| ENVIRONMENT OF CARE  KEY 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 |  |
| 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 |  |
| Security Manager | * Protects people, property, and information * Responds to security incidents |  |
| HAZCOM Program Manager | * Oversees policies and procedures regarding the use of hazardous chemicals |  |
| Chemical Hygiene Officer | * Oversees policies and procedures regarding the use of hazardous chemicals in the laboratory |  |
| Hazardous Drug Officer | * Oversees policies and procedures regarding the use of hazardous drugs |  |
| Industrial Hygienist | * Monitors worker exposures to hazardous gases and vapors |  |
| Environmental Science and Engineering Officer | * Oversees policies and procedures regarding environmental conditions to include air, water, noise, liquid and solid waste disposal |  |
| Radiation Safety Officer | * Oversees policies and procedures regarding the use of radiation * Reviews staff dosimetry monitoring results |  |
| Laser Safety Officer | * Oversees policies and procedures regarding the use of medical lasers |  |
| Infection Control Manager | * Oversees policies and procedures regarding infection control * Assists in the development and implementation of infection control risk assessments |  |
| Chief, Medical Maintenance | * Manages the implementation and use of medical equipment * Responds to notices and recall of medical equipment |  |
| Environmental Services Director | * Manages housekeeping, linen distribution, and waste management |  |
| Facilities Manager | * Manages the grounds and buildings, including operation, maintenance and improvements * Oversees construction and renovation projects * Oversees interim life safety measures |  |
| Emergency Manager | * Liaison between the Emergency Planning Team, leadership, other committees, and the local community |  |
| 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 |  |
| Patient Safety Manager | * Oversees policies and procedures regarding patient safety |  |
| EC/Safety Committee | * Monitors conditions within the physical environment * Analyzes environment of care issues * Recommends and approves actions to resolve safety and health issues |  |
| Chief, Plans, Training and Mobilization | * Oversees the newcomer orientation and ongoing worker education and training programs |  |
| Staff | * Identifies, reports, and takes action to minimize risk within the physical environment |  |

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)