

<b>Johns Hopkins Safety Manual</b>	<i>Policy Number</i>	<b>HSE 310</b>
<i>Subject:</i>	<i>Last Review Date</i>	09/23/08
<b>Information Collection and Evaluation System (ICES)</b>	<i>Page</i>	1 of 3

POLICY:

The Chairman of the Joint Committee for Health, Safety and Environment (aka Executive Director of Health, Safety and Environment) is designated to coordinate the development, implementation and monitoring of the safety management activities (EC.1.10.2).

The Joint Committee for Health, Safety and Environment is the primary safety committee at Johns Hopkins.

The Executive Director of Health, Safety and Environment is also designated to intervene whenever conditions immediately threaten life or health or threaten damage to equipment or buildings or patient care-. When he is away, he appoints a designee to handle these problems. Usually he is available via beeper/phone twenty-four hours/day, seven days a week. (EC.1.10.3)

An Information Collection and Evaluation System (ICES) is developed and used to continuously measure, assess, and improve the status of the EC. (EC.9.10.2)

REFERENCES

*Hospital Accreditation Standards 2006 HAS.* Joint Commission on Accreditation of Healthcare Organizations.

HSE Safety Manual, policies HSE 001, 311, 312, 313, 314.

DEFINITION

**Environment of Care® (EC):** is made up of three components: building(s), equipment, and people.

The following are identified as elements and issues that can contribute to positively or negatively influencing patient outcomes, satisfaction, patient and staff safety: light, privacy, space size and configuration that are appropriate and consistent with the clinical philosophy, security, orientation and access to the outside environment, ease in traversing both the inside and outside of JHMI facilities, color, efficient layouts that support staffing and overall function.

To effectively manage the EC we must do the following:

- Reduce and control environmental hazards and risks
- Prevent accidents and injuries
- Maintain safe conditions for patients, staff, students and visitors
- Maintain an EC that is sensitive to patient needs for comfort, social interaction, and positive distraction
- Maintain an EC that minimizes unnecessary environmental stresses for patients, staff and visitors.

**HSE:** Department of Health, Safety and Environment. Notation with (HSE \*\*\*) refers to the Health, Safety & Environment policy number which pertains to that subject.

**Information Collection and Evaluation System (ICES):** a system developed and used to continuously measure, assess, and improve the status of the EC.

**JCAHO:** Joint Committee on Accreditation of Healthcare Organizations

**JCAHO Standards:** The items in parentheses with (EC \*\*\*) refer to the JCAHO standard requiring this item.

**JHH Emergency Management Committee & JHH DCA/Disaster Team:** groups responsible for developing the policies for emergency management.

**Joint Committee for Health, Safety & Environment (JC/HSE):** The primary safety committee of Johns Hopkins.

**RASMAS:** Risk and Safety Management Alert System. A system for managing recalls of medical devices, toys, etc.

**SWG:** Johns Hopkins Hospital Safety Work Group. This is a sub-committee to JC/HSE.

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PROCEDURES:

- I. The JC/HSE is a multidisciplinary committee that meets at least six (6) times per year to address safety issues: The structure of the JC/HSE is outlined in detail in Section I Safety Responsibilities of the HSE Safety Manual under Health, Safety and Environment Organization.
  - A. The Chairman of the JC/HSE has developed an Information, Collection and Evaluation System (ICES). He assigns various departments and sub-committees of the Joint Committee to work on various aspects of the following problems: Injuries to patients, visitors, students and staff at JHMI
    1. Property damage.
    2. Occupational illnesses and injuries to staff
    3. Hazardous materials and waste spills, exposures, and other related incidents
    4. Security incidents involving patients, staff, students and visitors at JHMI.
    5. Fire-safety management problems, deficiencies, and failures.
    6. Medical equipment-management problems, failures, and user errors
    7. Utility systems management problems, failures, or user errors.
    8. Information on state and federal inspections.
    9. Staff Unavailability (such as Weather Emergencies, natural disasters, or Bargaining Unit Job Actions): Mass Casualty Patient Influx (such as Infectious Disease Outbreaks).
  - B. Current list of subcommittees and departments:
    1. JHH Safety Work Group
    2. Homewood Safety Workgroup
    3. Radiation Control Committee
    4. Institutional Biosafety Committee
    5. Laser Safety Committee
    6. Radiation Safety
    7. Occupational Safety
    8. Environmental & Chemical Safety Committee
    9. Biosafety
    10. Occupational Health Services
    11. Occupational Injury Clinic
    12. Workers' Compensation Program
  - C. The Chairman of JC/HSE has delegated to the Johns Hopkins Hospital Safety Work Group the responsibility for the assessment/formatting of the EC Management Plans. ( policy # HSE 311)
  - D. The Chairman of the JC/HSE participates as a member of the Patient Safety Committee. Information from the Patient Safety Committee is also reported back to the JC/HSE.
  - E. Information is reported to the JC/HSE from the various committees/departments quarterly.
  - F. The Chairman for the JC/HSE then compiles an annual evaluation that is submitted to the President of JHHS, the CEO of Johns Hopkins Medicine, the JHH Medical Board, the President of JHU, The JHU Board of Trustees and the JHH Board of Trustees. (EC.9.10.5)
    1. Both the quarterly and annual reports are to evaluate the objectives, scope, performance and effectiveness of each of the EC management plans.
    2. Both quarterly and annual reports are compiled, trended and presented to the Joint Committee.
    3. All people/boards above the JC/HSE (on the organizational chart) get these reports.
    4. The annual evaluation includes recommendations for Performance Improvement during the following year.
  - G. Because the Joint Committee oversees all of Johns Hopkins, this report contains some information that is not pertinent to JCAHO standards compliance. The results of all of the quarterly reports in a calendar year will be compiled/edited into a calendar year annual report for JCAHO.
    1. This report will include only pertinent information about areas of Johns Hopkins that are subject to JCAHO inspection.
    2. It is expected that each of the seven EC annual reports for JCAHO will be available by February 1st of

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- the following year.
3. An annual EC notebook (by year) will be kept in HSE for the use of JCAHO inspectors.
    - a. It will contain the management plans for each of the seven areas of EC. It will also contain a copy of the annual report for each area for the year that just ended. For example the management plan for 2005 will share a notebook with the annual report for 2004.
    - b. All annual notebooks will be kept until the next JCAHO inspection is complete.
- II. The Department of HSE reports to and is the operational entity of the JC/HSE. It also provides quarterly reports to the Chairman of JC/HSE.
- A. HSE was established to provide guidance and direction in all phases of the Safety Management Program.
  - B. HSE is responsible for the pro-active safety risk assessments of the clinical and clinical support areas of Johns Hopkins.
  - C. HSE facilitates the Environmental Monitoring Rounds.
  - D. HSE is responsible for advising management of unsafe conditions or of non-compliance with regulations and standards.
  - E. HSE conducts on-going safety education classes.
  - F. HSE is responsible for Environment of Care® issues as defined by JCAHO.
  - G. HSE is responsible for proposing/revising safety policies.

**RESPONSIBILITIES:**

The following departments have responsibility for reporting quarterly to JC/HSE regarding how they are progressing in completing the elements of their management plans. In addition, they do an annual evaluation at the end of each calendar year.

JHH Emergency Management Committee & JHH DCA/Disaster Team	Emergency Management quarterly reports and annual reports
Facilities	Fire Safety, Utility Systems & Medical equipment quarterly and annual reports.
HSE	Safety & Hazardous Materials & Waste quarterly and annual reports All duties outlined in Section 2 above
Security	Security quarterly and annual reports

**REVIEW CYCLE:**

Annual