



**COMMANDER'S
GUIDE**
to the Hospital Safety
Professional



**ARMY SAFE
IS ARMY STRONG**

Army Civilian Corps Creed

I am an Army Civilian – a member of the Army Team

I am dedicated to our Army, our Soldiers and Civilians

I will always support the mission

I provide stability and continuity during war and peace

I support and defend the Constitution of the United States
and consider it an honor to serve our Nation and our Army

I live the Army values of Loyalty, Duty, Respect, Selfless Service,
Honor, Integrity, and Personal Courage

I am an Army Civilian

ARMY SAFE
IS ARMY STRONG



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<https://safety.army.mil>

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Foreword

The Commander's Safety Guide to the Hospital Safety Professional was written to provide all levels of hospital management an overview of the roles and responsibilities of the assigned Hospital Safety Professionals. Quite often, commands are aware of the Hospital Safety Professionals assigned to the facility but do not truly understand their true scope of operation. The intent of this document is to better clarify the capabilities and duties associated with these professionals. If used effectively, the Hospital Safety Professional(s) enhance health care delivery and mission completion by identifying / mitigating hazards that may have been overlooked by staff trying to multi-task numerous operations and responsibilities.

Additionally, this resource is a valuable source of information for assigned professionals interested in making a difference in their workplace through safety intervention. It provides personnel with guidance on how to take the first steps in changing their lives as well as others. The guide offers information that will assist safety professionals and individuals interested in this career with useful questions that they may have. Each workplace will benefit from having an easy to read booklet that can assist in career development.



JEFFREY A. FARNSWORTH
Brigadier General, US Army
Director of Army Safety



I. Introduction to the hospital safety professional



What Hospital Safety Professionals Do?

Hospital Safety Professionals are an essential function of each hospital or Medical Treatment Facility (MTF). Hospital safety professionals are responsible for providing a safe and healthful work environment for the staff as well as patients and visitors to the MTF. The Safety and Occupational Health (SOH) Professional is the communicator between the commander and staff regarding safety concerns and regulatory compliance. The SOH professional's primary responsibility is to ensure the safety and well being of the staff and everyone who visits the facilities including: Hospitals, Health, Dental, and Veterinary Clinics. These professionals are trained to recognize, analyze and provide mitigating actions for hazards that arise with daily operations in a health care setting. These safety and health professionals are expected to know specific functions and operations that take place throughout their organization. They should be very familiar with The Joint Commission (TJC) Environment of Care, Occupational Safety and Health Act (OSHA), National Fire Protection Agency (NFPA), American National Standards Institute (ANSI), American Hospital Association (AHA), Americans with Disabilities Act (ADA) and Biological Safety.

The Safety professionals are responsible for providing the Commanders or supervisors the best advice and/or services possible regarding employee and patient safety. Additionally, they aid in observing and

assessing hazardous situations that take place during facility renovation and construction projects. The safety professional will work with a wide range of individuals while monitoring the work practices occurring within the facility. Their ability to think outside the box is essential in running a successful program equally concerned with the safety and well being of the assigned staff and visiting patients.

Where do Hospital Safety Professionals Work?

Safety Professionals just entering the Department of Defense work force are typically assigned entry level positions in a Medical Center, a Hospital or a MTF.

Who do Hospital Safety Professionals Work For?

They will work directly for the commander of the facility as the subject matter expert regarding Safety and Occupational Health concerns. They assist the commander in the decision making process regarding the overall health and welfare of the facility, staff, and patients.



II. Qualifications



The Safety Management Career Field Guide, available online at <http://cpol.army.mil.library> and <http://www.opm.gov>, defines standards for the CP-12 safety and occupational health professional series. Training requirements, career progression and other useful information may be accessed at <https://safety.army.mil/cp12online>. The typical career path for hospital safety professionals is as follows:

Intern (GS-7/9/11)

■ Initial Training – 15 weeks at USACR/Safety Center completing a variety of Career Program 12 (CP-12) courses. These courses will assist in developing individuals throughout their careers for more complex duties and progressively higher positions of responsibility in future assignments. Following successful completion of in-class training interns will complete at least 2 developmental assignments followed by on the job training at your installation or facility.

