

<b>Johns Hopkins Safety Manual</b>	<i>Policy Number</i>	<b>HSE 001</b>
<i>Subject:</i> <b>Safety Responsibilities</b>	<i>Last Review Date</i>	09/01/09
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This manual is a resource for policies and procedures of The Johns Hopkins Hospital and The Johns Hopkins University, as they pertain to health, safety and the environment. The Joint Committee for Health, Safety and Environment develops and maintains all health, safety and environmental policies for The Johns Hopkins Hospital and the Johns Hopkins University. The following policies have been reviewed and approved by the Joint Committee for Health, Safety and Environment.

It is the goal of Johns Hopkins to provide its employees, faculty and students with a workplace free of recognized hazards. It is important that all employees be aware of the Johns Hopkins' safety policies and their interpretations. Management must continually strive to improve present methods and procedures to further eliminate incidents which may adversely affect the safety and health of the employees. This material must be readily available to all faculty, staff and students seeking guidance in matters of occupational health, safety and environmental affairs.

#### **SAFETY RESPONSIBILITIES OF SUPERVISORS**

Supervisory personnel are the keystone of the entire safety program and their whole-hearted cooperation is critical to the success of the program. Supervisors must provide guidance and train employees to develop and maintain safe work practices. They must frequently inspect the workplace to ascertain any unsafe conditions. All incidents must be properly reported, documented and investigated to help eliminate recurrences. Supervisors must be aware that Johns Hopkins has personnel policies for compliance with safety policies. These policies address reporting, training, retraining, and disciplinary action for failure to comply with these policies and procedures.

#### **SAFETY RESPONSIBILITIES OF STAFF**

All staff members must understand that it is their responsibility to comply with appropriate safety and health standards as issued by the Hospital and University, their departments and their supervisors. They are to follow safe work practices and report all unsafe conditions to their immediate supervisor.

#### **SAFETY RESPONSIBILITIES OF THE DEPARTMENT OF HEALTH, SAFETY AND ENVIRONMENT**

The Department of Health, Safety and Environment has the responsibility of providing guidance and direction in all phases of the safety program including occupational safety and health, environmental control, fire safety, biosafety, safety-oriented training programs, and building and equipment design criteria affecting safety codes or standards. It conducts safety and environmental inspections, advising management of unsafe conditions or non-compliance with federal, state and local regulations and standards. Health, Safety and Environment will report all unsafe conditions or non-compliance with regulations and standards, as well as procedures necessary to correct deficiencies, to the affected JHH or JHU department and Joint Committee for Health, Safety and Environment.

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THE RESPONSIBILITIES OF THE JOINT COMMITTEE ON HEALTH, SAFETY AND ENVIRONMENT (SAFETY COMMITTEE) SHALL BE AS FOLLOWS:

- A. Develop policy for The Johns Hopkins Hospital (JHH) and Johns Hopkins University (JHU) on all matters related to health, safety and the environment.
- B. Insure compliance with all applicable health, safety and environmental regulations.
- C. Insure compliance with guidelines promulgated by federal and state accrediting organizations in the area of health, safety and environmental affairs.
- D. Review budgets for departments that comprise the Johns Hopkins Institution's Department of Health, Safety and Environment.
- E. Oversee the management of the Johns Hopkins Institution's Department of Health, Safety and Environment.
- F. Report quarterly to the governing bodies of The Johns Hopkins Hospital and Johns Hopkins University regarding activities in the areas of health, safety and the environment.
- G. Annually evaluate the efficacy of all JHH and JHU health, safety and environmental programs.
- H. Evaluate the status of hazardous materials, waste monitoring, environmental monitoring and incident reporting programs.
- I. Evaluate all "Plans of Correction" submitted to correct identified safety deficiencies, and develop "Plans of Correction" for safety deficiencies that are beyond the technical and financial scope of individual departments.
- J. Meet on a regular basis and at a minimum of six times per calendar year.

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**Office of the President**

242 Garland Hall / 3400 N. Charles Street  
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 410-516-8068 / FAX 410-516-6097

Ronald J. Daniels  
 President

June 18, 2009

Edward J. Bernacki, M.D., M.P.H.  
 Executive Director  
 Health, Safety and Environment  
 The Johns Hopkins Hospital  
 600 North Wolfe Street  
 Billings Administration 131  
 Baltimore, MD 21287-1629

Dear Ed:

The Joint Committee was established by The Johns Hopkins University and Hospital to develop and enforce policies related to health, safety and environment and to ensure compliance with all applicable federal and state safety and environmental regulations.

