



Job Code: 8166

Grade: 24

HCWR: N

Job Title

Safety Management Officer

Department

Cook County Health

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Safety Management Officer will be responsible for leading the planning, directing, coordinating, and evaluation of all safety activities for Cook County Health (CCH). Ensures that policies and procedures are in alignment with the strategic direction for CCH and in accordance with all safety requirements. Serves as the CCH Safety Representative ensuring a safe and efficient working environment for patient, staff, and visitors. Responds to and coordinates all aspects of hospital safety and Environment of Care (EOC).

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Serves as CCH's Safety Representative ensuring a safe and efficient working environment for patient, staff, and visitors in CCH for compliance with National Fire Protection Association (NFPA), Occupational Safety and Health Act (OSHA), and The Joint Commission (TJC) regulations.
- Directs the EOC for CCH serving as a technical advisor, facilitator, and organizer for all EOC meetings. Prepares and publishes meeting agendas and presentation materials, notifies attendees, and distributes the records of decision.
- Prepares a planned EOB Rounds schedule coordinating with local EOC team members/inspectors. Initiates contact with areas under inspection, leads the team through inspection, creates a record of findings, and coordinates findings with Point of Contact (POC) from the inspected area. Coordinates the initiation of work orders to address the findings and follows up on resolution of the findings.
- Schedules and attends Space Utilization Committee (SUC) meetings,
- Performs periodic inspections, assessments, evaluations, to include conducting surveys of facilities, equipment, and operations.
- Ensures the CCH Safety program is current and up to date with all safety programs, inspections, and hospital staff safety training requirement.
- Schedules Fire Prevention Facility Inspections with the Fire Department. Coordinates appropriate representatives to accompany each inspector when the inspection occurs, facilitates corrective measures for findings, and coordinates execution of required signatures by organization officials and notifications.
- Identifies deficiencies in the CCH Safety program and variances to the standard(s) using a comprehensive knowledge of regulations, standards, procedures, methods, and techniques to determine compliance with safety and occupational health regulations.
- Reviews complex safety plans/programs, develop and issues instructions, procedures establishing administrative safety and occupational health requirements which frequently become official policy impacting a wide range of system safety activities.
- Oversees all aspects of the facility safety office by setting priorities, preparing schedules, and developing/executing safety plans for the entire hospital.
- Investigates and analyzes events and hazardous conditions to determine origin, causes, and contributing elements.



Typical Duties

- Collects and analyzes adverse events data, identifies potential trends, and makes recommendations to reduce or eliminate harm of system deviation.
- Ensures the operation and maintenance of a system that compiles and analyzes adverse events data, identifies trends, and develops comprehensive recommendations to reduce or eliminate adverse events, mishaps, or system deviations.
- Develops protocols and provides technical safety training instructions to CCH staff on fire prevention and protection, resource protection, security, storage and handling of hazardous materials/waste, building evacuation procedures, mishap reporting, etc. Educates staff to initiate reportable incidents and complete required documentation.
- Responds to and coordinates all aspects of hospital safety and EOC 24 hours a day, seven days a week including Federal Holidays.
- Performs other duties as assigned.

Reporting Relationship

Reports to the Chief Administrative Officer, Operations & Development

Minimum Qualifications

- Master's degree or higher from an accredited college or university
- Seven (7) years of experience in a life safety, fire safety, or emergency response position
- Five (5) years of experience in a safety leadership capacity
- Three (3) years prior experience in a safety role within a hospital or healthcare environment or (3) years prior experience overseeing life safety for an organization with multiple buildings and facilities
- Proficiency using Microsoft Office

Preferred Qualifications

- Master of Science degree in Health Services Administration from an accredited college or university
- Prior experience in a union environment
- Completion of OSHA 30-hour Compliance Course
- Certified Safety Professional (CSP) or Construction Health and Safety Technologist (CHST), or Certification as a Healthcare Safety Professional (CHSP)
- Certified Health Care Protection Administrators (CHPA) through the International Association of Health Care Security and Safety, or eligible to be certified within one year of hire date

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of and familiarity with Environment of Care standards, National Fire Protection Association (NFPA), Occupational Safety and Health Act (OSHA), and The Joint Commission (TJC) regulations
- Knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management and leadership skills



Knowledge, Skills, Abilities and Other Characteristics

- Strong attention to detail, accuracy and precision
- Ability to exercise discretion and make wise decisions during crises or emergency situations

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.