

HEALTH, SAFETY AND ENVIRONMENT (HSE)
VISION, MISSION, CHARTER, SERVICES EXPECTED AND PERFORMANCE OUTCOMES

VISION

Protect the health and safety of Johns Hopkins Institutions' visitors, faculty, employees and students by insuring an environment free of hazards and providing appropriate medical care to injured employees.

MISSION

The Joint Committee on Health, Safety and Environment (JCHSE) and its operating unit, the Department of Health, Safety and Environment (HSE), is responsible for monitoring and insuring compliance with all federal and state safety and environmental regulations for both the Johns Hopkins University (JHU) and Johns Hopkins Medicine (JHM) two separate, though, related corporations. The Executive Director of Health, Safety and Environment serves as Chairman of the Joint Committee.

Health, Safety and Environment is responsible for monitoring environmental conditions and correcting hazards as they are identified, as well as for assessing and placing individuals in environments they are capable of working without harm to themselves or others. HSE is responsible for paying all workers' compensation claims for all entities of the Johns Hopkins Health System and the Johns Hopkins University, Maryland Campuses with the exception of Children's Hospital in Florida.

GOVERNING COMMITTEE

Under Joint Commission Environment of Care requirements, the Joint Committee for Health, Safety and Environment is the designated safety committee of the Johns Hopkins Hospital governing all Environment of Care activities. The Committee is made of up members of the University and Hospital Administration, as well as the faculty and staff of both Institutions. The members of the Committee are as follows:

Edward J. Bernacki, MD, MPH, Chair
Clyde Bernett, Co-Chair
Dani Buchanan
James Bukowski
Perry Cooper
Stephen Dahl, Ph.D.
Patricia Day
George Economas
John Grinnalds
Marla Hallacy
Gary Hayward, Ph.D.
John Highsmith

Frances Humphrey, CRNP
Daniel Kuespert, Ph.D.
Paula Kent
Jonathan Links, Ph.D.
Robert Marshall
Carole Martens
Sebastian Minor
Polly Trexler
Lois Scarborough
John Schaefer
Brian Schott
Anita Stone
Peter Tollini
Stan Wadsworth
Natalie Wallace

CHARTER

The Joint Committee and Health, Safety and Environment Department was created in 1992 by the Presidents of the Johns Hopkins Hospital and University, consolidating all occupational safety and health related activities and compliance efforts of the Johns Hopkins University and Hospital into one Committee to service the entire Hopkins community. The initial rationale for this consolidation was that Hospital and University employees work side-by-side and are exposed to common environmental hazards. It was felt that it would be most efficient if a single entity oversaw the health and safety of these employees and the development of common policies and procedures used to protect them. The subsequent justification for the consolidation was the ability to leverage the safety operation to provide services for a large population at lower cost. This brought in other Johns Hopkins Health System and University entities to be over seen by the Joint Committee. This consolidation brought together a group of departments that were formally housed in four different organizations within the Hospital or University. The stated objectives of the Committee and Department are compliance with federal and state health, safety and environmental regulations and the management of occupational and environmental health risks for Johns Hopkins Medicine and the Johns Hopkins University.

AUTHORITY

The Presidents of the Johns Hopkins University and Hospital entrust a significant amount of authority to the Joint Committee to take whatever necessary actions to correct immediate threats to the health and environment of both institutions.



Ronald R. Peterson
President
Johns Hopkins Health System
The Johns Hopkins Hospital
Executive Vice-President
Johns Hopkins Medicine

July 1, 2012

Edward J. Bernacki, M.D., M.P.H.
Executive Director
Health, Safety and Environment
The Johns Hopkins Hospital
Billings Administration 129
Baltimore, MD 21287-1629

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,

A handwritten signature in black ink, appearing to read "R. Peterson".

Ronald R. Peterson
President
The Johns Hopkins Hospital

A handwritten signature in black ink, appearing to read "H. Fox".

Harold E. Fox, M.D.
Chairman, Medical Staff
The Johns Hopkins Hospital

JOHNS HOPKINS
UNIVERSITY

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for Finance and Administration**

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Daniel G. Ennis
Senior Vice President for Finance and Administration

July 12, 2012

Edward J. Bernacki, MD, MPH
Executive Director, Health, Safety, and Environment
The Johns Hopkins University and Hospital
600 North Wolfe Street
Billings Administration 131
Baltimore, MD 21287

Dear Ed:

The Joint Committee on Health, Safety, and Environment (HSE) and the HSE program were established by The Johns Hopkins University and Hospital to develop, implement, maintain, and enforce Johns Hopkins policies and procedures related to health, safety, and environment, and to ensure compliance with all applicable Federal, State, and local regulations. As Chair of the Joint Committee, you are authorized to take prudent and effective measures necessary to enforce HSE policies and procedures and to remedy any condition creating an HSE risk to our patients, employees, students, and visitors.

When an acute situation, emergency, or crisis arises, you are authorized to respond to those aspects of the situation normally under your HSE purview in non-emergency circumstances, and to work with the JHH Incident Command System, East Baltimore Unified Command System, and University Incident Command System who will manage emergency incident command in such circumstances.

