



Title	Safety Officer	Revised	April 2020
Department(s)	Operations		
Reports to	Program Director		

Job Summary

The Safety Officer will be responsible for managing and overseeing all treatment center safety programs in order to maintain a safe environment for patients, visitors and personnel by performing the following duties. This position is in addition to performing regular job duties and reports to the Program Director.

Summary of Essential Job Functions

The key responsibilities of the Safety Officer include:

❖ Professional Development

- Responsible for the achievement of assigned specific annual goals and objectives

❖ Training

- Participate in all trainings as required by federal, state, local and accrediting agencies.

❖ Duties and Responsibilities

- Develops and recommends new procedures and approaches to safety based on reports of occurrences, accidents and other relevant information.
- Disseminates information to team members and others regarding toxic and hazardous waste, and materials, safe medical devices and supplies, emergency preparedness and other safety information.
- Assists corporate in enforcing safety regulations and codes within the treatment center.
- Measures and evaluates effectiveness of safety program, using established national goals.
- ❖ Acts as a reporting member of the Quality Improvement Meeting on findings, recommendations, actions and monitoring at monthly meetings.

❖ **Duties and Responsibilities, (con't)**

- Supports management meetings by collecting and formulating relevant information in such a way that decision making is facilitated.
- Develops, reviews and participates in safety training for new team member orientation, as needed.
- Maintains on-site records as it relates to safety and health programs.
- Prepares reports as needed. Maintains required records.
- Plans, coordinates, and oversees training, as needed.
- Directs the OSHA required hazard communication program through:
 - Maintaining a comprehensive file of Safety Data Sheets, and
 - By providing assistance to the Program Director in conducting their annual inventory assessments.
- Able to function as a productive team member, working in conjunction with all other team members in a helpful, positive manner
- Ability to project a positive and professional image to the community, in representation of the treatment center
- Meet BHG attendance standards and be present and ready for work at the beginning of their established work schedule
- Report any work-related injury or illness, or workplace hazards or security issues immediately to supervisor
- Other duties as assigned by supervisor

❖ **Regulatory**

- Responsible for complying with all federal, state and local regulatory agency requirements
- Responsible for complying with all licensing and accrediting agency requirements

Minimum Requirements

Qualifications can be met through ongoing education, training and experience.

- ❖ High integrity
- ❖ Excellent verbal and written communication skills
- ❖ Ability to read, analyze and interpret information
- ❖ Ability to define problems, collect data, establish facts and draw valid conclusions.
- ❖ Strong interpersonal communication skills

Physical Requirements and Working Conditions

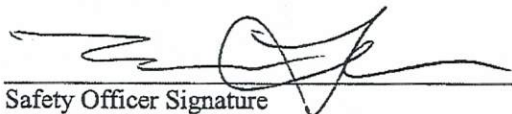
- ❖ Prolonged standing, some bending, stooping and stretching
- ❖ Alternate sitting and walking
- ❖ Variable workload, periodic high stress and activity level
- ❖ Standard medical office conditions and environments
- ❖ Interactions with patients who may be ill, have infectious diseases, have mental health diagnoses and/or are involved in the criminal justice system
- ❖ May require use of protective equipment

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by team members assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of team members so classified. All team members may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Michael Cutrull

Safety Officer Printed Name



Safety Officer Signature

1/24/23

Date

James Yim

Supervisor or Program Director Signature

1/25/23

Date

