

ADMINISTRATIVE POLICY AND PROCEDURE

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Subject: ENVIRONMENT OF CARE COMMITTEE

Policy No.: A407.1

Supersedes: January 29, 2016

Review Date: April 10, 2023

Origin Date: July 1, 2000

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POLICY:

The hospital shall have a multi-disciplinary Environment of Care (EOC) Committee which meets at least 6 times a year and serves as the central advisory committee to hospital administration to promote safety throughout the medical center.

MEMBERSHIP:

The chair of the Committee will be appointed by the Hospital Administrator and its members will include representatives from administration, clinical services, (e.g., nursing, pathology), and support services (e.g., housekeeping, dietary, hazardous materials).

REPORTING:

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

A summary of the EOC Committee's activities, conclusions, recommendations, and actions (i.e., Quarterly Safety Report) will also be reported quarterly to Hospital Administration, and the Governing Body.

RESPONSIBILITIES:

The responsibilities of the Environment of Care Committee include:

- Review and approval of 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, Nursing, Safety Audits, Product Recalls, Unsafe Conditions report) 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 (i.e., 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.

Revised: 6/03, 4/06, 12/09, 1/16, 4/23

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Approved By:

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- Review summaries of actions taken as a result of other hospital-wide monitoring activities (e.g., infection control, risk management, quality assurance).
 - 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 on workplace hazards without fear of reprisal (e.g., suggestion box, unsafe condition reports).