

# OREGON STATE HOSPITAL

PORTLAND – SALEM

## POLICIES AND PROCEDURES

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**SECTION 8:** Safety, Security, Emergency Management

**POLICY: 8.011**

**SUBJECT:** Safety Committee

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**Point Person:** Bob Cox  
Safety Officer

**APPROVED:** GREGORY P. ROBERTS  
SUPERINTENDENT

**DATE:** August 10, 2012

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### I. POLICY

The purpose of the Safety Committee is to involve all employees in the promotion of safe work practices and elimination of safety and health hazards through the operation of both local and one central safety committees.

### II. PROCEDURES

#### A. Local Committees:

1. Local Safety Committees are mandatory in the following areas:
  - a. Forensic Psychiatric Services
  - b. Vocational Services Department
  - c. Psychiatric Recovery Services
  - d. Physical Plant/Housekeeping/Warehouse
  - e. Food Service
  - f. Psychiatric Recovery Services – Portland Campus

Other areas may voluntarily join one of the above committees; however, the committees must comply with this policy.

2. A minimum of four staff, of which half or more must be represented staff, shall serve for two-year overlapping terms. Replacement of non-management members shall be selected from among volunteers. If there are no volunteers, members shall be appointed from the work area by the appropriate manager.
3. A chairperson shall be appointed by the Program Directors.

4. Meetings shall be held monthly, and minutes posted in all program work areas with copies to local committee members, the Central Safety Committee, the Safety Office, and as required by program management.
5. Duties include:
  - a. Inspection of program areas for health and safety hazards to identify and document the location of safety and health hazards and to make recommendations for corrective action.
  - b. Review of Employee Accident Reports and reports of patient injury for the purpose of recommending corrective action.
  - c. Review of program policies that may affect safety and health in the workplace, and to make recommendations for changes to existing policies or adoption of new policies.
  - d. Development and evaluation of safety and health training for program employees.
  - e. Review and critique program fire drill activity.
  - f. Review of employee suggestions and hazard concerns and make recommendations.
  - g. Reporting local concerns to the Central Safety Committee.
  - h. Provide a written summary of activities for each quarter.

B. Central Committee:

1. Membership shall include the following:
  - a. Two SEIU members
  - b. One AFSCME physician
  - c. One AFSCME registered nurse
  - d. Chair-person from each local committee
  - e. One Facilities Services Director representative
  - f. Communication, Security, Transportation Services Director and one staff
  - g. Safety Director or designee.
  - h. One Vocational Services representative
  - i. Two Program Directors
  - j. Housekeeping Director
  - k. Associate Director of Nursing

- l. Chief Financial officer
- m. Epidemiologist Manager
- n. Food & Nutrition Services Worker

2. The chair and vice-chair shall be elected by committee members.

3. Meetings shall be held monthly, with minutes posted on I:drive for all staff to review

4. Duties:

- a. Evaluate overall quality of local safety committee operations.
- b. Review activities and recommendations of local committees and problems forwarded by local committees requiring a higher level of involvement.
- c. Review and provide input into hospital-wide policies affecting safety and health.
- d. Review and provide input into hospital-wide safety and health training.
- e. Report quarterly on Safety Committee activities to the Environment of Care Committee.
- f. Review accidents and accident statistics and recommend corrective action to the Environment of Care Committee.
- g. Conduct random hospital-wide hazard surveillance in all areas of the hospital, and report findings to the Environment of Care Committee.
- h. Make safety recommendations to program management and/or the Environment of Care Committee.
- i. Review and evaluate implementation of Central Safety Committee recommendations.

C. Training:

All committee members shall receive the minimum training, provided or arranged by the Safety Officer, as required by OAR 437-40-048. The Safety Officer will be responsible for program content and selection of training methods.

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**III. REFERENCES**

Local Safety Committees Standard Operating Procedure and Central Safety Committee

By-laws (Safety Manual).

Occupational Safety and Health Code, OAR 437, Division 40.

The Joint Commission Accreditation Manual for Hospitals 2012.

Replaces OSH Policy and Procedure 8.011, *Safety Committee*, dated 11/21/2006.