

Providence St. Peter Hospital

SAFETY REPRESENTATIVES RESPONSIBILITIES

Safety Representatives are members of the Employee Safety & Health Committee (ESHC) and the Safe Patient Handling Sub-committee. They are the recognized safety experts in their departments or on their floors and are vital part of the PSPH Employee Safety Team.

The information provided below covers the combined role of the ESHC rep/Safety Representative. The Committee, and Sub-Committee as defined by Engrossed Substitute House Bill 1672 (ESHB 1672) provides the structure for employee input on safety and safe patient handling concerns and issues. The general Committee has a diverse background covering the full range of occupations at PSPH while the safe patient handling sub-committee consists mainly of direct care staff. The Committee has the authority to take any employee concern to the PSPH Safety Council for a satisfactory resolution of safety issue(s).

Goals:

- To provide employees with a platform for addressing safety and health concerns in the Hospital
- To be the recognized department/floor expert on safe patient handling and or environmental safety issues
- To provide “hands on” Safe behavior observations and coaching sessions to all department staff.
- To participate in departmental hazard safety rounds and safety issue resolution.
- To increase general safety awareness and knowledge in their particular area of the Hospital.
- To meet and exceed the guidelines set forth in ESHB 1672
- To be aware of issues that has caused accidents and work to prevent reoccurrence.

General Responsibilities:

Meetings: Attend the monthly training/meeting of the ESHC and or Safe Patient Handling Sub Committee. The general meetings will include a training component with “Talking Points”, a review of safety concerns, and accident investigation data.

Dissemination of Information:

- The ESHC Representative is responsible for relaying Committee actions and decisions to their department/section. Minutes are available on line in the Employee Health and Wellness web site and are available to all PSPH employees. Distribution of the ESHC minutes is the responsibility of the committee staff person.
- Assisting Department Manager with all aspects of departmental safety including: departmental safety rounds, new employee orientation, accident and safety concern follow-up and distribution of information provided during safety training (talking points).
- Conducting safety awareness observations and coaching up the positive safety behaviors and recording comments and any perceived hazards.

Reporting Safety Concerns: Safety concerns that are not addressed at the departmental level can be brought to the ESHC Representatives attention and/or forwarded to the PSPH Safety Office. A safety concern should be submitted via the MP2 system and the words "**SAFETY ISSUE**" noted in the task description line. The issue will be pursued until it is resolved to the satisfaction of the Committee. The ESHC will track safety issues on a spreadsheet and update as action is taken.

PSPH Safety Policies: Familiarize yourself with PSA/PSPH Safety Policies, such as the Safety Reference Manual and Emergency Procedures/Guidelines. All staff should know the location of their department emergency plans and where current copies of policies are kept on line.