Sincerely,



Daniel G. Ennis
Senior Vice President for Finance and Administration



RESPONSIBILITIES AND SERVICE EXPECTATIONS

Safety Management

- Conduct twice yearly surveys of clinical and laboratory facilities in healthcare occupancies and annual surveys of research laboratory facilities
- Perform incident investigation on all OSHA recordable injuries.
- Conduct job hazard analyses when requested by Human Resources or Occupational Health Services.
- Review facilities designs for compliance with federal, state and local fire prevention and life safety codes.
- Monitor compliance with insurance carrier requirements and recommendations.
- Conduct fire prevention and safety training.
- Respond to fire and other emergency situations.
- Conduct emergency response drills.
- Accompany licensing and regulatory agencies during facility inspections.
- Design and implement safety control programs.
- Review facility design and work practices.
- Investigate complaints from employees, faculty and staff regarding safety issues.
- Monitor food service facilities twice yearly.
- Conduct safety training (biohazard, HazCom, Fire Safety, Bloodborne Pathogens, TB, etc.)
- Oversee Joint Commission Safety Management Plan

Environmental Health (Industrial Hygiene & Ergonomics)

Identify and control chemical hazards.
Monitor and administers hazardous chemical waste disposal program.
Develop and conduct hazard communication program.
Review facility and laboratory practices for compliance with regulations and generally recommended standards.
Consult on design of containment facilities.
Conduct environmental sampling/monitoring as needed or required.
Respond and mitigate chemical spills and accidents.
Investigate complaints related to workplace exposures and indoor air quality issues.
Conduct training in the use, control and disposal of hazardous chemicals.
Hazardous waste disposal.
EPA compliance (Title V, Emissions Certification, biannual chemical waste reporting, greenhouse gas reporting, community right to know reporting)
Oversee Joint Commission hazardous materials and waste management plan

Biological Safety

Register recombinant DNA investigators and activities.
Inspect all laboratories on an annual basis for biohazards.
Certify and maintain all biological containment cabinets
Register biological agent usage and personnel involved.
Consult on design of containment laboratories and laboratory practices.
Respond to emergency situation involving biological agents.
Coordinate maintenance and certification of biohazard control equipment.
Conduct training in laboratory practices and control and disposal of biohazardous wastes.

Radiation Control

Conduct periodic facility surveys with licensing and regulatory agencies.
Perform monthly and quarterly monitoring of personnel and radiation sources.
Conduct training concerning radionuclides.
Review facilities designs for compliance with federal, state and local guidelines.
Conduct calibration of radiation monitoring equipment.
Maintain licenses for radioactive materials and registrations for x-ray producing equipment.
Order, receive and inspect inventories and deliver radioactive materials to Nuclear Medicine, Radiation Oncology and Special Chemistry.
Monitor patients who have received therapeutic administrations of radioactive materials and determine radiation safety restrictions, visitor limitations, date when patient may be released and when room may be re-assigned.
Quarterly inspections of all areas where radioactive materials are stored or used.
Semi-annually test cesium brachytherapy sources for leakage.
Semi-annually inspect gamma irradiators.
Monitor exhaust stacks for emission of radioactive materials.
Collect, process, store and dispose of radioactive waste.
Supervise necessary action in emergencies to minimize problems and assure quick recovery.
Investigate radiation accidents or radioisotopes contamination and provides technical expertise to accomplish decontamination when required.
Investigate and report all patient misadministrations involving radiopharmaceuticals or radiation therapy.
Inspect x-ray machines that are not in the Johns Hopkins Hospital Department of Radiology.
Assess monetary penalties for non-compliance with internal radiation safety standards, radiation safety training and non-return of monitoring badges.

Conduct training for individuals activating a fluoroscope on a biennial basis.

Occupational Health Services (Homewood and East Baltimore Campuses)

Conduct pre-employment health screening (Hepatitis B., Varicella, Rubella, Rubeola, HCT, STS, Urinalysis, Vision, B/P, Drug Screen, Health Assessment, TB Testing).

Perform immunizations (Hepatitis B, Rubella, Rubeola, Tetanus, Rabies, MMR).

Conduct Flu Vaccine Program (immunization of employees and faculty/staff).

Conduct tuberculosis prophylaxis evaluations and treatment as necessary for PPD converters.

Conduct health screenings.

Perform return-to-work clearance (any employee absent from work for more than seven days and any employee who reports off with a communicable or contagious disease; any employee injured in a non-job related accident).

Perform health evaluations (employees about to enter the disciplinary process are referred by supervisors to rule-out health problems).

Perform tuberculosis surveillance (screening of employees at least annually for exposure, as required by regulations).

Perform hearing tests (scheduling, reviewing, and interviewing all exposed employees).

Conduct respiratory program (medical assessment including pulmonary function testing of all employees identified as needing to wear a respirator in their job assignment).

Conduct laser use surveillance (scheduling and evaluation of all employees with laser exposure).

Conduct ethylene oxide surveillance (periodic testing of employees as necessary).

Conduct physician immunization program (review of records, immunizations as necessary).

Conduct ADA compliance (job assessments, employee assessments for accommodation; handicapped parking as necessary).

