

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: G. Emergency Medical Services	Effective Date: May 30, 2010
Topic: 4. Operations Directives	Replaces: July 1, 2004
Subject: 2. Cot Maintenance Program	
Policy No. G.4.2.	Page 1 of 2

PURPOSE

To establish a procedure for the inspection and preventative maintenance of patient care handling equipment, specifically: cots, stretchers and stair chairs.

APPLICATION

Paramedics, EMAs, Management

PROCEDURE

- 1) Each device covered by this policy shall be inspected by an assigned crew at the required intervals. The required intervals for our service will be a minimum of every 6 months.
- 2) During inspection of each device covered by this policy:
 - a) Record the service and vehicle identification, device serial number and other pertinent information on the Cot Maintenance Form.
 - b) Clean the device thoroughly according to the manufacturer's recommendations.
 - c) Lubricate the device only according to the manufacturer's recommendations.
 - d) Inspect the device for damage, defects and loose or missing roll pins, screws, bolts or nuts. Tighten or reinsert as necessary.
NOTE: Missing parts are not to be replaced with locally procured components. Devices which lack parts are considered NOT to be functioning in accordance with the manufacturer's specifications.
- 3) Where a device is cleaned, lubricated and inspected and found to be functioning in accordance with the manufacturer's specification:
 - a) Affix a seal to the device listing the date (year/month) the device was inspected.
 - b) Record the inspection on the Cot Maintenance Form.
 - c) Copies of the completed form will sent to management.
- 4) Where a device is found not to be functioning in accordance with the manufacturer's specifications:
 - a) Approved Ferno trained personnel will assess their ability to repair the unit with approved Ferno replacement parts.
 - b) Where their skills or training is insufficient to repair the unit it will be retained for immediate return to Ferno Washington Canada.
 - c) Complete the Cot Maintenance Form, detailing the equipment concerns. Attach the original copy of the form to the device being returned.
 - d) Provide an inspected replacement device for use. Where an inspected

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- replacement device is not immediately available, arrangements for the provision of such a device shall be made through the Manager
- e) A copy of the Cot Maintenance Form is to be retained by the service.

GUIDELINES:

- 1) Each cot, stretcher and stair chair in the Ambulance Service system, shall be cleaned, lubricated, adjusted and inspected according to the following usage schedule:
 - a) For light duty (1 – 25 calls per month), inspect, etc., every 6 months.
 - b) For medium duty (26 – 200 calls per month), inspect, etc., every 3 months.
 - c) For heavy duty (201 – or more calls per month), inspect, etc., every 30 days.

NOTE: Manitoulin-Sudbury DSB patient carrying equipment is to be serviced every six months as per a letter from Ferno Canada.
- 2) A device which fails inspection, or does not function in accordance with the manufacturer's specifications, shall be withdrawn from service and replaced with a device which passes inspection.
- 3) Each ambulance operator shall keep a record of these preventative maintenance activities. This record shall include a copy of each Cot Maintenance Form completed.

REFERENCE