Journeyman (GS-11)

■ Must have met 0018 Level I and II skill requirements, or equivalent level of training. (cra.army.mil/cp12online).

Senior (GS-12/13/14/15)

■ Must have met 0018 Level I, II and III skill requirements.

■ CP-12 hiring procedures and unique requirements may be found at <http://cpol.army.mil>. The senior safety director, in concert with the Commander, will construct the hiring panel IAW CP-12 hiring practices and ensure the most qualified candidate is selected. Refer to MEDCOM 690-15, Safety Career Program Management, for the hiring process.

Example Position Descriptions

■ Implements and interprets the safety policies of the facility using AR 385-10, DA Pam 385-10 and related publications.

■ Safety and Occupational Health professionals must have knowledge of physical, chemical, biological and behavioral sciences, mathematics, business, training and educational techniques, engineering concepts, and specialized kinds of operations.

■ Serves as the Safety and Occupational Health Manager in a medical department activity reporting to the Commander for administration of a hospital.

- Plans, establishes implements, administers, and evaluates a safety and occupational health program covering the tenant medical and dental facilities, as well as support facilities.
- Develops and issues local directives and procedures establishing technical and administrative safety and occupational health requirements for the health care facility.
- Evaluates the effectiveness of the safety program based on The Joint Commission (TJC) to include collecting and maintaining records of accident statistics for hospital, clinics and medical support facilities.
- Ability to train facility staff in Safety and Occupational Health matters to minimize hazards.



III. Roles and responsibilities



The Hospital Safety Professional will-

- Be engaged actively in the prevention of accidents, incidents and events that harm Army personnel and cause damage to property and the environment.
- Provide oversight to operations and activities in a patient centered environment
- Develop procedures to minimize and control risk to ensure effective patient care.
- Furnishes technical advice and incorporates safety factors into operational procedures and written issuance for the health care and support facilities.

- Develops local safety directives and procedures.
- Evaluates the local safety program to assure accomplishment of goals and objectives.
- Conducts Safety and Occupational Health inspections of the facility to ensure control measures for hazardous conditions are minimized.



