10/1/2017	11/6/2017		
		AM6480-506	Failure of Steam Boiler System	10/1/2017	10/1/2017	10/23/2017		
		AM6480-507	Failure of Oxygen System	10/1/2017	10/1/2017	10/23/2017		
		AM6480-508	Failure of Nitrous Oxide System	10/1/2017	10/1/2017	10/23/2017		
		AM6480-509	Failure of Medical Air System	10/1/2017	10/1/2017	10/23/2017		
		AM6480-510	Failure of Medical Vacuum System	10/1/2017	10/1/2017	11/1/2017		

		AM6480-518	Autoclave System Failure	10/1/2017	10/1/2017	10/23/2017		
		AM6480-519	Failure of Air Conditioning System	10/1/2017	10/1/2017	10/23/2017		
		AM6480-526	Loss of Water Plan	10/1/2017	10/1/2017	10/23/2017		
		AM6480-527	Emergency Generators Bus-Tie Procedures	1/1/2008	8/1/2015	12/1/2015		
		AM6480-528	Failure of Isolation Room System (BUV equipment)	10/1/2017	10/1/2017	10/23/2017		
		AM6480-700	General Safety	10/1/2017	10/1/2017	11/6/2017		
		AM6480-704	Hazardous Materials/Chemicals and waste Program	10/1/2017	10/1/2017	11/6/2017		
		AM6480-709	Personal Protective Equipment	10/1/2017	10/1/2017	11/6/2017		
		AM6480-711	On the Job Injury	11/1/2017	11/1/2017	11/21/2017		
		AM6480-712	Safety Inspections - Biweekly	10/1/2017	10/1/2017	11/6/2017		
		AM6480-713	Safety Data Sheet	10/1/2017	10/1/2017	11/6/2017		
		AM6480-714	Shop-specific Safety Training and Education	10/1/2017	10/1/2017	11/6/2017		
		AM6480-715	Fire Safety Policy & Procedures	11/1/2017	11/1/2017	11/6/2017		
		AM6480-716	Hospital-wide Safety Policies & Procedures	11/1/2017	11/1/2017	11/14/2017		
		AM6480-717	Mandatory Safety Training and Education	11/1/2017	11/1/2017	11/14/2017		

		AM6480-718	Hazardous Exposure and Monitoring	11/1/2017	11/1/2017	11/14/2017		
		AM6480-719	Chemical Spill Kits	11/1/2017	11/1/2017	11/14/2017		
		AM6480-720	Right-to-Know Law	11/1/2017	11/1/2017	11/14/2017		
		AM6480-721	Bomb Threats	11/1/2017	11/1/2017	11/14/2017		
		AM6480-722	Disaster Roles	11/1/2017	11/1/2017	11/21/2017		
		AM6480-723	Transportation of Medical Infectious/Bio-Hazardous Wastes	11/1/2017	11/1/2017	11/21/2017		
		AM6480-807	Disinfection\, Cleaning & Bacterial Contamination Testing for Reverse Osmotic Water Purification Machine and	12/1/2017	11/1/2017	12/1/2017		
Utilities Management Manual								
	FM							
		UM6481-002	Gas Outlet	12/1/2017	12/1/2017	12/27/2017		
		UM6481-003	Vacuum Outlet	12/1/2017	12/1/2017	12/27/2017		
		UM6481-004	Pressure Reducing Valve (Pressure Regulator)	12/1/2017	12/1/2017	12/27/2017		
		UM6481-005	Ball Valve (Zone Valve)	12/1/2017	12/1/2017	12/27/2017		
		UM6481-006	Medical Gas & Vacuum Alarm system	12/1/2017	12/1/2017	12/27/2017		

	Power Plant Shop	UM6482-020	Autoclave System	2/1/2018	2/1/2018	3/7/2018		
		UM6482-021	Autoclave Condensing Unit	2/1/2018	2/1/2018	3/7/2018		
		UM6482-026	Autoclave Lift Table	2/1/2018	2/1/2018	3/7/2018		
		UM6482-027	Shredder System	2/1/2018	2/1/2018	3/7/2018		
Equipment Management Manual								
	FM	EM6480-004	Medical Equipment Failure Interventions	11/1/2017	11/1/2017	11/20/2017		
	Biomedical Shop	EM6481-001	Personnel Standards for Performing Preventive Maintenance	11/1/2017	9/1/2017	11/1/2017		
		EM6481-002	Measuring Quality of Equipment Grounding	11/1/2017	9/1/2017	11/1/2017		
		EM6481-003	Measurement of Equipment's Chassis Leakage	11/1/2017	9/1/2017	11/1/2017		
		EM6481-005	Alternating Leg Pressure	11/1/2017	9/1/2017	11/1/2017		
		EM6481-006	Anesthesia Ventilation System	11/1/2017	9/1/2017	11/1/2017		
		EM6481-007	Aspirator	11/1/2017	9/1/2017	11/1/2017		
		EM6481-008	Bair Hugger	11/1/2017	9/1/2017	11/1/2017		
		EM6481-009	Balance	11/1/2017	9/1/2017	11/1/2017		
		EM6481-010	Blood Gas Analyzer	11/1/2017	9/1/2017	11/1/2017		
		EM6481-012	Orthopedic Cast Cutter	11/1/2017	9/1/2017	11/1/2017		
		EM6481-013	Blood Cell Counter	11/1/2017	9/1/2017	11/1/2017		

