

HARBOR-UCLA MEDICAL CENTER

SUBJECT: ENVIRONMENT OF CARE COMMITTEE

POLICY NO. 413

PURPOSE:

To establish the membership and responsibilities of the Environment of Care Committee.

POLICY:

Harbor-UCLA Medical Center shall have a multidisciplinary Environment of Care Committee that meets at least every other month and serves as the central advisory committee to Hospital Administration to promote environmental safety throughout the Medical Center and its clinics.

PROCEDURE:

MEMBERSHIP

The Chairman of the Committee will be appointed by the Chief Executive Officer and its members may include representatives from:

- Administration
- Emergency Management
- Employee Health
- Environmental Services
- Hazardous Materials/Waste
- Infection Control
- Facilities Management
- Nursing
- Nutritional Services
- Pathology
- Pharmacy
- Radiation Safety
- LA BioMedical Research Institute
- Environmental Safety Officer
- Los Angeles County Sheriff's Department (LASD)
- Union/Labor

REPORTING

EFFECTIVE DATE: 6/89

SUPERSEDES:

REVISED: 12/90, 11/95, 04/98, 07/01, 01/02, 10/04, 06/06, 06/07, 08/09, 07/10, 01/14, 09/16

REVIEWED: 10/92, 11/95, 04/98, 01/02, 10/04, 08/09, 07/10, 01/14, 09/16

REVIEWED COMMITTEE: Environment of Care Committee

APPROVED BY:

Kim McKenzie, RN, MSN, CPHQ
Chief Executive Officer

Anish Mahajan, MD
Chief Medical Officer

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

Signature(s) on File.

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Hospital Administration, Department Chairs, Division Chiefs, Service Directors and Nurse Managers will be informed regularly of ongoing Committee activities. They in turn will be responsible for following up on relevant Environment of Care Committee recommendations and sharing relevant safety information with their respective staff.

The Environment of Care Committee’s activities, conclusions, recommendations, and actions are also provided to the Operations Implementation Council, Patient Safety Committee and the Infection Control Committee.

RESPONSIBILITIES

The responsibilities of the Environment of Care Committee include:

- Review and approve safety policies and procedures that establish safety standards for the hospital and ensure they comply with local, state and federal requirements.
- Monitor the Hazard Surveillance Program (e.g., Environmental Rounds, Product Recalls, University Healthsystem Consortium (UHC) Safety Intelligence (SI) system to reduce environmental hazards to ensure proper corrective action and follow-up.
- Perform risk assessment and prioritize the correction of unsafe or unhealthy conditions, with the most hazardous issues given priority. With scarce resources, priorities will be set considering the types of problem based on its severity (e.g., immediate risk to life, health, and safety), number of people impacted, historical frequency and, the probability of reoccurrence.
- Review summaries of reports of injuries, property damage, unsafe conditions, non-employee accidents, industrial accidents and recommend necessary action and follow-up.
- Review safety trends and recommend necessary action and follow-up.
- Review summaries of actions taken as a result of other hospital-wide monitoring activities (e.g., infection control).
- Recommend safety educational programs for new employees and continuing education based on organizational performance.
- Provide managers with safety information for dissemination to their staff.
- Solicit staff input of workplace hazards without fear of reprisal (e.g., suggestion box, unsafe

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condition reports).

- The EC Committee will recommend annually to Leadership, a performance improvement project EC.04.01.03 ep.3.

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