

## **Capital Management Standard Operating Procedure**

### **500.07 Project Risk Assessment**

Effective Date: 11/01/06

Revised Date: 11/01/06

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#### **OBJECTIVE**

To maintain a safe environment for all patients, visitors, and staff at the University of Iowa Hospitals and Clinics during construction/renovation, maintenance, and repair projects.

#### **SCOPE**

This procedure shall be adhered to during all Capital Management construction/renovation projects and Facilities Services maintenance and repair projects at UIHC to ensure the well-being of all patients, visitors, and staff. Items covered in this procedure include Interim Infection Control Measures (IICM), Interim Life Safety Measures (ILSM), and other risks associated with construction. This policy shall be viewed as a guide to assure consistency in procedure from one project to the next, and discusses merely the minimum actions that should be taken during a construction project.

#### **RESPONSIBILITIES:**

1. The Project Manager is responsible to ensure that the procedure is properly executed.
2. The Project Risk Assessment Group (PRA Group) shall be responsible for assessing the proposed project and shall consist of representatives from the following departments:
  - a. Capital Management
  - b. Safety and Security
  - c. Hospital Epidemiology
  - d. Facilities Services
  - e. Risk Management

#### **DEFINITIONS**

1. Interim Life Safety Measures (ILSM) - administrative actions required to temporarily compensate for hazards that interrupt part of the facility's total fire/life safety protection plan
2. Interim Infection Control Measures (IICM) – provide an appropriate level of safety when there are conditions that increase the risk of healthcare-associated infections
3. Primary Containment Area – The largest area of Project Work around which temporary dust partitions are built.
4. Secondary Containment Area – Areas of Work within the Protection Area outside of the Primary Containment Area that requires a form of dust control.
5. Protection Areas – Interior occupied areas within facilities, which are adjacent to a Containment Area, either occupied or used for passage, as well as areas connected to construction area by mechanical system air intake, exhaust and ductwork.

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#### GENERAL

1. Prior to proceeding with all Capital Management construction/renovation projects and Facilities Services maintenance and repair projects, the PRA Group shall hold two meetings. One of these meetings shall be during schematic design and design development, and the other meeting shall be during the construction document phase. At these meetings, the Group shall review the drawings, specifications, etc. as well as the scope and hazards of the proposed Work. The affected departments and any potential risks shall be determined.
2. The PRA Group shall conduct a project risk assessment to determine what Interim Infection Control Measures (IICM), Interim Life Safety Measures (ILSM), or other preventive measures must be implemented to maintain a safe environment during the construction process (see attached Project Risk Assessment). See the following procedure for completing the Project Risk Assessment. **Note:** The Project Risk Assessment is a Microsoft Excel workbook and can be found at *S:\Capital Management\Project Risk Assessment*. This form can be completed electronically during the meeting.
3. Once the PRA Group determines the IICM Class required based on the Project Risk Assessment, the appropriate specification shall be included in the Contract Documents along with any necessary drawings.
4. The PRA Group shall review all necessary phasing in making their decisions. The project may be able to be phased in such a way that some of the risks are eliminated.
5. The contractor shall be required to submit a written plan indicating how he/she intends to conform to these requirements. The PRA Group shall review this plan.
6. Once construction has begun, a representative from Safety and Security shall conduct periodic inspections and document them using the Capital Management Web Application for inspections. If a problem is discovered, the proper authorities shall be notified and the problem corrected at once. The Project Manager and representatives from other key departments shall conduct periodic inspections and record them using the database as well.

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## PROCEDURE FOR COMPLETING A PROJECT RISK ASSESSMENT

### Part 1 – General Information

1. Enter the general project information including: date (current), project, project number, location, contact person and phone number, start date, duration, and work activities.
2. Write the department names that will be affected by the project on the appropriate blanks in the “Departments Affected” section. The blanks correspond to different locations with respect to the project. Some blanks may have more than one department listed.
3. Include any other comments that are necessary in the “Comments” section.

### Part 2 – Infection Control Risk Assessment (ICRA) “Primary Containment Area”

4. Determine the designation of the Construction Activity Type (A, B, C or D) for the Primary Containment Area from the following table and select the corresponding type on the Project Risk Assessment:

	CONSTRUCTION ACTIVITY TYPE
Type A	<b>Inspection and Non-Invasive Activities includes but is not limited to:</b> <ul style="list-style-type: none"><li>• Removal of ceiling tiles for visual inspection limited to 1 tile per 50 square feet</li><li>• Painting (but not sanding)</li><li>• Wall covering, electrical trim, minor plumbing and activities, which do not generate dust or require cutting of walls or access to ceilings other than for visual inspection.</li></ul>
Type B	<b>Small Scale, Short Duration Activities</b> which create minimal dust, includes, but is not limited to: <ul style="list-style-type: none"><li>• Installation of telephone and computer cabling</li><li>• Access to chase spaces</li><li>• Cutting of walls or ceiling, where dust migration can be controlled.</li></ul>

