

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 5: Human Resource Management

POLICY: 5.005

SUBJECT: Use of Personal Equipment

POINT PERSON: BILLY MARTIN
HUMAN RESOURCES MANAGER

APPROVED: GREGORY P. ROBERTS
SUPERINTENDENT

DATE: April 27, 2012

I. POLICY

- A. Employee personal equipment may not be used to conduct hospital business unless authorized in advance and in writing by the Superintendent and the Program Director/Department Head. The use of any personal equipment (e.g., personal computers, video cameras, sleeping bags, skis, bicycles, musical instruments) is not authorized.
- B. Exemptions may be requested from the Superintendent and the Program Director/ Department Head when the following conditions exist:
 - 1. Equipment is not available from the hospital.
 - 2. Equipment can be operated safely and meets required safety standards.
 - 3. Equipment is not for direct patient use; and
 - 4. Staff member accepts liability for damage to, or loss of equipment.

II. PROCEDURES

- A. The employee shall submit a written request to his/her Program Director or Department Head for exemption, which includes appropriate documents verifying requirements.
- B. The Program Director or Department Head will review and, if approved, will submit the request to the Superintendent for authorization.
- C. The Superintendent will notify the Program Director or Department Head of the decision. They, in turn, will notify the affected employee.

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III. REFERENCES

Department of General Services, Administrative Policy 125-7-201.
Oregon State Hospital Policies and Procedures 8.006.
AS-030-012 State Property-Cellular Telephones
AS-070-005 Personal Digital Assistants (PDA)

Replaces OSH Policy & Procedure 5.005, *Use of Personal Recreation Equipment*, dated 10/01/2008.