

XXXX Hospital

Administrative Support Statement

Facility Type: Acute Care Hospital

Effective Date: 1 March 1999

ADMINISTRATION SUPPORT STATEMENT

XXXX Hospital's policy is to do all that is reasonable to prevent injury to persons and damage to property and to protect the employees, the facility, the patients, the environment, and the public from injury, fire or other damage.

In order to achieve these goals, XXXX Hospital is instituting a comprehensive safety program. The program will be a well-planned and thoroughly organized approach to ensuring safety.

The administration urges the active cooperation and commitment of all departments and employees. In implementing the program, safety responsibilities shall become incorporated into all job descriptions, and staff will be trained in fulfilling new duties. Safety will become part of job performance evaluation, and on-going dialogue and feedback will be encouraged.

XXXX Hospital's administration has made a financial and philosophical commitment to this program in its promotion of employee safety and health. The administration also supports the policy that everything within reason shall continue to be done throughout the facility to maintain or enhance comprehensive safety.

The safety program will include:

- * Safety Policies & Procedures for All Departments and Services
- * Incident Reporting and Investigation
- * Emergency Preparedness Plans
- * Hazardous Materials and Waste Plan
- * Life Safety Plan
- * Medical Equipment Plan
- * Security Management Plan
- * Utilities Management Plan
- * A Safety Committee
- * Safety Education and Training

The primary responsibility for coordinating and supervising the program shall rest with the Safety Officer and the Chairperson of the Safety Committee.

He/She will regularly consult with and advise the Risk Manager and Chief Executive Officer on safety matters and is responsible for the development, implementation, and monitoring of the safety program.

He/she will have the authority necessary to carry out program activities.

(Chief Executive Officer's Signature)