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<b>Type C</b>	<p><b>Generates a Moderate to High Level of Dust or Requires Demolition or Removal of Fixed Building Components or Assemblies</b> includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Sanding of walls for painting or wall covering</li> <li>• Removal of floor coverings, ceiling tiles and casework</li> <li>• New wall construction</li> <li>• Minor ductwork or electrical work above ceilings</li> <li>• Major cabling activities</li> <li>• Any activity, which cannot be completed within a single work shift.</li> </ul>
<b>Type D</b>	<p><b>Major Demolition and Construction Projects</b> includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Activities which require consecutive work shifts</li> <li>• Requires heavy demolition or removal of a complete cabling system</li> <li>• New construction</li> </ul>

5. Determine the appropriate Patient Risk Group for the Primary Containment Area from the following table and select the corresponding group on the Project Risk Assessment:

LOW	MEDIUM	HIGH	SENSITIVE
<ul style="list-style-type: none"> <li>• Office Areas</li> <li>• General Storage</li> <li>• Parking Decks</li> <li>• Volunteer Services</li> <li>• Library</li> <li>• Medical Records</li> <li>• Engineering</li> <li>• Meeting/Class Room</li> <li>• Environmental Services</li> <li>• Computer Rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Cardiology</li> <li>• Echocardiography</li> <li>• Endoscopy</li> <li>• Nuclear Medicine</li> <li>• Radiology/MRI</li> <li>• Clinics</li> <li>• Admitting</li> <li>• Morgue</li> </ul>	<ul style="list-style-type: none"> <li>• Labor &amp; Delivery</li> <li>• Laboratories (specimen)</li> <li>• Newborn Nursery</li> <li>• Pediatrics</li> <li>• Pharmacy</li> <li>• Post Anesthesia Care Unit</li> <li>• Physical Therapy</li> <li>• Dialysis</li> <li>• Pulmonary Diagnostic Services</li> <li>• Food Service</li> <li>• Material Services</li> <li>• General In-patient Units</li> <li>• Emergency Treatment Center</li> </ul>	<ul style="list-style-type: none"> <li>• Any area caring for immuno-compromised patients</li> <li>• Burn Unit</li> <li>• All Cardiac Cath Labs</li> <li>• Any Intensive Care Unit</li> <li>• Oncology units</li> <li>• C-Section</li> <li>• Sterile Processing Services</li> <li>• Central Sterilizing Services</li> <li>• All Peri-operative Patient Care Areas</li> </ul>

6. Determine the respective Class of Precaution(s) (I, II, III or IV) from the table.

7. Determine the required Interim Infection Control Measures by Class of Precaution and check all that apply.

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8. Repeat the same procedure for any Secondary Containment Areas (if applicable) on the ICRA for Secondary Containment Areas and attach to the end of the Project Risk Assessment. **Note:** The ICRA for Secondary Containment Areas can be found in the same Microsoft Excel workbook under a different sheet. Provide a location for the Secondary Containment Area on the appropriate line.

### Part 3 – Interim Life Safety Measures Assessment

9. Evaluate each question and answer “Yes” or “No.” For any questions answered “Yes,” write the applicable ILSMs along with any other actions to be taken in the space provided. If additional space is needed, use the comments section at the bottom of the page.
10. Check one of the boxes indicating whether or not ILSMs are required. If ILSMs are required, check the appropriate boxes for all that apply.
11. Use the “Comments” section for any additional information required for this section.

### Part 4 – Other Potential Risks

12. Complete the “Other Potential Risks” matrix. Some of the issues to be reviewed by the Group include, but are not limited to:
  - a. Noise
    - Will any of the work activities create a high level of noise?
  - b. Vibration
    - Will any of the work activities cause vibration (i.e. jack hammering)?
  - c. Air Quality
    - Will any paints, adhesives, chemicals, etc. be used that may affect air quality (i.e. fumes, odors, etc.)? **Note:** Ensure that Material Safety Data Sheets (MSDS) are provided and kept on file.
  - d. Emergency Procedures
    - Is it necessary to have any special protocol in case of emergency?
  - e. Utility Failures
    - Is it likely that a utility failure will occur during the course of the work (i.e. excavation work, trenching, utility work, etc.)?
    - Is there a need for emergency power, or will emergency power be affected?
    - Will the HVAC system be compromised?
  - f. Operational Impact
    - Will the construction significantly affect operations in or around the project area?
  - g. Contractor Access Route
    - Will there be a designated route that the contractor must take to and from the site?
  - h. Equipment Danger/Risk
    - Is there dangerous or sensitive equipment near the project site (MRI, etc.)?

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Each of the preceding will be reviewed by the Group and be designated as “Risk” or “Not a Risk.” Any issue designated “Risk” requires an action or comments to be written in the space provided. If a potential risk arises that is not included in the matrix, it shall be recorded along with any actions/comments in the “Additional Requirements” section.

13. Complete the “Additional Requirements” section. Any additional requirements that were not already included in the Project Risk Assessment can be accounted for here.
14. Print the document and obtain signatures from representatives of the appropriate departments. At least three signatures are required. This list of names/departments will also act as the distribution list to ensure that each department receives a copy of the risk assessment for their file. Include the date with each signature.
15. Attach any exceptions or additions to the risk assessment and check the appropriate box. Attachments may include, but are not limited to: ICRA's for Secondary Containment Areas, additional comments that did not fit in the spaces provided, drawings of the project area, etc.
16. Make copies of the risk assessment and distribute them to the appropriate departments. Place the original document in the project file.

**END OF PROCEDURE**