



ADMINISTRATIVE POLICY AND PROCEDURE

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Subject: SAFETY OFFICER/STATEMENT OF POLICY, AUTHORITY, AND RESPONSIBILITY

Policy No.: A407

Supersedes: January 29, 2016

Review Date: April 19, 2023

Origin Date: July 1, 1990

Revision Date:

PURPOSE:

To state Rancho Los Amigos National Rehabilitation Center's policy on the authority of the Safety Officer when an imminent hazard exists threatening life, health, or damage to property.

POLICY:

The Safety Officer is appointed by the Hospital Administrator and is responsible for the overall coordination of hospital safety programs in order to maintain a safe environment for patients, staff, and visitors. The Safety Officer has the authority to intervene whenever hazardous conditions exist that pose an immediate threat to life and/or health or pose a threat of damage to equipment and/or buildings.

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities of the Safety Officer will include:

- Overall coordination of the development, implementation, and monitoring of the hospital safety program.
- Investigates and reviews summary reports of injuries, property damage, unsafe conditions, non-employee accidents, industrial accidents, and recommends appropriate action and follow-up.
- Disseminate relevant safety information to department chairs/service directors.
- Directs organization-wide collection of information about deficiencies and opportunities for improvement in the environment of care.
- Participates in the hospital building and grounds hazard surveillance program to identify code violations, hazards, and incorrect work practices.
- Coordinates the preparation of an annual assessment of the effectiveness of the hospital-wide Safety Program (i.e., Safety, Security, Hazardous Materials, Emergency Preparedness, etc.).
- Participates in the development and review of departmental/service safety policies and procedures.
- Investigates and evaluates employee safety suggestions.

Revised: 5/03, 2/10, 1/16

Reviewed: 5/03, 4/06, 2/10, 1/16, 4/23

Approved By:

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- Provides information for staff training in general safety topics (e.g., lifting safety, earthquake preparedness, security awareness, bomb threats).
- Serves as chair/co-chair to the Environment of Care Committee (EOC). Safety issues identified by the Safety Officer through the collection and evaluation of information about hazardous and safety practices are to be brought before the EOC Committee for recommended action and follow-up.
- Coordinates the collection and analysis of performance standards in areas of safety, security, hazardous materials/waste, emergency preparedness, life safety, medical equipment and utilities management.
- Acts as liaison with external agencies on matters relative to safety (e.g., CAL-OSHA, Downey Fire).

REFERENCES:

Department of Health Services, Policy 910
DHS Safety Policy Manual
California Occupational Safety and Health Act
The Joint Commission Accreditation Standards