

# SAFETY COMMITTEE

## Terms of Reference

### 1. Status

- 1.1 The Safety Committee is a standing Committee of the EMC and will also serve the Disaster Management and Planning Committee in addition to its functions and responsibilities, membership, accountability and structure set out below.

### 2. Purpose

- 2.1 To oversee all matters relating to the effective delivery of Facility Management and Safety (FMS) Programs and initiatives within the SMC.
- 2.2 To provide leadership to the Environmental Health and Safety (EHSC) Office's planning and implementation of programs/initiatives to improve safety within the SMC.

### 3. Duties and Responsibilities

- 3.1 Provides oversight to the FMS Program throughout SMC and annually evaluates the effectiveness of management plans for safety of the building, security, hazardous materials and waste disposal, external emergency internal emergency, fire safety, life safety, medical equipment, and utility system.
- 3.2 Develops, implements, monitors, and evaluates FMS Program that promotes safety within the department/services of and throughout the SMC.
- 3.3 Through a multidisciplinary team, conducts quarterly and as needed facility safety tours to identify risks and hazards related to the facility and physical plants as well as evaluation of staff knowledge.
- 3.4 Uses the resulting information for corrective and preventive actions, planning, and budgeting of long-term upgrading and replacement.
- 3.5 Reviews and makes recommendations to the SMC Management on environmental, health and safety policies of the SMC.
- 3.6 Ensures programs and procedures are in place to effectively monitor the implementation and consistency of the policies.
- 3.7 Discusses and analyzes all safety issues at hand and to advise the SMC Management of all matters affecting the health and safety of those who work at the establishment, including visitors and contractors.
- 3.8 Studies accident statistics and trends, so that reports can be made to SMC Management on unsafe and unhealthy conditions and practices, with recommendations for corrective action.
- 3.9 Evaluates and advises on reports and factual information provided by inspectors of the enforcing authorities.
- 3.10 Assists in the development of work safety rules and safe systems of work.
- 3.11 Performs at least bi-annual interdisciplinary environmental safety rounds to ensure safety.

- 3.12 Provides orientation to all new staff and in the continuing education program of staff at all levels; and evaluates the effectiveness of the health and safety content of staff training.
- 3.13 Evaluates the adequacy of safety and health communication and publicity in the workplace.
- 3.14 Oversees the Committee's activities and key performance indicators that are aligned with the CBAHI standards.
- 3.15 Submits annual reports to the QMD, EMC and other appropriate staff, teams, departments and committees regarding the Committee's functions and findings.
- 3.16 Conducts annual review of Committee's performance, accomplishments and non-resolved issues and submits to the QMD and EMC.
- 3.17 Studies the feedback from the annual review and implements recommendations as appropriate.
- 3.18 Performs any other duties assigned by the EMC.

As the Emergency and Disaster Management and Planning Committee, the following functions shall be:

1. Performs and monitors a regular Hazard and Risk Vulnerability Assessment (HRVA) to serve as a basis of emergency planning activities.
2. Establishes and implements emergency plans and emergency procedures.
3. Determines who will implement emergency procedures.
4. Identifies human and financial resource needs to support the contingency planning framework.
5. Identifies training needs of the Committee members, Emergency Response Team, and all staff.
6. Develops training plans.
7. Fosters awareness of emergency plan requirements among staff.
8. Arranges and approves schedules for preventive emergency measures (e.g. mock disasters).
9. Reviews the effectiveness of drills or testing exercises and arrange for procedure improvements.
10. Advises and assists the SMC Management to plan, organize and direct all readiness/preparedness, response and recovery activities.
11. Approves policies and procedures proposed by members.
12. Discusses new development in emergency planning.
13. Assists in designing and implementing departmental emergency plans.
14. Represents departmental views respecting emergency and disaster control.
15. Reviews disaster strategies and plans including those developed at the departmental level.
16. Reviews status of recommendation arising from incident reports.
17. Manages the disaster control measures from inception to stabilization.
18. Participates in post-mortem analyses following a disaster and recommend corrective action.
19. Conducts a regular review of departmental safety programs; reviews and approves departmental safety reports annually.
20. Collects and analyzes data regarding hazard surveillance, medical device recall, accident and injury reports, and education program evaluations.
21. Oversees the Committee's activities and key performance indicators that are aligned with the CBAHI standards.
22. Prepares comprehensive annual reports to the QMD and EMC for each disaster situation.

