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HOSPITAL SAFETY AND SECURITY COORDINATOR

Nature of Work

Under general supervision, performs professional work in developing and implementing hospital safety and security programs to ensure a safe and accident-free environment for patients, visitors and employees. Major accountability is held for developing and implementing effective programs, policies, procedures and reporting mechanisms for life safety, occupational safety, environmental regulation compliance, emergency response, infectious waste and hazardous material management, and building and grounds security. Responsible for assuring compliance with Joint Commission, Environmental Protection Agency (EPA), and other state and federal regulations; develops and coordinates effective employee orientation and education programs on all safety and security regulations, policies, procedures and operating systems; responsible for regular safety and security inspections of hospital physical plant and grounds, for drills and system tests and the implementation of required corrective actions; assures the preparation and submission of required reports on safety and security programs and issues to include accident investigations and infectious waste/hazardous materials incidents; and, coordinates hospital safety and security programs, including emergency response, with local and state officials. Performs related work as required.

Examples of Work

- Develops and coordinates the implementation of programs for the detection and mitigation of life safety, occupational safety, infectious waste/hazardous materials and security hazards in the facility.
- Develops or assists in the creation of hospital policies, procedures and reporting mechanisms relating to life safety, occupational safety, environmental regulation, emergency response and physical plant security.
- Assures compliance with accepted hospital safety and security standards and practices and federal and state regulations.
- Oversees the coordination and evaluation of employee orientation and education programs as required by the Joint Commission, EPA and other federal and state regulatory bodies; cooperates with staff development personnel to ensure the timely delivery of required training programs.
- Functions as patient safety officer and coordinates the patient safety program; chairs or serves on committees charged with oversight and coordination of hospital safety and security programs, policies, procedures, employee education and reporting; represents the facility to community organizations and industry safety groups.
- Conducts regular and special safety and security inspections, drills and tests; notes existing or potential hazards and develops appropriate corrective actions or mitigation plans; monitors compliance with fire and building codes and other life safety and environmental regulation requirements.
- Oversees the timely investigation and reporting of patient/employee injuries, accidents and infectious waste/hazardous materials incidents; assures the collection and reporting of life safety, occupational safety, environmental regulation and security data; evaluates patient/employee injury data, identifies causal factors and trends and recommends appropriate corrective actions.
- Participates in the evaluation of purchases of safety and security equipment, supplies and services.
- Provides guidance to hospital staff and local emergency response organizations on safety and hazardous materials issues.
- May supervise security personnel.

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HOSPITAL SAFETY AND SECURITY COORDINATOR (cont'd)

Knowledge, Skills and Abilities

Knowledge of federal and state life safety, occupational safety, environmental and emergency response regulations and reporting requirements.

Knowledge of Joint Commission standards relating to hospital safety and security including life safety, occupational safety, infectious waste/hazardous materials and security.

Knowledge of modern principles and practices relating to life safety, occupational safety and environmental regulation.

Ability to develop, implement, coordinate and evaluate hospital safety and security programs.

Ability to develop and implement hospital safety and security policies, procedures and reporting mechanisms.

Ability to develop and coordinate employee orientation and education programs relating to hospital safety and security programs and policies.

Ability to conduct and evaluate safety and security inspections, drills and tests.

Ability to collect, analyze and report accident and incident data, to identify causal factors and trends and to recommend appropriate corrective actions.

Ability to communicate effectively, both orally and in writing.

Ability to maintain effective working relationships with hospital staff, employees, patients, emergency response personnel and community organizations.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university.

Substitution: Experience as described below may substitute for the required training on a year-for-year basis.

Experience: Three (3) years of full-time or equivalent part-time paid professional experience in occupational safety, loss control, risk management or industrial hygiene.

Substitution: Master's degree from a regionally accredited college or university may substitute for two (2) years of the required experience. Designation as a Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), Associate in Risk Management (ARM), Associate Safety Professional (ASP), or Associate in Loss Control Management (ALCM) may substitute for one (1) year of the required experience.

Established: 05/19/2005

Revised: 06/21/2018

Effective: 06/21/2018