

**U.S. PUBLIC HEALTH SERVICE  
TAOS/PICURIS INDIAN HEALTH CENTER**

**POLICY: ENVIRONMENT OF CARE COMMITTEE**

**PURPOSE:**

To establish and maintain a Health Center environment that is functionally safe for all patients, staff and visitors. To assure compliance with JCAHO Management of the Environment of Care Standards EC.1 through EC.5.

**PROCEDURE:**

**FUNCTION OF THE ENVIRONMENT OF CARE COMMITTEE**

"Membership shall consist of the Safety Officer, and representatives of Administration, Clinical Services, and Support Services. Three members present shall constitute a quorum sufficient for conducting meetings.

The Committee shall:

- i. Review safety and sanitation inspection reports, recommend corrective actions, and document corrections of potential or actual hazards.
- ii. Review the fire plans of the health center; conduct fire drills as required; recommend corrective action when necessary and document the correction of deficiencies.
- iii. Review annually and amend as necessary all disaster manuals; conduct drills as required; evaluate drills, recommend corrective action; document corrective action.
- iv. Review annually and amend as necessary Health Center Safety policies and procedures and participate in the orientation of all new employees as an on-going program.
- v. Maintain surveillance of safety problems; recommend corrective actions and document corrective actions.
- vi. Monitor the Health Center's compliance with JCAHO standards and recommend corrective actions and document corrective actions.
- vii. Review safety recommendations of JCAHO, consumer groups and staff, and document corrective actions.
- viii. Note feedback from Health Center Director on recommendations made by the

Environment of Care Committee on policies, codes, and problem areas.

- ix. Review accident and incident reports, recommend corrective action, and document the correction of deficiencies.
- x. Minutes shall be maintained according to Health Center policy and distributed to pertinent staff members and other committees as necessary. The committee shall meet at least bi-monthly and minutes shall be maintained by a recorder.

### **Safety Officer Statement**

The Safety Officer shall:

- i. Report at each meeting of the Environment of Care Committee -recommendations, actions and monitoring.
- ii. Participate in hazard surveillance and incident reporting on a regular basis.
- iii. Participate in the development of departmental and organization-wide safety policies and procedures.
- iv. Participate in a safety education orientation program for new employees and in continuing education for all employees.
- v. Be an active part of the Environment of Care Committee.

The Safety Officer shall receive and evaluate summaries of deficiencies or problems, failures, user errors, and relevant published reports of hazards associated with:

- a. Life Safety Codes
- b. Fire Protection
- c. Equipment management
- d. Utilities management

The general responsibilities of the Safety Officer are:

- 1. To review all patient, visitor and employee accident reports and maintain accurate records and statistics on all injuries.
- 2. To analyze injury reports, trends and Health Center inspection reports and recommend accident prevention action.
- 3. To function as Safety Advisor to the Health Center Director.

4. To direct, in his/her capacity as Fire Marshall, a fire safety program.
5. To coordinate fire drills, fire protection training and maintain records of all fires and fire prevention activities.
6. Coordinate and develop with the Environment of Care Committee the disaster program and the disaster drills.
7. To act as Hazard Materials Management Coordinator working directly with the Infection Control Nurse.

### **Sample Agenda**

The safety agenda will be in outline format and contain the following:

- a. Meeting Name, Date, and Time
- b. Approval of Previous Minutes
- c. Old Business which will include:
  - 1] Evaluation/Follow/Up items from previous minutes
  - 2] Response from other committees, departments or individuals to requests for information/decisions and recommendations.
- d. New Business, which will include:
  - 1] Standing agenda items (see attached agenda)
  - 2] Items up for consideration from the annual calendar for the committee
  - 3] Required reports from other departments/committees up for review.

### **Routine Reporting Requirements**

- a. Outgoing from committee
  - 1] The Environment of Care Committee submits quarterly reports and an annual evaluation to the Governing Body.
  - 2] The Environment of Care Committee minutes are circulated to committee members for review after each bi-monthly meeting.
  - 3] Recommendations or actions the Committee feels to be necessary as a result of reports reviewed at committee.

b. Incoming to Committee

- 1] Quarterly reports from the Infection Control Nurse for review.
- 2] Quarterly reports from Facilities Management concerning problems, failures, preventative maintenance, and security items.
- 3] Quarterly reports from Equipment Management concerning problems, failures, user errors, and equipment recall items.

**Documentation**

Minutes will be filed and kept by the Safety Officer in the Safety Manual maintained for that purpose. All reports/training/drills reviewed will be attached to the minutes for reference.

Reviewed/Revised:

---

Safety Officer Date

---

Health Center Director Date