

OREGON STATE HOSPITAL

POLICY ATTACHMENT

PROCEDURES B: Product Risk Assessment (PRA) **POLICY: 4.018**

POINT PERSON: Chief Financial Officer

APPROVED: Superintendent **DATE: JUNE 18, 2025**

SELECT ONE:

<input type="radio"/> New policy attachment	<input checked="" type="radio"/> Minor/technical revision of existing policy attachment
<input type="radio"/> Reaffirmation of existing policy attachment	<input type="radio"/> Major revision of existing policy attachment

I. REQUESTING A PRODUCT RISK ASSESSMENT (PRA)

- A. Staff must determine if a product is for use in a patient care area.
- B. If the purchase is for use in a patient care area and the product does not have a completed Product Risk Assessment (PRA), staff must first have the product approved by a manager. The approving manager must:
 1. be an authorized signer with expenditure decision authority granted per OSH policy 1.016, "OSH Delegation of Authority," and
 2. have completed SPOTS training per Procedures C (if the purchase method is to be a SPOTS card).
- C. Once staff have documented manager approval, a purchasing staff must submit a PRA request to OSH Safety department for item evaluation prior to purchase. Purchasing staff must complete all forms required by OSH Safety department associated with a PRA request.
- D. When a PRA request is received, an OSH Safety Officer must complete the PRA to determine if the product is safe to be used in patient care areas. The Safety Officer must enter the product in the log of completed PRAs after a PRA is complete.

II. APPEAL A PRODUCT RISK ASSESSMENT (PRA)

- A. If staff do not agree with a PRA, staff may request their Program Director to appeal the decision on their behalf.
- B. Program Directors may contact the OSH Safety Director or their designee to appeal a PRA decision. OSH Safety Director shall present the appeal to the Clinical and Environmental Risk Committee (CLERC) or the Superintendent for decision.