As Chairman of the Joint Committee for Health, Safety and Environment, you are authorized to take whatever prudent and effective measures necessary to remedy any condition creating an immediate peril to the health and safety of our employees, students and visitors and to bring the University into compliance with all applicable laws and regulations.

Warm regards,

Ronald J. Daniels



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Ronald R. Peterson  
*President*  
 Johns Hopkins Health System  
 The Johns Hopkins Hospital



600 North Wolfe Street / Phipps 16D  
 Baltimore, MD 21287-1160  
 410-955-9540  
 FAX 410-955-0856  
 Email: rpeters@jhmi.edu

JOHNS HOPKINS HEALTH SYSTEM

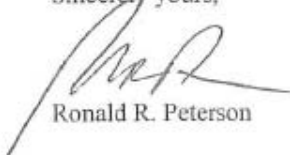
July 1, 2008

Edward J. Bernacki, M.D., M.P.H.  
 Executive Director  
 Health, Safety and Environment  
 The Johns Hopkins Hospital  
 Billings Administration 131

Dear Dr. Bernacki:

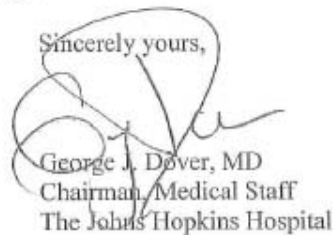
As Chairman of the Joint Committee on Health, Safety and Environment, you are authorized to intervene whenever conditions exist that impose an immediate threat to life or health or, pose a threat to equipment or buildings.

