

# UNIVERSITY OF TOLEDO

SUBJECT: INSTITUTIONAL SAFETY & HEALTH COMMITTEES

Procedure No: S-08-002

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## PROCEDURE STATEMENT

Multi-disciplinary University of Toledo Safety & Health Committees have been established to oversee matters related to safety and health on all University of Toledo campus locations.

## PURPOSE OF PROCEDURE

To designate the function, authority, membership, meeting frequency and reporting of the Safety & Health Committees.

## PROCEDURE

### Introduction

The Safety & Health Committees have the responsibility to assure a safe, secure, and sanitary environment throughout the campus and grounds for patients, employees, volunteers, visitors and students and to assure readiness to meet internal and external emergencies.

### Authority

The Safety & Health Committees, acting through the committee chairs, have been given authority by the President and the Board of Trustees to take action to immediately remedy the situation when a hazardous condition exists that could result in personal injury to patients, staff, visitors, volunteers or students; or damage to equipment and/or facilities; and to take action to deal with internal, or external disasters. This shall not be construed to include intervention in decisions solely concerning direct provision of medical or nursing care to patients.

The Committees shall be responsible for the coordination and monitoring of the University of Toledo safety and health programs and shall recommend necessary action, as applicable, to other related committees and/or to Director of Environmental Health and Radiation Safety. The recommendation(s) shall be derived from periodic reports of activities, problems identified and actions taken by the Emergency Preparedness Task Force, Needlestick Task Force, Environmental Safety Rounds, University of Toledo Police Reports, Institutional Biosafety Committee, Radiation Safety Committee, and/or any University of Toledo committees which may have involvement in safety and health issues.

The Committee's responsibilities include:

- To recommend necessary action, as applicable, to the Director of Environmental Health and Radiation Safety, Chief of Police or Hospital Administration Staff with recommendations conveyed to the appropriate areas. Those recommendations shall be derived from the following:
  - Analysis of reports and recommendations resulting from environmental safety rounds.
  - Analysis of accident investigations resulting from Injury/Illness Reports and reports of other ongoing safety activities.
  - Review of reports and critiques of internal/external disasters and drills.
  - Review of safety concerns forwarded to the committee by any individual.
- Development and review of procedures related to safety and emergency preparedness.
- Provide guidance for and monitor ongoing safety and internal/external disaster education programs to include:
  - Safety orientation for newly hired employees;
  - Annual safety training for all employees in patient care areas (supervisors in research areas are strongly urged to send their employees);
  - Participation in Quality Improvement activities; and
  - Department specific safety training.

- Familiarization with applicable local, state and federal safety regulations.
- Evaluate internal/external emergency preparedness drills.
- Establishment of methods of measuring results of the safety program and periodic analysis to determine its effectiveness.
- Provide safety information to the staff.
- Conduct Environmental Safety Rounds programs.

The Chair or designee will have the following committee duties:

- Schedule and preside over meetings
- Prepare meeting agendas and minutes
- Communicate committee activities via reports and correspondence
- Maintain necessary documentation
- Conduct/coordinate employee safety training
- Act as administrative liaison
- Advise and consult on safety matters
- Ensure that all safety policies are reviewed/revised as needed, but at least every three years

The permanent members will have the following committee duties:

- Participate in committee meetings
- Participate in employee safety training
- Contribute ideas and suggestions for improvement
- Report any safety concerns brought to their attention by others
- Act as a safety model for other employees
- Serve on ad hoc safety groups as needed

### HSC Structure

Membership of the Committee shall include the following permanent members:

- Chair (Director of Environmental Health and Radiation Safety or designee)
- Director of Hospital Security or designee
- Director of Infection Control or designee
- Director of Risk Management or designee
- Director of Facilities Maintenance or designee
- Director of Biomedical Engineering or designee
- Director of Quality Management or designee
- Emergency Preparedness Coordinator or designee
- Radiation Safety Officer or designee
- Biosafety Officer or designee
- Nursing Administration representative
- Environmental Services representative
- DLAR representative
- Academic Programs representative

The following shall be permanently invited guests:

- Pathology Department representative
- Union Representatives
- Environmental Health and Radiation Safety representatives

Every member and guest shall identify an alternate to attend meetings in the regular attendee's absence.

MC Structure

Membership of the Committee shall include the following permanent members:

- Chair (Director of Environmental Health and Radiation Safety)
- Chief of UT Police or designee
- Director of Risk Management or designee
- Director of Facilities Maintenance or designee
- Residence Life Representative
- Food Service Representative
- Union Representative
- Research Representative
- Environmental Health and Radiation Safety representatives
- Disability Services Representative
- University Transit Services Representative

The following shall be permanently invited guests:

- Student Government Representative
- Human Resources Representative
- International Partnerships and Immigration Representative
- Student Recreation Center Representative

Every member and guest shall identify an alternate to attend meetings in the regular attendee's absence.

Meetings

The HSC Safety and Health Committee shall meet every other month and the MC Safety and Health Committee shall meet quarterly unless less frequent committee meetings are approved by the committee's members. Written minutes shall be taken of all meetings and copies shall be distributed to members of the Committee.

Source: Safety & Health Committee

Effective Date: 06/08/92

Review/Revision Date: 2/8/96

1/27/99

8/1/01

7/14/04

4/21/05

02/12/07

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12/3/13

10/18/16

10/4/19