

# STANDARD OPERATING PROCEDURE

Collateral - Health & Safety



**Department:** Operations

SOP#130.2

**Applicable to:** All Staff

**Effective Date:** 1 July 2020

3 Pages

**Authority:** Chief Of Operations

**Applicable CAAS Standard:**

**Revised Effective Date:**

## Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding the collateral responsibility of the Health & Safety Officer.

## Content:

<p><b>Position Title:</b> Health &amp; Safety Officer <b>Supervised By:</b> Assistant Chief Clinical Care <b>Supervises:</b> - <b>Status:</b> Collateral Duty <b>Schedule:</b> As needed within scheduled hours</p>
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## Summary Description:

The Health & Safety Officer is accountable for ongoing health, safety, inspection, and maintenance initiatives of all BVA activities. This includes planning, organizing, and coordinating the OSHA program, physicals, vehicle and property safety audits, Fire extinguishers, etc. This includes reporting all injuries and safety violations, monitoring compliance with agency ECP/HCP/OSHA programs, maintaining records of maintenance and compliance activities, and recommending updates or revisions to such programs.

## Job Magnitude:

Department Staff: 2

Department Budget: As allotted by the the Chief

## Structure:

The Safety Officer is a collateral duty position, to be filled by an Operations Supervisor, Lieutenant or higher. Work time is split between road, supervisory, and Safety responsibilities. This individual is accountable to the Assistant Chief - Clinical Care (ACCC) in areas regarding the scheduling, planning, and activities involved with safety initiatives and responsibilities, and is accountable to the Chief in regards to the Department Budget. A non ranking Safety Manager may be assigned as needed, in order to support the Safety Officer and ensure the ongoing efficiency and safety of the Agency. In the absence of the Safety Officer, the Safety Manager will assume the full responsibilities of the Safety Officer, or as designated by the Chief. If utilized, the Safety Manager is accountable to the Safety Officer. Some activities of the Safety Officer will include interaction with Human Resources and the HIPAA Compliance Officer in addition to the above.

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This document supersedes any documents on the topic dated prior to the effective date noted above.

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## Essential Functions:

- Be an advocate for safe practices and procedures to better protect providers, patients, and the public.
- Be knowledgeable in infection control practices, as well as the hazards of diseases and illness.
- Will provide information about workplace hazards and protective practices available to reduce preventable injuries from occurring.
- Will hold an ex-officio position on the Health and Wellness Committee.
- Will track organization safety practices, ensure publication and understanding of said practices.
- Will complete a monthly safety audit of the workplace, identify hazards, and is empowered to correct noted discrepancies.
- Will track, investigate, and report in conjunction with command staff and incidents including medical equipment malfunction, vehicle crash, any incidents involving personnel or public injury. Will complete an investigation report for the Chief.
- Evaluates, develops, and recommends changes to the Exposure Control Plan and Hazard Communications Plan
- Ensures compliance with Health Assessments, immunizations, protective respirator testing, and ongoing workplace safety assignments.
- Ensures compliance with ECP, HCP, and OSHA guidelines, including any annual updates.
- Responsible for Scene Safety, Scene Operations, Violent Scenes, Workplace Violence, Patient Handling, Stretcher Operations, Working in Severe Weather Standard Operating Guidelines. Completes Infectious Disease Reports and follow ups
- Maintains Safety Status Log
- Maintains compliance with the allotted department budget.
- Aids in accident investigation as needed, and is recallable to contribute
- Prepares a monthly report summarizing Safety status.
- Develop and complete a monthly Agency Safety review and submit it to the Chief.
- Other Duties as assigned by the Assistant Chief or higher.

## Physical Environment, Working Conditions, and Challenges

- The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks
- Must complete all roles, Officer, Road Provider, and Health Officer; often consecutively.
- Complete collateral assignments during times not regularly scheduled to support the needs of the agency, including nights, weekends, and holidays.
- Develop, propose, and implement programs that are responsive to the needs of the agency where little or no precedence may exist.
- Time pressures to develop these strategies which impact heavily on the agency.

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- Support new programs and encourage all personnel to comply with current and new health and safety officer programs and initiatives.
- Foster an environment of exceptional morale and professionalism.

## Qualifications

- Ranking Operations Officer and associated requirements as such
- Program management experience
- Fiscal responsibility including management of a department budget and ongoing expenditures

*The Chief reserves the right to waive any of the minimum qualifications set forth above and consider any other qualifications or combination of qualifications that, in the Chief's opinion, will serve as an adequate substitute for those minimum qualifications.*

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