

# Facility Management and Safety (FMS)

## Overview

Health care organizations work to provide safe, functional, and supportive facilities for patients, families, staff, and visitors. To reach this goal, the physical facility, medical and other equipment, and people must be effectively managed. In particular, management must strive to do the following:

- Identify, reduce, and control hazards and risks.
- Prevent accidents and injuries.
- Maintain safe conditions.

Effective management includes interdisciplinary planning, education, and monitoring as follows:

- The leaders plan the space, equipment, and resources needed to safely and effectively support the clinical services provided.
- All staff are educated about the facility, how to reduce risks, and how to monitor and to report situations that pose risk.
- Performance criteria are used to evaluate important systems and to identify needed improvements.
- Comprehensive, facilitywide risk assessments are developed and monitored on each of the facility management and safety programs when needed.

Written programs are developed and include the following eight areas, when appropriate to the facility and activities of the organization:

1. Safety—The degree to which the organization's buildings, construction areas, grounds, and equipment do not pose a hazard or risk to patients, staff, or visitors
2. Security—Conducting ongoing assessment of risk to enhance protection from loss, destruction, tampering, or unauthorized access or use
3. Hazardous materials and waste—Handling, storage, and use of radioactive and other materials are controlled, and hazardous waste is safely disposed of.
4. Fire safety—Conducting ongoing assessment of risks to enhance protection of property and occupants from fire and smoke.
5. Medical equipment—Equipment is selected, maintained, and used in a manner to reduce risks.
6. Utility systems—Electrical, water, and other utility systems are maintained to minimize the risks of operating failures.
7. Emergency management—Risks are identified and response to epidemics, disasters, and emergencies is planned and effective, including the evaluation of the structural and nonstructural integrity of patient care environments.
8. Construction and renovation—Risks to patients, staff, and visitors are identified and assessed during the construction, renovation, demolition, and other maintenance activities.

When the organization has nonhospital entities within the patient care facilities to be surveyed (such as an independently owned coffee shop or gift shop), the organization has an obligation to ensure that these independent entities comply with the following facility management and safety programs:

- Safety and security programs
- Hazardous materials and waste management programs

- Fire safety programs
- Construction and renovation

Laws, regulations, and inspections by local authorities largely determine how a facility is designed, used, and maintained. All organizations, regardless of size and resources, must comply with these requirements as part of their responsibilities to their patients, families, staff, and visitors.

Organizations are required to comply with laws and regulations, including building and fire codes. They are knowledgeable about the details of the physical facilities they occupy by performing regular facility inspections. They proactively gather data and carry out strategies to reduce risks and to enhance the patient care environment.

## Standards

The following is a list of all standards for this function. They are presented here for your convenience without their intent statements or measurable elements. For more information about these standards, please see the next section in this chapter, Standards, Intents, and Measurable Elements.

### Leadership and Planning

**FMS.01.00** The hospital complies with relevant laws, regulations, building and fire safety codes, and facility inspection requirements.

**FMS.01.01** A qualified individual(s) oversees the facility management and safety structure.

### Risk Assessment and Monitoring

**FMS.02.00** The hospital develops and documents a risk assessment based on facility management and safety risks identified throughout the organization, prioritizes the risks, establishes goals, and implements improvements to reduce and eliminate risks.

### Safety

**FMS.03.00** The hospital implements a program to provide a safe physical facility.

### Security

**FMS.04.00** The hospital implements a program to provide a secure environment for patients, families, staff, and visitors.

### Hazardous Materials and Waste

**FMS.05.00** The hospital implements a program for the management of hazardous materials and waste.

### Fire Safety

**FMS.06.00** The hospital establishes and implements a program for fire safety that complies with national and local codes, laws, and regulations.

**FMS.06.01** The hospital maintains fire safety equipment and fire safety building features.

**FMS.06.02** All fire safety equipment and systems, including devices related to early detection, alarm notification, and suppression, are inspected, evaluated, and maintained.

**FMS.06.03** The hospital conducts regular exercises with staff to evaluate the fire safety program.

**FMS.06.04** The fire safety program includes limiting smoking by staff and patients to designated non-patient care areas of the facility.