#### 4. Membership:

4.1 The membership shall be composed of the following core members; see *Appendix A*

Chairman	Deputy Chief Operating Officer
Members	Assistant Chief Medical Officer, Inpatient Director, Respiratory Care Services / Sleep Lab Services Chairman, Laboratory and Blood Bank Department Director, Internal Pharmacy Department Director, Quality Management Department Chairman, Emergency Department Senior Logistics Director Consultant, Radiologist Director, Occupational Health & Safety Department Director, Engineering and Facility Management Department Manager, Clinical Engineering Department Assistant Chief Nursing Officer Assistant Chief Nursing Officer Director of Nursing, Emergency Department Director, Security Services Director, Environmental Services Director, Government and Legal affairs Asst. Manager Clinical Engineering Department Director, Marketing & Public Relations Department Manager, Environmental Health and Safety Department Safety Officer
Secretary	Senior Safety Officer

4.2 Additional members will be invited and consulted as required.

#### 5. Quorum and Voting

5.1 The Committee is quorate when at least half and one member of the Committee are present.

5.2 Decisions at Committee meetings shall be made by a majority vote and each member shall be entitled to one vote. In the event of an equality of votes at a meeting, the Chair will have a casting vote.

5.2.1 A member unable to attend the meeting may authorize in writing another member to represent him/her and to vote for him/her in his/her place.

5.2.2 Voting members:

5.2.2.1 Chair of the Committee

5.2.2.2 All Committee members

5.2.3 Non-voting members:

5.2.3.1 Secretary

5.2.3.2 Ad Hoc members

## **6. Conflicts of Interest**

- 6.1 Members must perform their functions in good faith, honesty and impartially and avoid situations that might compromise their integrity or otherwise lead to conflicts of interest. Proper observation of these principles will help protect the Committee and its members.
- 6.2 Members are responsible to attend at least 70% of the meetings otherwise will be subject to replacement. In case the member cannot attend for justified reason, he/she is responsible to send designee that represents him/her.
- 6.3 Members are responsible to undertake Committee activities as independent persons responsible to the Committee as a whole.
- 6.4 When members believe they have a conflict of interest on a subject that will prevent them from reaching an impartial decision or undertaking an activity consistent with the Committee's functions, they must declare that conflict of interest and withdraw themselves from the discussion and/or activity.

## **7. Accountability**

- 7.1 The maintenance of confidentiality is crucial to the functioning of the Committee. All members must keep in confidence all papers, reports and information, and note the legal requirement that prohibits disclosure of information contrary to Committee by virtue of membership on the Committee.

## **8. Frequency of Meetings**

- 8.1 The Committee will meet at least ten (10) times per year on a monthly schedule or exceptional meetings may be called by the Committee Chair as required.
- 8.2 The Committee will circulate the agenda prior to the scheduled meeting. Agendas and supporting papers will be issued 2-3 days before each meeting and any member wishing to include an item on the agenda should ensure this is with the EHSC Office 5 days before the meeting date.
- 8.3 Minutes will be prepared within 2-3 days after the Committee meeting and distributed to all Committee members, CEO, EMC, QMC, MEC and QMD.
- 8.4 The Committee will clearly identify recommendations and actions within the minutes and ensure implementations are performed by the concerned department and/or committee.

## **9. Reporting Arrangements**

- 9.1 The Committee will submit annual review report to the QMD and EMC in an approved template.
- 9.2 The Committee will report to and share relevant issues with other medical committees and, where appropriate, with other relevant non-medical committees, i.e. Information Technology Steering Committee, etc.

## **10. Terms of Service**

- 10.1 Each member serves a three-year term.

## **11. Terms of Reference**

- 10.1 The terms of reference will be reviewed and revised every three years or more frequent as deemed needed.