Evaluate communicable disease exposures (evaluation and treatment of all employees identified as being exposed to patients with communicable or contagious diseases, i.e., varicella, meningitis, pertussis).

Maintain records (maintenance and update of all employee health records for employment plus thirty years).

Performs drug testing (random and for cause drug testing of employees referred by supervisors or substance abuse counselors).

Employee Health and Wellness Center

Evaluate and treat non-occupational illnesses

Provide referrals to primary care physicians or specialists as needed

Provide general medical advice to patients

Provide support for emergency preparedness in the event of a chemical or biological emergency

Coordinate health education and general wellness events

Perform monthly ROI calculations

Perform case management for non-occupational conditions

Perform preventive medical screenings and immunizations

Information Technology

Develop and maintain occupational health and safety software.

Manage data requirements for all Health, Safety and Environment Training Programs.

Develop and maintain the Health, Safety and Environment Web Site.

Coordinate requested reports for Maryland State Workers' Compensation Commission and Medicare

Perform all data acquisition and analyses of Health, Safety and Environment activities.

Create and manage all on-line safety training programs

Occupational Injury Clinic

Perform assessment and treatment of work related injury and illness.
Conduct post-exposure management of bloodborne pathogens (HIV, HBV, HCV).
Conduct early detection/intervention ergonomics program (in cooperation with Safety and Rehabilitation Medicine).
Conduct case management of workers' compensation claims in cooperation with PPO physicians, Human Resources, Safety Management and Industrial Hygiene.
Manage "5-STIX" Program for the Johns Hopkins Hospital, School of Medicine, School of Public Health, Community Physicians and School of Nursing

Workers' Compensation Office

Pay and adjust workers' compensation claims for all Hopkins entities.
Arrange for legal defense of workers' compensation claims.
Perform all administrative responses and filings for Maryland Workers' Compensation Commission and Medicare.
Provide quarterly reports to excess insurance carrier.
Provide annual report to auditors and adjustors regarding activities of the Johns Hopkins Self-Insured Workers' Compensation Program.
Provide case management services for all entities participating in the Johns Hopkins Self-Insured Workers' Compensation Plan.

Division of Occupational and Environmental Medicine

The division of Occupational Medicine is not a component of Health, Safety and Environment, but rather a component of the Department of Medicine. The Chairman of the Joint Committee is the Director of the Division and reports to the Chairman of the Department of Medicine for this function. The Division is funded via contracts with corporations.

Perform employer outreach and training
Provide disability management to contracted companies
Provision of onsite medical, nursing, and safety programs to contracted companies
Provide Federal Aviation Administration (FAA) medical examinations
Provide medical review officer services
Provide Independent Medical Examinations (IME)
 Impairment evaluations
 Worsening of condition
 Causal connection
 Second opinion
 Need for additional treatment
 Work capacity assessment
 Chart reviews
Provide occupational medical and safety consulting
Provide work site hazard evaluation/industrial hygiene monitoring
Provide ergonomics - workplace/process redesign
Provide epidemiologic Services
 Study design
 Conduct of scientific studies
 Cluster analysis
 Surveillance

Provide claim modeling services for insurance companies

Provide casualty insurance inventory management

FUNDING

The activities of Health, Safety and Environment are funded by the Johns Hopkins Health System, Johns Hopkins Hospital and University through the Joint Agreement. The Functional Unit number for all Johns Hopkins Hospital Safety budgets is #27, the Health System #06 and the University budgets are house under several internal order numbers (80008192, 80008193, 80008195, 80006519, 80024329). The contributions for each division is calculated on a percent effort basis. Since its founding in 1992, Health, Safety and Environment has come in under budget, 17 times in the 21 years. In FY '12, the percent effort allocations were as follows:

Hospital - 39%

SOM – 40%

Public Health – 6%

Kennedy Institute – 1%

Homewood Campus – 14%

Housing – 4%

Peabody – 8%

Facilities – 19%

Engineering – 27%

Arts and Sciences – 42%

TARGET PERFORMANCE OUTCOMES

Health, Safety and Environment strives to achieve safety performance that is best of class. Examples key outcome variables include:

1. OSHA Recordable Incident Rates, less than the BLS published rates for hospitals and universities
2. Needlestick injury rates less than published national rates for nurses and physicians
3. Workers' compensation costs (per \$100 of payroll), 50% less than comparable Maryland Hospitals and Universities
4. Corridor patency in the Hospital and University of greater than 97%
5. Mandated safety training compliance of 95% or greater
6. Zone maintenance response time to fires, less than three minutes
7. Compliance with the Maryland Department of Environment Radiation Standards, 100%
8. Personal radiation badge return rate, greater than 90%
9. Food safety surveys, 97% compliance with Baltimore City Health Department regulations
10. Annual inspection of laboratories indicating no safety violations, 98% compliance
11. Absence of safety violations
12. Absence of fines for safety violations
13. Johns Hopkins Hospital Influenza Immunization Rates greater than 95% and State mandated immunizations (Rubeola, Rubella, etc.) at 100%
14. The Division of Occupational Medicine achieve a yearly 10% growth rate