



<b>Title</b>	Safety Officer	<b>Revised</b>	April 2020
<b>Department(s)</b>	Operations		
<b>Reports to</b>	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.

**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.

NORAIDA NAYA HERNANDEZ UPR

Safety Officer Printed Name

NORAIDA NAYA HERNANDEZ UPR

Safety Officer Signature

1-24-23 (05)

Date

MELBAZUCI FNP-C

Supervisor or Program Director Signature

1-24-23

Date