## **12. Safety Committee Chair**

- 12.1 The Committee Chair is administratively accountable to the EMC.
  - 12.1.1 Ensures terms of reference is developed, reviewed and revised as appropriate, approved and provided to all members.
  - 12.1.2 Schedules meetings to ensure committee meets at least ten (10) times per year on a monthly schedule.
  - 12.1.3 Sets agenda to ensure the committee can fulfill its mandate.
  - 12.1.4 Encourages all members to participate equally in discussions and provides their opinion.
  - 12.1.5 Ensures all members are provided with the data and tools to enable them to develop recommendations.
  - 12.1.6 Arranges for minutes to be distributed.
  - 12.1.7 Ensures that action items are reviewed and completed.
  - 12.1.8 Liaises between and brings forward recommendations to the EMC.
  - 12.1.9 Assists the members in understanding the accountability associated with the Committee.
  - 12.1.10 Maintains awareness of members about the functions and activities of the FMS Program.
  - 12.1.11 Maintains awareness of members about the ethical aspects of their decision-making.
  - 12.1.12 Provides an opportunity for all members to declare a conflict of interest at any time.
  - 12.1.13 Ensures that the standards, policies, procedures, guidelines, etc. governing the FMS Program are adhered to according to local, regional, national and international standards.

## **13. Committee Secretary**

- 13.1 Assists the Committee Chair in planning and preparing the committee meetings with required invitees/ad hoc member as appropriate.
- 13.2 Documents attendance at each meeting.
- 13.3 Ensures meetings are effectively organized, minuted ensuring each action, decision, and recommendation are documented in the approved committee meeting template, and distributed to all members.
- 13.4 Distributes required background documents for discussion to all members.
- 13.5 Upholds the legal requirements (quorum and voting, voting in line with approved procedures, activities are in line with its projects) of Committee documents.
- 13.6 Maintains accurate and up-to-date membership records.
- 13.7 Deals with correspondence, writing letters/emails as agreed at committee meetings, summarizing correspondence/emails received at the next Committee meetings and drafting replies as appropriate.
- 13.8 Makes arrangements for any necessary reports to be done (i.e. Annual performance reports) to Committee Chair and members, relevant teams, departments or committees; and ensures reports are properly and timely completed, communicated and distributed to the QMD, QMC, EMC, other relevant committees and departments, teams and to all members.

**APPROVALS / SIGNATURES:**

**PREPARED BY:**

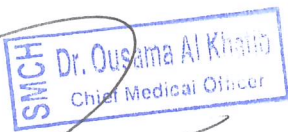
**DATE**

  
\_\_\_\_\_  
DEPUTY CHIEF OPERATING OFFICER

01 JAN 2017

**REVIEWED BY:**

  
\_\_\_\_\_  
CHIEF MEDICAL OFFICER  
CHAIRMAN, EXECUTIVE MANAGEMENT COMMITTEE



02 JAN 2017

  
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CHIEF OPERATING OFFICER

03 JAN 2017

**APPROVED BY:**

  
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CHIEF EXECUTIVE OFFICER

04 JAN 2017

## APPENDIX A

### Safety Committee

Chairman	Mr. Nasser Al Luhaidan, C.P.H.R.M., T.Q.M.	Deputy Chief Operating Officer
Members	Abdulmajid Arwadi, M.D. Saeed Al Amoudi Razia Sultana, R.Ph., Pharm.D, M.B.B., C.P.H.Q., T.Q.M. Asaad Shujaa, M.D. Joseph Chammoun, Engr. Philib Chamma, M.D Tarek Metawee, M.D. Engr. Amin Hammad Engr. Abdulaziz Hojairi Nazem Al Turab, R.N., C.P.H.R.M., C.P.H.Q. Fatima El Baba, R.N. Abdullah Kadri, R.N. Ali Al Shuaibi Amal Yaktine, R.N. Khaled Al Qathani, T.Q.M. Wael Qablan Tarek Najjar, M.D. Asok Kumar Pillai, NEBOSH IGC, IDip, C.B.D.R.M., B.B.A. Rajesh Vasudevan	Assistant Chief Medical Officer, Inpatient Director, Respiratory Care Services / Sleep Lab Services Chairman Laboratory and Blood Bank Department Director, Internal Pharmacy Department Director, Quality Management Department Chairman, Emergency Department Senior Logistics Director Consultant, Radiologist Director, Occupational Health & Safety Department Director, Engineering and Facility Management Department Manager, Clinical Engineering Department Assistant Chief Nursing Officer Assistant Chief Nursing Officer Director of Nursing, Emergency Department Director, Security Services Director, Environmental Services Director, Government and Legal Affairs Asst. Manager, Clinical Engineering Director, Marketing & Public Relations Department Manager, Environmental Health and Safety Department Safety Officer
Secretary	Jerry Ordon, R.N.	Senior Safety Officer