Health and Safety Committee Charter

The overall purpose of the Safety Committee is to address safety concerns across the Agency, particularly with respect to risks that are not easily identifiable. This is accomplished by evaluating and assessing safety and infection control related risk management goals, tracking progress of goals and audits, identifying areas of improvement and facilitating an overall culture of safety.

Members help to implement safety and risk management goals across the Agency by acting as liaisons to their respective departments.

Guiding Principles

- Foster a culture of safety that is exemplified by a physical environment free of hazards.
- Evaluate, assess and assist in the creation and implementation of yearly risk management goals and track goal progress.
- Maintain an active hazard surveillance process that will assess client care areas and non-client care areas at specific intervals.
- Identify unsafe work practices and conditions and recommend corrective measures to minimize adverse events and near misses.
- Analyze available data on past adverse events and near misses and identify trends and suggest appropriate corrective actions. This includes reviewing incident reports on a monthly basis.
- Assist in the development, implementation and maintenance of the Agency Risk Management Program, including trainings, drills and other safety and loss prevention/control activities.
- Encourage feedback from all individuals with regard to safety and infection control ideas, problems and solutions.
- Oversee and inform infection control activities and planning.
- Serve as an advisory body to management on health and safety issues.

Membership

Membership is multidisciplinary and includes representatives from Health Care for the Homeless sites. Members include (but are not limited to):

- Behavioral Health
- Medical services
- Clinic Administration
- Dental
- Information Technology
- Case Management
- Performance Improvement
- Facilities and Security
- Housing Services
- Outreach and Community Health

Standing Members:

- Director of Compliance (Chair)
- Compliance Coordinator (Vice Chair)
- Director of IT (or designee)
- Director of Clinic Administration (or designee)
- Director of Facilities and Facilities Manager
- Director of Community Services (or designee)
- Director of Nursing (or designee)
- Director of Housing Services
- Director of Area Operations
- Director of Dental (or designee)
- Behavioral Health Rep(s)
- Housing Services Rep(s)
- Case Management Rep
- CCP Rep
- West Baltimore Rep(s)
- Baltimore County Rep(s)
- Medical Services Rep(s)

Ad Hoc Members:

- Chief Administrative Officer
- Chief Quality Officer

Schedule

Monthly meeting the 3rd Wednesday of each month at 1pm; quarterly all sites meeting