



<p>Team Name: Regional PCH Program Team</p> <p>Team Lead: Director, Health Services-PCH West/East</p> <p>Approved by: Regional Lead, Community & Continuing Care</p>	<p>Reference Number: CLI.6410.PL.015</p> <p>Program Area: Personal Care Home</p> <p>Policy Section: General</p>
<p>Issue Date: February 15, 2018</p> <p>Review Date:</p> <p>Revision Date: January 4, 2024</p>	<p>Subject: Personal Electrical Appliances in Personal Care Home and Transitional Care Units</p>

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

POLICY SUBJECT:

Personal Electrical Appliances in Personal Care Homes and Transitional Care.

PURPOSE:

To comply with the *Personal Care Home Standards Regulation* (Health Services Insurance Act C.C.S.M.c.H35) Section 34(3)(c) which requires the operator of a Personal Care Home (PCH) to have a policy in place governing electrical appliances to be used or kept by residents in their rooms. This policy will also apply to Transitional Care Units (TCU).

BOARD POLICY REFERENCE:

Executive Limitation (EL-01) Global Executive Restraint and Risk Management
 Executive Limitation (EL-02) Treatment of Clients
 Executive Limitation (EL-07) Corporate Risk

POLICY:

All personal electrical appliances brought into the PCH/TCU’s are inspected by the PCH/TCU physical plant staff to ensure operational status and safety. All small appliances and electrical equipment are to meet the Canadian Standards Association (CSA) safety requirements.

The following electrical appliances are not to be used in a resident’s room due to safety reasons:

- Microwave ovens
- Toasters
- Tea Kettles
- Hot Plates
- Irons

- Any personal heating device- i.e. heating pads, electric blankets, mattress and chair pads
- Drip Coffee Makers (Single serve coffee makers may be considered on a case by case basis)
- Floor lamps
- Hot or cold misting units/humidifiers
- Halogen lamps
- Any other item which places either the resident or other residents at risk of injury (e.g. Burns, lacerations, abrasions, contusions, or electrocution)

Residents/family members are responsible for repairing or replacing personal items that do not pass the safety inspection. Items that have been repaired or replaced are to be inspected by a physical plant staff member before it is brought into a resident's room or used in the facility.

Physical plant staff are to ensure proper installation of hook-ups for television, telephone and other equipment, if applicable.

All Portable Heaters are to be approved by site management prior to use in the facility. Portable heaters are to be the liquid filled type and are not to be fan forced or with visible heating elements.

Extension cord use is strongly discouraged and should only be used on a temporary basis (e.g. one month or less) and are to be inspected by a Physical Plant staff member prior to usage to determine if there is a quality three wire cord with a grounding prong.

Power bars are to be inspected by Physical Plant staff member prior to use and must be a good quality three wire cord with a grounding prong. Power bars can be used where a shorter extension cord from the outlet is required or where additional outlets are required for low electrical loads (i.e. electronics devices). Power cords and items plugged into them are not exceed the outlet rating.

Physical Plant Staff are to complete an annual safety inspection of all personal electrical items in the facility.

PROCEDURE:

Electrical Appliances:

1. The staff person undertaking the admission is to inform the resident and family member about the policy related to electrical appliances.
2. Any staff member who is in receipt of any electrical appliance brought in to the facility, by a resident/family member, is to inform a Physical Plant staff member to check over the electrical appliance to determine if the appliance meets CSA safety requirements. Any appliances that have been repaired or replaced are also to be sent to a Physical Plant staff member to inspect prior to it being used.

3. A Physical Plant staff person is to notify a nurse on duty of either one of the following:

- a) If the appliance meets CSA safety requirements, a nurse on duty is to be informed that the appliance meets CSA safety requirements and is safe to use.
 - b) If the appliance does not meet CSA safety requirements, a nurse on duty is to be informed that the appliance does not pass the safety inspection and is not to be used in the facility.
4. The nurse on duty is to inform the resident and family member that the electrical appliance did not meet CSA safety requirements and is not to be used in the facility. The electrical appliance is to be returned to the resident/family member for them to have it removed from the facility at the earliest opportunity.

Portable Heaters:

1. Any request to use a portable heater is to be sent to the Manager, Health Services – LTC Administration and Manager, Physical Plant Services.
2. Manager, Health Services – LTC administration and Manager, Physical Plant Services are to review all requests to use a portable heater to determine if the facility's electrical system can accommodate the additional heater and to communicate the outcome of the review to the person making the request.

Extension Cords & Power Bars:

- Any request to use an extension cord or power bar is to be sent to a Physical Plant Staff person to inspect.

Annual Inspection:

- Physical plant staff are to develop a scheduled work order in Hippo to complete an annual safety inspection of all personal electrical items, portable heaters and extension cords and power bars in the facility.

References:

Personal Care Home Standards Regulation (*Health Services Insurance Act C.C.S.M.c.H35; Section 34(3)(c)*). Retrieved on November 7, 2023 from: [Personal Care Homes Standards Regulation, M.R. 30/2005 \(gov.mb.ca\)](https://www.gov.mb.ca/health/healthservices/standards/regulation.html)