

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
INDIAN HEALTH SERVICE**

Refer to:

OEHE

ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 94-03

OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

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1. **PURPOSE:** To establish an Albuquerque Area Indian Health Service (AAIHS) Occupational Safety and Health Committee (OSHC) in accordance with 29 Code of Federal Regulations, Part 1960 and Presidential Executive Order 12196. Under the Executive Order, it is the responsibility of the Indian Health Service (IHS) to establish and maintain an effective and comprehensive Health Program which is consistent with the standards promulgated under the Order.
2. **BACKGROUND:** The OSHC is organized and maintained to monitor and assist in the execution of a Area Safety and Health Program. The committee is to assist the AAIHS in maintaining an open channel of communication between employees and management concerning safety and health matters in the workplace. The OSHC will provide a method by which employees can utilize their knowledge of workplace operations and assist management in the development and implementation of policies. It will function within the AAIHS as a mechanism to monitor and ensure the safety of patients, visitors, employees and contractors.
3. **OBJECTIVES:**
 - A. To assist the Service Units in establishing policies and procedures, as well as provide training and materials on safety management, industrial hygiene, radiation protection and infection control.

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B. To develop policies through circulars and provide guidance documents and manuals to assist AAIHS personnel in implementing standards and regulations. The policy statements and documents will define AAIHS functions for meeting the OSHC requirements for federal agencies and health care organizations. The Occupational Safety and Health Administration, the Department of Health and Human Services, and the Joint Commission on Accreditation of Healthcare Organizations will be the primary reference agencies for committee direction.

C. To review and evaluate AAIHS occupational injury and illness data and identify any significant trends. Recommend and document appropriate corrective measures, as necessary.

D. To develop intervention strategies using firm epidemiological principles to minimize the potential for occupational injuries and illnesses.

E. To review internal and external evaluation reports of safety and health programs at the Area Office and Service Units level and make recommendations to the appropriate authorities.

F. To provide information and consultation to the Service Units Occupational Safety Health Programs (OSH).

G. To monitor findings and reports of workplace inspections and to confirm that appropriate corrective measures are implemented.

H. To function as the liaison between AAIHS and other agencies that have regulations and guidelines relating to OSH.

I. To review and recommend changes, as appropriate, to procedures for handling safety and health suggestions and recommendations from employees.

J. To advise the Quality Council regarding the findings and resolutions of the OSH program.

4. **PROGRAM ELEMENTS:** The Area Director has the authority and responsibility for implementing the AAIHS OSHC. The Committee shall comply with the requirements for committee organization as listed in 29 CFR 1960.37. The Committee will be convened by the Director, Division of Environmental Health Services, OEHE, AAIHS or a designated person approved by the

Area Director.

A. The membership of the committee shall, at minimum, consist of the following:

Division of Health Facilities
Office of Administration and Management
Nursing Program
Service Unit Quality Assurance/Risk Management
Division of Environmental Health Services
Division of Biomedical Engineering
Area Safety Officer

B. The committee members (with the exception of the Area Safety Officer) should be appointed and designated by the Area Director for two year staggered terms, except when the committee is initially organized. Each member should attempt to alternate their seat on the committee between representatives of management and nonmanagement. Every effort will be made to ensure even representation on the committee between management and nonmanagement members.

C. New members to the committee will be selected by the Quality Council.

D. The committee chairperson and the secretary shall be nominated and elected from the committee members. Management and nonmanagement members should alternate in this position. Maximum service time as chairperson should be two consecutive years.

E. Each committee member shall designate an alternate to ensure representation at each meeting.

F. The Committee shall establish a regular schedule of meeting (quarterly on the second Tuesday of each quarter month; January, April, July, October) and special meetings shall be called if deemed necessary.

G. Adequate advance notice of committee meetings shall be furnished to employees and each meeting shall be conducted pursuant to the prepared agenda.

H. The secretary shall keep minutes of each committee meeting and will distribute copies to each committee member, and upon request, shall be made available to employees.

5. **REPORTS:**

All committee minutes, special reports and documents shall be provided to the Quality Council.

6. **REFERENCES:**

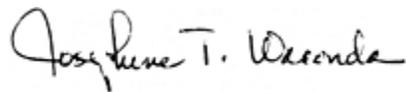
IHS Circular No. 92-7, OSH Committee.

IHS Manual, TN No. 86.7, Part 1, Professional Services, Chapter 9, OSH Program Management.

Part 1960 - Basic Program Elements for Federal Employee OSH Programs and Related Matters, Subpart F-1960.37, Committee Organization.

Presidential Executive Order 12196, dated February 26, 1980.

7. **SUPERSESSION:** None.



2/22/03

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