Coliseum Center for Behavioral Health
Contract Services Safety Guidelines

Welcome to Coliseum Center for Behavioral Health. As a valued service provider, we want to ensure the safest environment for you and our patients and visitors. Due to the nature of the services we provide and the special needs of our patient population, we ask that you follow certain safety precautions whenever on the premises or entering/leaving the facility. As part of our Patient Safety team, here are a few safety rules we ask that you follow at all times:

Never key both elevators and use the first one that arrives. This creates an elopement risk for patients as the second elevator will arrive and open, allowing patients to leave the premises. Whenever possible, use Elevator 12 only. Please follow the visual/written instructions regarding the locking process for Elevator 12. If you have any questions about the elevator locks, please contact the Coliseum Center for Behavioral Health nursing supervisor or administration.

Never allow an unattended patient on the elevator with you. Please assist the patient in locating a Coliseum Center for Behavioral Health staff person to escort them to their destination. All staff will have a Coliseum Center for Behavioral Health badge to identify themselves.

Never leave keys in door locks or accessible to patients or visitors. Staff have been instructed to confiscate any keys found unattended on the unit.

Always inquire as to the destination of anyone on the premises without a badge or patient armband. All visitors at the facility are required to wear badges as follows:
- GREEN (regular visitors & family members of patients being assessed by LifeLine)
- RED (Patients being assessed by LifeLine)
- YELLOW (Outpatient patients)
Once a patient is admitted, a white or yellow armband is placed on the patient’s arm and remains in place until discharge. If you have any questions about the status of an individual, please feel free to ask Coliseum Center for Behavioral Health staff for assistance.

Never leave tools, chemicals, sharps, chorded items or potentially harmful items unattended or accessible to patients or visitors. Housekeeping carts must be in the line-of-sight of housekeeping staff and must be locked when unattended or not in use. Linen carts must be emptied and promptly removed from the unit. Tool carts and toolboxes must be kept with the contractor when in use and locked when unattended or not in use. The following is an excerpt from the Coliseum Center for Behavioral Health policy, General Safety 12.004 which outlines the general safety obligations of all staff and patients.

A. All corded appliances are stored in a locked cabinet. Patients may use appliances at specific posted times under staff supervision.
B. No metal utensils are allowed on the unit.
C. Cans and glass bottles are not allowed on the unit.
D. Wire clothes hangers are not allowed on the unit.
E. Plastic bags are not allowed on the unit in patient care areas except for hazardous materials (red bags), linen collection/distribution and food disposal areas.
F. Matches and lighters are not allowed on the patient’s person. They are kept at the nurses’ station.
G. Secured belongings and patient’s personal medications are given to the patient upon discharge only. They may be sent home with a family member, with the patient’s consent during the patient’s hospitalization.

H. Bags/belongings brought in for patients by visitors are kept in secure lockers in the reception area and are checked by staff members before being brought to the unit by staff members.

I. If staff has reason to believe a patient is in possession of items which may be harmful to self or others, the patient’s belonging, packages and clothing are inventoried.

J. Patient rounds are conducted every 15 minutes on each shift unless otherwise ordered by physician. The unit and patient rooms are checked for unsafe articles at the end of each shift. Daily documented safety inspections of all patient care areas are required.

K. Patients are not allowed in the medication room. Access to other offices are only with staff supervision. These rooms are to be kept locked when not in use.

L. Staff monitors the activities room and dining room at all times whenever patients are present.

M. All paints, lacquers, disinfectants, cleaning fluids and items utilized in activities therapy are kept in a safe, locked place.

N. Housekeeping carts are maintained under the supervision of housekeeping staff. All housekeeping carts are locked when not in use and when stored.

O. The Coliseum Center for Behavioral Health staff member must accompany and remain with patients for all diagnostic procedures unless otherwise ordered by the physician.

P. Bed rails are located on both sides of each patient bed in the Senior Center.

Q. An emergency call cord is located in all bathrooms of the Senior Center.

R. Pull-up bars are located in all bathrooms.

S. A Departmental Fire Plan will be posted in clear view for each area of the hospital and will identify specific actions to be followed in the event of fire.

T. Signs will be posted in clear view in each area of the hospital that direct the closest evacuation route in the event of a fire or other event that would require that staff, visitors, or patients be evacuated.

U. Drills will be held at regular intervals to evaluate the readiness of staff to respond in emergencies.

V. Safety rounds will be conducted on a regular basis to identify any non-compliance with this safety policy.

If you have any safety concerns, please notify a Coliseum Center for Behavioral Health staff immediately. You are an important part of our Safety Team.

I have read and understand the above safety guidelines and agree to follow these guidelines.

Printed Name __________________________ Signature __________________________ Date ____________