

**Department of Pathology Safety Committee
Mission Statement, Structure, and Responsibilities**

Mission Statement

It is the intent of the Pathology Safety Committee to advise and assist laboratory supervisors in promoting an environment that is safe from recognized hazards for employees, patients, visitors and volunteers.

The Safety Committee will provide a forum where employees within the department may communicate safety related concerns. Members will maintain and enhance a safe work environment, provide resources, guidance, and address recognized hazards in a timely manner.

The Department of Pathology is committed to efforts to prevent injury and illness and promote a safe and healthy work environment. The responsibility is shared by the administration, faculty, supervisors, employees, and the safety committee.

Structure

The Department of Pathology Safety Committee will be chaired by a Safety Officer whose primary responsibilities will be to facilitate communication between staff, monitor compliance, and serve as a liaison between the Department and University Hospital's Safety Management Services (SMS) and campus Occupational Safety and Environmental Health (OESH) office. The Administrative Coordinator will serve as the departmental Safety Officer, as delegated by the committee's co-chair, the Clinical Pathology Division Director.

Committee members will consist of a representative from each individual laboratory. Each member will serve on the committee for a period of one year, with a review and potential rotation of those members at the end of this period. As a member of the committee, each respective laboratory representative will be available for assisting laboratory supervisors in addressing safety concerns or suggestions from all employees. Additionally, employees may choose to work through their direct Supervisors or designees for such concerns.

Meetings

The Department of Pathology Safety Committee will convene monthly and/or as needed to discuss health and safety management concerns and programs. The Safety Committee will provide a forum for implementing, maintaining and enhancing safety policies and procedures and addressing recognized hazards within the Department of Pathology..

Responsibilities

In addition to attending Department of Pathology Safety Committee meetings, responsibilities associated with the Committee will include, assisting the laboratory supervisor in the following, but are not limited to:

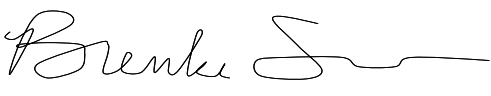
- Identify and be receptive to safety concerns and issues
- Propose and implement solution and corrective action
- Serve as an interface for safety issues within the laboratories and other hospital departments by reporting concerns and issues to administration
- Remove barriers, identify and/or provide resources
- Assist with development and implementation of employee safety and infection control training for new and current employees within permitted time limits
- Employ tools such as injury investigations, hazard identification and job hazard analysis
- Perform accident trend analysis
- Conduct periodic unannounced internal safety inspections
- Conduct and correct (if any) cited deficiencies via internal/external laboratory safety inspections annually and/or as needed
- Serve as role model for safe attitudes and work practices
- Respect confidentiality
- Coach/correct unfavorable actions and performance
- Recognize and reward safe actions and performance

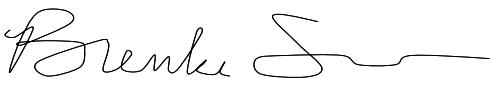
Annual Reviews

- Review and evaluate, at least annually, the following:
 - Effectiveness of laboratories safety training program
 - Annual Chemical Hygiene Plan (CHP) evaluation
 - Annual Exposure Control Plan (ECP) evaluation
 - Provide UH Safety Management Services with an updated unique chemical inventory annually and ensure that the corresponding MSDSs are available for each of those chemicals listed
 - Conduct annual review and analysis of the Department of Pathology Health and Safety Manual. Additionally, the Health and Safety Manual shall be reviewed and signed at least annually by the Chairman, Director of Administration and Finance, Anatomic Pathology Division Director, and Clinical Pathology Division Director.

- All employee incidents/accidents, safety surveys and D.A.R.T. rates provided by the institution to evaluate safety in the workplace, making recommendations for changes in work practices and environment as necessary
- Reduction of hazardous waste
- Compliance with institutional requirements for fire safety tackboard
- Critical incident plan for each laboratory

Approved by:  Date: January 14, 2008
Craig Newman, MS, MBA, MT(ASCP)
Administrative Coordinator

Revised by:  Date: July 11., 2008
Brenda Schroeder, BS, MT, CHSP
Administrative Coordinator

Reviewed by:  Date: January 23, 2009
Brenda Schroeder, BS, MT, CHSP
Administrative Coordinator