Sincerely yours,



Ronald R. Peterson

Sincerely yours,

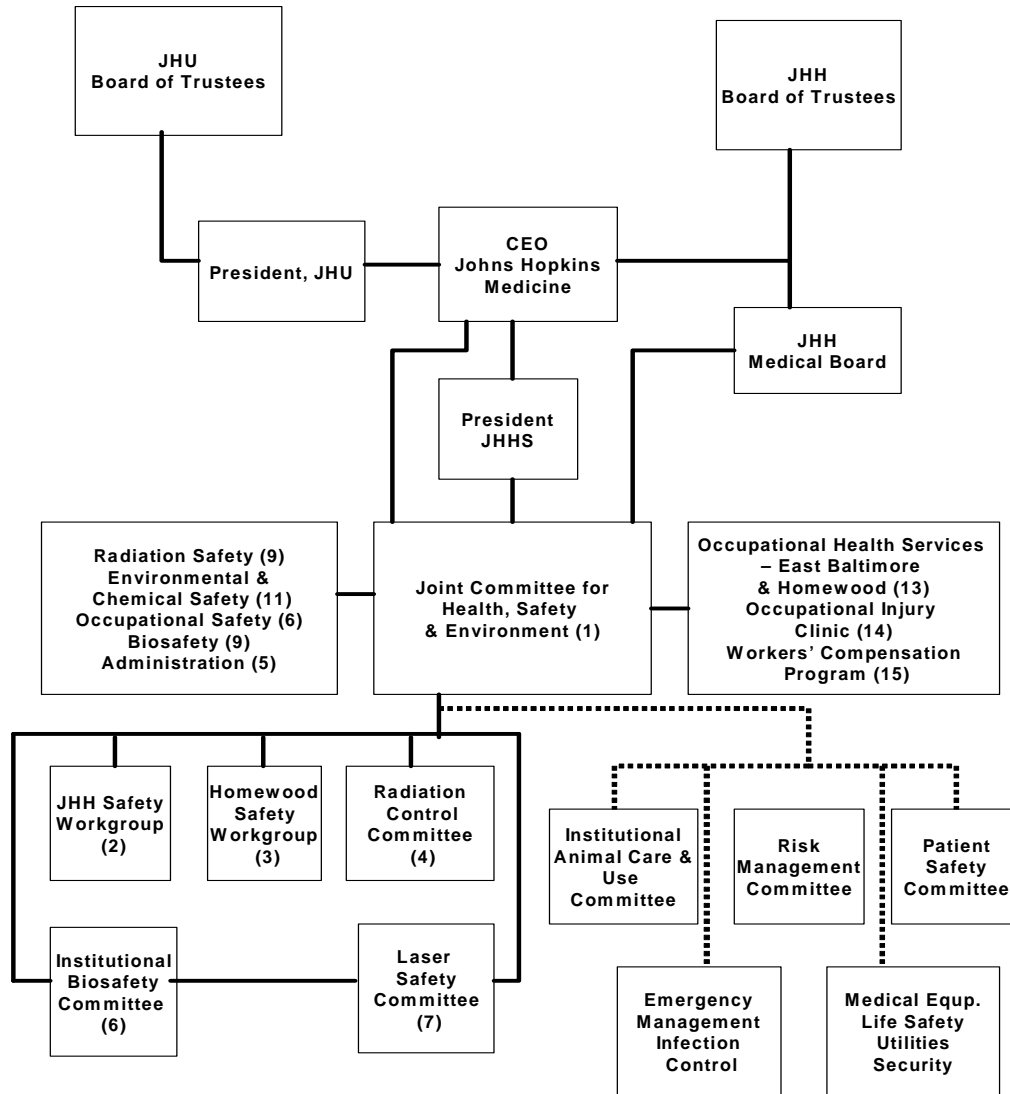


George J. Dover, MD  
 Chairman, Medical Staff  
 The Johns Hopkins Hospital

*Affiliates of the Johns Hopkins Health System*

The Johns Hopkins Hospital • Johns Hopkins Bayview Medical Center • Howard County General Hospital • Johns Hopkins Community Physicians • Johns Hopkins Home Care Group

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## SAFETY-RELATED COMMITTEES AND GROUPS

### 1. Joint Committee for Health, Safety and Environment

- Functions:**
- Develop policy for The Johns Hopkins Hospital (JHH) and Johns Hopkins University (JHU) on all matters related to health, safety and environment.
  - Insure compliance with all applicable federal and state health, safety and environmental regulations.
  - Insure compliance with guidelines promulgated by federal and state accrediting organizations in the area of health, safety and environmental affairs.
  - Review and approve budgets for departments that comprise the Johns Hopkins Institution's Department of Health, Safety and Environment.
  - Oversee the management of the Johns Hopkins Institution's Department of Health, Safety and Environment.
  - Report quarterly to the governing bodies of The Johns Hopkins Hospital and Johns Hopkins University regarding activities in the areas of health, safety and the environment.
  - Annually evaluate the efficacy of all JHH and JHU health, safety and environmental programs.
  - Evaluate the status of hazardous materials, waste monitoring, environmental monitoring and incident reporting programs.
  - Evaluate "Plans of Correction" submitted to correct identified safety deficiencies, and develop "Plans of Correction" for safety deficiencies that are beyond the technical and financial scope of individual departments.
- Membership:** JHH and JHU Facilities, School of Public Health, Homewood Management, School of Medicine, Nursing, JHH and JHU Human Resources, Hospital Epidemiology and Infection Control, JHH and JHU Legal Department, Security, Health, Safety and Environment

### 2. JHH Safety Workgroup

- Functions:**
- Evaluation of mechanism to investigate equipment incidents.
  - Monitor employee injury trends.
  - Review of employee health programs; vaccination; medical surveillance.
  - Evaluation of visitor's injury claims.
  - Evaluation of environmental monitoring (hazard analysis) surveys.
  - Review and/or development of safety policy and procedure.
  - Discuss pertinent infection control, waste management, facilities and operational issues.
  - Review of utility outages.
- Membership:** Clinical Engineering, Materials Management, Security, Nursing, Pathology, JHOPC, Legal Department, Hospital Epidemiology and Infection Control, Human Resources, Environmental Services, Occupational Health, Union Representatives, Facilities, Occupational Injury Clinic, Health, Safety and Environment.

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3. Homewood Safety Workgroup

Functions: Assess programs and issues relative to safety on the Homewood Campus.

Membership: JHU Risk Manager, Facilities, Human Resources, Purchasing, JHU Legal Department, Housekeeping, Student Health/Activities, Academics, Security, Occupational Health, Health, Safety and Environment.

4. Radiation Control Committee

Functions: Monitors and insures compliance with federal and state radiation safety regulations.

