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| TITLE: | SAFE STORAGE AND HANDLING OF SUPPLIES AND EQUIPMENT | POLICY 23.03 |
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Authority: WAC 388-78A-3100
WAC 388-78A-3110
WAC 388-78A-3120

PURPOSE:

Describes the facility’s policy in handling supplies and equipment.

SCOPE:

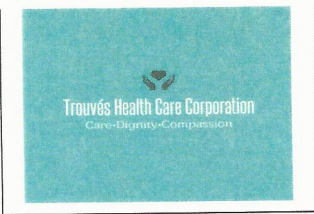
All employees and volunteers.

POLICY:

We ensure that all supplies and equipment, dirty and clean, are handled and stored in a safe manner, protecting residents from exposure and risk.

PROCEDURE:

1. When considering safe storage of supplies and equipment, the administrator and/or designee will consider at a minimum:
 - a. The assessed needs of the residents and the functional and cognitive abilities to determine what supplies and equipment may be accessible to residents
 - b. Resident characteristics and needs
 - c. The degree of hazardousness or toxicity posed by the supplies or equipment
 - d. Whether or not the supplies and equipment are commonly found in a private home (hand soap, laundry detergent, fabric softener, dishwashing soap etc)
 - e. How would residents with special needs be protected individually without unnecessary restrictions on the general population
2. Areas for cleaning and storing soiled equipment, supplies and laundry may be combined when:
 - a. There is a two-compartment sink for hand washing and sanitizing



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- b. A service sink or equivalent for rinsing and disposing of waste material
 - c. A work counter or table
 - d. Mechanical ventilation to the outside of the facility
 - e. Locked storage for cleaning supplies
 - f. There is no significant risk of contamination to clean or sterile nursing supplies or equipment, clean laundry, for food storage, preparation or service
 - g. There is no risk of spread of infection to those who are sensitive
 - h. Resident care is being performed
3. Areas for handling and storing clean supplies, medications, and equipment may be combined with storing clean laundry when the area is equipped with:
- a. A hand washing sink
 - b. A work counter or table
 - c. Any work performed can be accomplished without significant risk of contamination from other sources
 - d. Medications are stored separately from all other stored items (see WAC 388-78A-2260)

EXCEPTIONS:

No exceptions to this policy may be granted without the prior written approval of the Director.

SUPERCEDES:

None