

LAC+USC MEDICAL CENTER SAFETY POLICY

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Subject: SAFETY OFFICER	Original Issue Date: 1993	Policy # SP 134	
	Supersedes: March 2019	Effective Date: March 2022	
Departments Consulted:	Reviewed & Approved by: (Signature on File) Safety Officer	Approved by: (Signature on File) Director, Facilities Management	

PURPOSE

To provide a safe environment for patients, visitors, employees and contracted workers at Healthcare Network facilities by having a Safety Officer to oversee a facility's Safety Management Program.

POLICY

The Chief Executive Officer or Administrator of a facility shall appoint a Safety Officer, who is responsible for implementing, monitoring, and maintaining the Safety Management Program at the facility.

PROCEDURE

The Safety Officer has the following duties:

- Manages the ongoing facility-wide process to collect and evaluate data concerning safe work practices, in-service training, and employee safety education. Data and incident related information are evaluated to see where processes, education, or activities are deficient, and what means must be taken to improve performance.
- Authorized to intervene when situations arise that may threaten the life, health or safety of patients, staff or visitors to the facilities. May intervene when conditions threaten damage to equipment or buildings.
- Works with appropriate staff to implement Safety Committee/Medical Center Safety Council recommendations and to monitor the effectiveness of the changes. The results of monitoring are reported to the Safety Committee, / Medical Center Safety Council, and the Governing Body, as appropriate.
- Ensures the facility's compliance with mandated safety requirements.
- Advises the Chief Executive Officer, Chief Operating Officer, facility's Administrator and/or Medical Center Safety Council on safety issues.
- Develops, implements, and reviews appropriate policies and procedures for regulatory compliance, including those relating to Safety Management, Injury and Illness Prevention Program, Emergency Preparedness, and Hazardous Materials and Waste Programs.
- Serves as a member of the LAC+USC Medical Center Safety Council.

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- Serves as the liaison with Cal/OSHA, California Medical Waste Management Program, Los Angeles City and County Fire Departments and other regulatory agencies as needed.

REVIEW/REVISION DATE – 02/99, 11/03, 07/04, 11/07, 12/10, 03/13, 03/16, 03/19, 03/22