

HARBOR-UCLA MEDICAL CENTER

SUBJECT: ENVIRONMENTAL SAFETY OFFICER

POLICY NO. 412

PURPOSE:

To establish the primary duties and responsibilities of the Environmental Safety Officer.

POLICY:

At Harbor-UCLA Medical Center, the Environmental Safety Officer (aka: Safety Officer) is appointed by the Chief Executive Officer and is responsible for the coordination of hospital environmental safety programs in order to maintain a safe environment for patients, staff, and visitors. The Environmental Safety Officer has the authority to intervene whenever hazardous conditions exist that pose an immediate threat to life or health, or pose a threat of damage to equipment or buildings. In the absence of the Environmental Safety Officer, this authority is delegated to the Administrative Nurse on duty.

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the Environmental Safety Officer will include:

- Overall coordination of the development, implementation, and monitoring of the hospital environmental safety program.
- Investigate and review of summary reports of injuries, property damage, unsafe conditions, non-employee accidents, industrial accidents and recommends appropriate action and follow-up.
- Disseminate relevant environmental safety information to Department Chairs/Service Directors.
- Direct organization-wide collection of information about deficiencies and opportunities for improvement in the environment of care.
- Participate in the hospital building and grounds hazard surveillance program to identify code violations, hazards, and incorrect work practices.
- Coordinate the preparation of an annual assessment of the effectiveness of the hospital-wide Environmental Safety Program (i.e., safety, security, hazardous materials, emergency management, etc.).
- Participate in the development and review of departmental/service safety policies and procedures.
- Investigate and evaluate employee safety suggestions.

EFFECTIVE DATE: 08/92

SUPERSEDES:

REVISED: 03/96, 04/98, 01/02, 09/04, 08/07, 05/10, 01/14, 01/17

REVIEWED: 08/95, 04/98, 01/02, 09/04, 03/09, 05/10, 01/14, 01/17

REVIEW COMMITTEE: Environment of Care

APPROVED BY:

Kim McKenzie, RN, MSN, CPHQ
Chief Executive Officer

Anish Mahajan, MD
Chief Medical Officer

Patricia Soltero Sanchez, RN, BSN, MAOM
Interim Chief Nursing Officer

Signature(s) on File.

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- Chair the hospital Environment of Care Committee. Safety issues identified by the Environmental Safety Officer through the collection and evaluation of information about hazards and safety practices are to be brought before the Environment of Care Committee for recommended action and follow-up.
- Conduct Safety Risk Assessments
- Conduct safety education for staff and new employees
- Review product recalls and response reports
- Continue to monitor applicable codes, regulations, licensing, and accrediting agencies
- Inspect and monitor for smoking compliance
- Coordinate the collection and analysis of performance standards in areas of safety, security, hazardous materials/waste, emergency management, fire prevention, medical equipment, and utilities management.
- Act as liaison with external agencies on matters relative to safety (e.g., CAL-OSHA).
- Maintain administrative control of records related to safety and health programs.

AUTHORITY: DHS Policy No. 910
Comprehensive Accreditation Manual Hospitals 2009