

Adventist Health Vallejo

Letter of Safety Officer Appointment and Authority 2020

St Helena Hospital d/b/a Adventist Health Vallejo is committed to providing the highest quality care possible to the Community it serves, as well as to maintaining a safe environment for all personnel, patients, visitors, physicians, volunteers, students, and other persons having authorized business on the campus.

In furtherance of this commitment, the Hospital has taken a proactive approach to comply with all mandated and recommended laws, rules and regulations, whether established by the Hospital or by governing agencies. Additionally, the Hospital recognizes and complies with regulations relative to safety that have been established by recognized oversight/support organizations in the healthcare industry.

The Hospital President/designee and Chair of the Safety Committee do appoint **Shannon Stoneman** as Safety Officer, and authorize him to implement, evaluate, and monitor the Hospital Safety Management Plan. The Safety Officer is also responsible for defining safety issues, collecting reports, investigating accidents and incidents, assisting in prioritizing the activities of the Safety Committee, reviewing/revising policies in assigned policy manuals, and assisting in defining solutions.

Duties of the Safety Officer shall include, but not be limited to (refer to job description):

- Serving as a member of the Safety Committee and reporting on findings, making recommendations for actions, and monitoring
- Participating in disaster preparedness and HICS training and implementation
- Participating in hazard surveillance, safety rounds, and safety incident reporting and evaluation
- Participating in training exercises such as fire drills and making recommendations for improvement
- Participating in the development of departmental and facility-wide safety policies and procedures
- Participating in safety education for new employees and for all personnel ongoing
- Taking immediate actions to identify, evaluate, correct, isolate, or mitigate unsafe conditions
- Taking appropriate actions in specific emergency circumstances when the Chair of the Safety Committee is not immediately available
- Collaborating with the Risk Manager, Patient Safety Officer, Radiation Safety Officer, Laser Safety Officer, Compliance Officer (and others as appropriate) to identify hazards and prevent or mitigate incidents, insofar as possible

Date 1-28-20

Signed


Steven Herber, MD President,

Date 2-4-20

Signed


Shannon Stoneman, Safety Committee Chair

Date 1-28-2020

Signed


Kimberly Meredith, Risk Manager

Date 2-4-2020

Signed


Jack Lungu, Patient Safety Officer