Membership: Radiation Safety, Radiology, Nuclear Medicine, Radiation Oncology, Health, Safety and Environment, Nursing, School of Medicine, School of Public Health

5. Institutional Biosafety Committee

Functions: Review and approve submitted protocols involving research with recombinant DNA. Monitor control of biologic hazards at the Johns Hopkins Medical Institutions.

Membership: Health, Safety and Environment, Nursing, Infection Control, Occupational Injury Clinic, Clinical Departments, School of Medicine, School of Public Health, Homewood, public representatives

6. Laser Safety Committee

Functions: Evaluates new applications of laser technology at the JHMI. Insures compliance with all federal and state regulations related to laser safety.

Membership: Radiation Safety, Nursing, Occupational Health, Clinical Engineering, Anesthesiology, Cardiology, Chemistry - Homewood, Dermatology, Ophthalmology

7. Radiation Safety - 2024 E. Monument St. x5-3710

Functions: Conducts Radioactive Materials Program  
Accepts and distributes all radioactive materials at Johns Hopkins  
Conducts investigation of laboratories for compliance with the Maryland Department of the Environment and Radiological Safety Standards  
Maintains records regarding compliance with the Maryland Department of the Environment, Radiation Safety Standards  
Responds to and corrects any deficiencies in the Johns Hopkins Radiation Safety Program in response to Maryland Department of the Environment inspections

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8. Occupational Safety - 2024 E. Monument St. x5-5918

Functions:

- Conducts environmental monitoring surveys
- Conducts incident investigations
- Develop safety policies and procedures
- Reviews departmental safety and policies procedures
- Maintains compliance with Maryland Occupational Safety and Health Administration regulations, fire codes, health codes, the Joint Commission Standards
- Coordinates all safety related training including fire, hazard communication and bloodborne pathogen exposure control
- Monitors safety performance and maintains national, state and local statistics regarding safety performance
- Maintains OSHA 300 logs
- Tracks and trends incident rates for all the Hopkins entities.

9. Environmental and Chemical Safety - 2024 E. Monument St. x5-5918

Functions:

- Manages Chemical Hazard and Hazardous Waste Programs
- Conducts training on safe use of chemicals in laboratories
- Conducts environmental surveillance to comply with Maryland Department of Environment and EPA regulations
- Responds to inquiries by national, state and local agencies regarding physical, chemical and environmental hazards
- Monitor contracted asbestos abatement
- Performs ergonomic evaluations of all work areas where significant injury occurs and of all requested work sites
- Manages Tuberculosis Exposure Control program
- Manages identification and equipment aspects of Respiratory Protection Program

10. Biosafety - 2024 E. Monument St. x5-5918

Functions:

- Registers use of Recombinant DNA, Infectious Agents/Pathogens, Toxins and Human Tissue.
- Manages Select Agent Program.
- Provides administrative support to the Institutional Biosafety Committee.
- Conducts laboratory inspections
- Conducts Biosafety Education Programs
- Conducts Biological Safety Cabinet Certification and Service Program
- Manages Portable HEPA Service
- Conducts Biosafety Architectural Plan Reviews
- Responds to inquiries regarding biosafety issues
- Monitors Biological Safety Compliance Program
- Monitors laboratories for compliance with Johns Hopkins Biosafety Policies
- Certifies and maintains biosafety cabinets and other HEPA filtered equipment
- Maintains registry of research protocols utilizing pathogenic material, select agents, sheep, goats and/or non-human primates

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11. Occupational Health Services, 98 North Broadway, Room 421 x5-6211  
Wyman Park Building 516-0450

Functions:

- Perform pre-employment health screening
- Perform medical evaluations and return to duty evaluations
- Conduct health screening and referrals
- Implement Hepatitis B Vaccination Program and other immunization
- Follow-up and prophylactic treatment for on the job exposures
- Manage Employee Assistance Programs: mental health and substance abuse
- Maintain employee medical records
- Conduct medical surveillance programs
- Manage Animal Exposure Surveillance Program

12. Occupational Injury Clinic, Blalock 139 x5-6433

Functions:

- Evaluate and/or treat all employees with work-related injuries or illnesses
- Maintain data on work-related injury

13. Workers' Compensation Program - 2024 E. Monument St. x5-4800

Functions:

- Administers the Johns Hopkins Health System and University's workers' compensation claims
- Performs outcome measurements of safety programs affect on reduction of workers' compensation claims for accidents and diseases
- Performs case management services for all workers' compensation claims