

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	121
		Original Date	02/26/1986
	Department: Administration	Revised Date	04/28/2016
	Safety Committee		

PURPOSE:

The purpose of this policy is to outline goals and to review safety issues and concerns along with making recommendations.

POLICY

Our Safety Committee is an important part of our organization’s safety management effort. Managers and supervisors can gain valuable assistance in their areas by a joint effort with all employees. All managers, supervisors, and employees are to fully support the efforts of the Safety Committee.

Goals:

- Involve employees in safety management
- Lower the rate and severity of incidents/events and injuries
- Maintain a safe workplace
- Involve all employee participation in safety programs

PROCEDURE:

1. The Human Resources Manager will chair the Safety Committee
2. The Safety Committee will consist of at least eight (8) members from the following Departments:
 - A. Nursing (DON, RN, C.N.A.) - two (2) member
 - B. Food Service - one (1) member
 - C. Housekeeping - one (1) member
 - D. Maintenance - one (1) member
 - E. Support Services - one (1) member

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- F. Business Office/Personnel/Resident Accounts – one (1) member
 - G. Laundry – one (1) member
 - H. Infirmary – one (1) member
 - I. Administrator
 - J. Social Services/Recreation – one (1) member
3. Committee member selection – supervisors of the various departments will initially ask for volunteers and then if necessary will assign staff to the committee.
 4. The committee will meet monthly upon call of the chairperson. The meeting time will be established to allow as many employees as possible to attend while on duty.
 5. The committee chairperson will conduct the meetings, insure minutes are written and posted.
 6. The chairperson of the committee will contact the supervisor from each department to obtain recommendations for new committee members.
 7. The function of the committee will include:
 - A. Review at least monthly, all staff incidents/events.
 - B. Recommend and conduct further intensive incident/event investigations where appropriate.
 - C. Identify problems and assign responsibility for investigation and resolution within established time frames.
 - D. Recommend corrective action; monitor the problem to resolution; and substantiate sustained improvement.
 - E. Recommend specific education for those employees as is indicated by the monthly incidents/events review.
 - F. Review needs for adequate production and personal protective equipment requested by staff and supervisors.
 - G. If an employee has any concerns regarding safety in the facility, they should fill out our Safety Report form; (attachment 1).

Safety Committee

8. Minutes and reports:

- A. Minutes will be prepared. A copy will be emailed to all MMHNCC department supervisors, the Infirmary Manager and Safety Coordinator Joe McAnally at jmcanally@mt.gov. A copy will be posted in each RN and CNA communication book on each nursing station and in the communication book in the Staff Dining Lounge.

Reviewed: _____

Superintendent: _____