		EM6481-014	Cell Washer	11/1/2017	9/1/2017	11/1/2017		
		EM6481-015	Central Monitoring System	11/1/2017	9/1/2017	11/1/2017		
		EM6481-016	Centrifuge	11/1/2017	9/1/2017	11/1/2017		
		EM6481-017	Chemistry Analyzer	11/1/2017	9/1/2017	11/1/2017		
		EM6481-019	Defibrillator / Monitor	12/1/2017	12/1/2017	12/1/2017		
		EM6481-022	Electrocardiograph	11/1/2017	9/1/2017	11/1/2017		
		EM6481-023	Electrosurgical Unit	11/1/2017	9/1/2017	11/1/2017		
		EM6481-024	Total Care and Bariatric Patient Beds	12/1/2017	12/1/2017	12/1/2017		
		EM6481-026	Fetal Monitor	11/1/2017	9/1/2017	11/1/2017		
		EM6481-028	Hydrocollator	11/1/2017	9/1/2017	11/1/2017		
		EM6481-029	Hydrotherapy Bath	11/1/2017	9/1/2017	11/1/2017		
		EM6481-030	Hypo/Hyperthermia Unit	11/1/2017	9/1/2017	11/1/2017		
		EM6481-031	Infant Incubator	11/1/2017	9/1/2017	11/1/2017		
		EM6481-032	Incubator (Laboratory)	11/1/2017	9/1/2017	11/1/2017		
		EM6481-034	Infusion Pump/Syringe Pump	11/1/2017	9/1/2017	11/1/2017		
		EM6481-035	Artificial Kidney Machine	11/1/2017	9/1/2017	11/1/2017		

		EM6481-038	Light Source	11/1/2017	9/1/2017	11/1/2017		
		EM6481-039	Microscope	11/1/2017	9/1/2017	11/1/2017		
		EM6481-040	Surgical Microscope	11/1/2017	9/1/2017	1/5/2018		
		EM6481-041	Microtone	11/1/2017	9/1/2017	1/5/2018		
		EM6481-044	Ophthalmoscope	11/1/2017	9/1/2017	1/5/2018		
		EM6481-046	Oxygen Analyzer/Monitor	11/1/2017	9/1/2017	1/5/2018		
		EM6481-047	Paraffin Bath	11/1/2017	9/1/2017	1/5/2018		
		EM6481-048	Phototherapy Light	11/1/2017	9/1/2017	1/5/2018		
		EM6481-049	Physiological Monitor	11/1/2017	9/1/2017	1/5/2018		
		EM6481-050	Pulmonary Function Analyzer	11/1/2017	9/1/2017	1/5/2018		
		EM6481-051	Pulse Oximeter	11/1/2017	9/1/2017	1/5/2018		
		EM6481-052	MAR COR - Water Purification System	12/1/2017	11/1/2017	12/1/2017		
		EM6481-054	Slide Staner	11/1/2017	9/1/2017	1/5/2018		
		EM6481-055	Surgical Light	12/1/2017	12/1/2017	12/1/2017		
		EM6481-056	Steam Sterilizer (Steris Amsco Evolution)	12/1/2017	11/1/2017	12/1/2017		
		EM6481-057	Stimulator	12/1/2017	11/1/2017	12/1/2017		

		EM6481-058	Electronic Thermometer	12/1/2017	11/1/2017	12/1/2017		
		EM6481-059	Tissue Processor	12/1/2017	11/1/2017	12/1/2017		
		EM6481-060	Tourniquet Automatic/Rotating	12/1/2017	11/1/2017	12/1/2017		
		EM6481-061	Traction Machine	12/1/2017	11/1/2017	12/1/2017		
		EM6481-062	Ultrasonic Cleaner	12/1/2017	11/1/2017	12/1/2017		
		EM6481-063	Pressure Ventilator	12/1/2017	11/1/2017	12/1/2017		
		EM6481-064	Video Monitor	12/1/2017	11/1/2017	12/1/2017		
		EM6481-065	Video Surgical System	12/1/2017	11/1/2017	12/1/2017		
		EM6481-066	Water Bath	12/1/2017	11/1/2017	12/1/2017		
	Electric Shop	EM6484-018	Electrical Patient Bed	12/1/2017	12/1/2017	12/1/2017		