| ENVIRONMENT OF CAREKEY STAFF |
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| Role | Responsibilities[[1]](#footnote-1) | Contact Information |
| Commander | * Responsible for worker, patient, and visitor safety and health
* Creates a safety culture that fulfills the organization’s mission and goals
* Designates qualified staff to manage and oversee safety and health policies and procedures
* Supports staff and instills in them a sense of ownership of their work processes
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| Safety Manager | * Oversees policies and procedures regarding safety and health risks
* Coordinates and manages risk assessment and reduction activities
* Coordinates safety and health information, collection, and evaluation for the EC/Safety Committee
* Intervenes when conditions exist that immediately threaten life and health
* Responds to recall of consumer products
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| Security Manager | * Protects people, property, and information
* Responds to security incidents
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| HAZCOM Program Manager | * Oversees policies and procedures regarding the use of hazardous chemicals
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| Chemical Hygiene Officer | * Oversees policies and procedures regarding the use of hazardous chemicals in the laboratory
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| Hazardous Drug Officer | * Oversees policies and procedures regarding the use of hazardous drugs
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| Industrial Hygienist | * Monitors worker exposures to hazardous gases and vapors
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| Environmental Science and Engineering Officer | * Oversees policies and procedures regarding environmental conditions to include air, water, noise, liquid and solid waste disposal
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| Radiation Safety Officer | * Oversees policies and procedures regarding the use of radiation
* Reviews staff dosimetry monitoring results
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| Laser Safety Officer | * Oversees policies and procedures regarding the use of medical lasers
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| Infection Control Manager | * Oversees policies and procedures regarding infection control
* Assists in the development and implementation of infection control risk assessments
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| Chief, Medical Maintenance | * Manages the implementation and use of medical equipment
* Responds to notices and recall of medical equipment
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| Environmental Services Director | * Manages housekeeping, linen distribution, and waste management
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| Facilities Manager | * Manages the grounds and buildings, including operation, maintenance and improvements
* Oversees construction and renovation projects
* Oversees interim life safety measures
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| Emergency Manager | * Liaison between the Emergency Planning Team, leadership, other committees, and the local community
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| Risk Manager | * Collaborates with appropriate staff including the Patient Safety officer regarding risk issues, including Safe Medical Devices Act of 1990 incidents
* Reports all Sentinel Events to The Joint Commission (TJC)
* Collaborates in Root Cause Analyses and plans to reduce the risk of future harm to patients
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| Patient Safety Manager | * Oversees policies and procedures regarding patient safety
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| EC/Safety Committee | * Monitors conditions within the physical environment
* Analyzes environment of care issues
* Recommends and approves actions to resolve safety and health issues
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| Chief, Plans, Training and Mobilization | * Oversees the newcomer orientation and ongoing worker education and training programs
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| Staff | * Identifies, reports, and takes action to minimize risk within the physical environment
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1. The roles and responsibilities listed on this form are intended to serve as examples. MTFs should modify these listings to reflect local structures and procedures. [↑](#footnote-ref-1)