IV. Keys to success

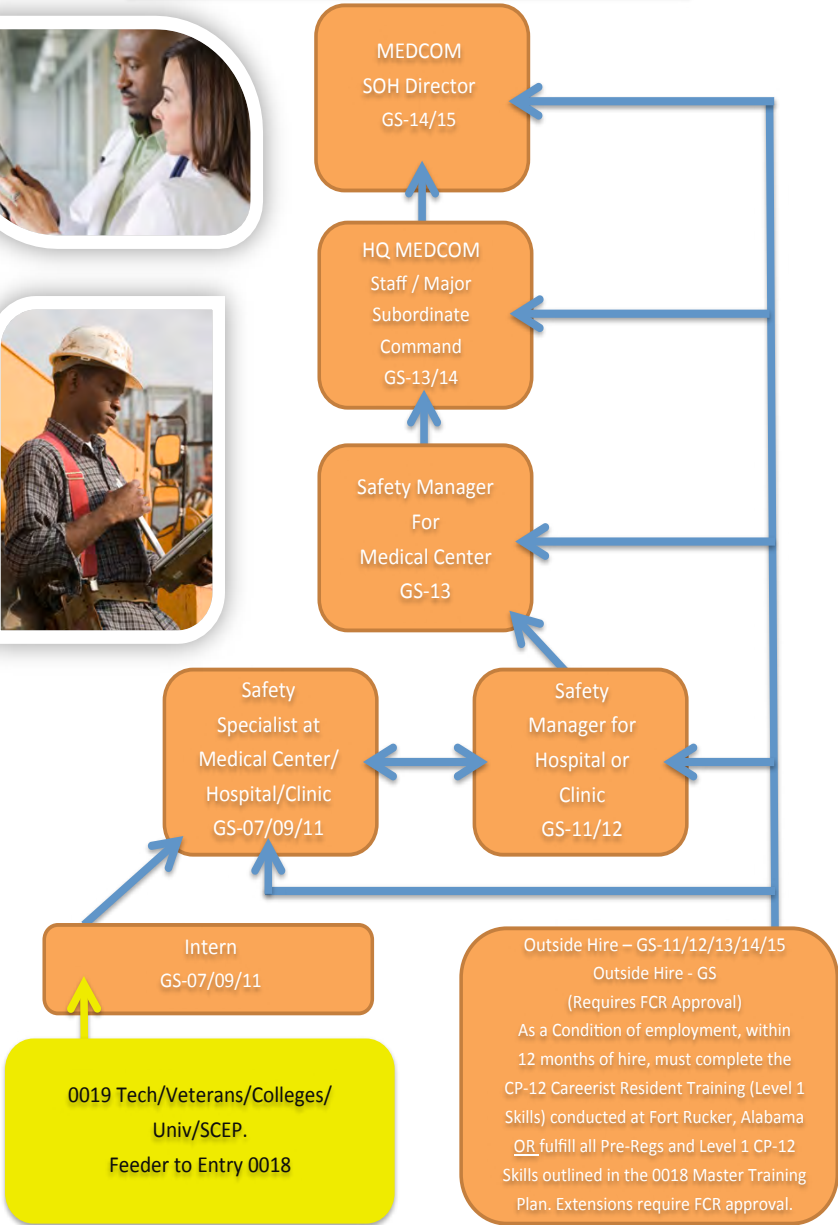
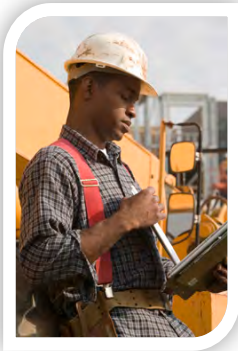
Leadership

Leaders should possess the knowledge and application of safety and occupational health laws, regulations and principles. Additionally, the leadership should have a core understanding regarding the whole scope of operations as related to the Hospital Safety Professional. The leadership is looked upon as subject matter experts providing mentorship and guidance to assigned subordinates.

Individual

Each individual is responsible for ensuring that they are following the career map to the best of their ability. This career map will show how to move from step to step in a simple easy to read flow chart.

CP-12 0018 - Safety and Occupational Health
 Career Path (Hospital Safety)

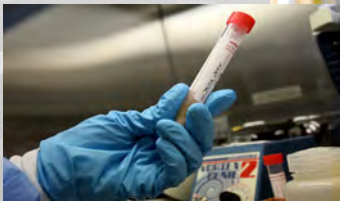


Performance Objectives-Some examples

- Accident and injury Prevention-Effectively manage the commander's safety program and affect accidental injury rate reductions through application of lessons learned and best business practices from other military hospitals and clinics.
- Supervise- Lead the safety and occupational health efforts, ensuring continuity of effort within the area of operation of all safety and occupational health programs.
- Support the Mission- Provide accurate and timely safety, loss control and risk management advice.
- Enhance Awareness and Leader Engagement-Develop and implement/conduct initiatives to enhance awareness and leader engagement on accident prevention and risk management applications.

Rating Scheme

- A hospital safety professional rating scheme should include his/her immediate supervisor as the rater, the safety manager as the intermediate rater and the commander as the senior rater. In many cases the intermediate rater is the Chief of Staff or Deputy Commander for Administration, with the commander as the senior rater. Typically, the safety manager is part of the commander's special staff.



V. Administrative considerations



Duty Hours

■ Although duty hours of a normal work week are 40 hours it is possible for the Commander to delegate additional time based upon mission needs. The type of command and mission requirements will dictate the number of duty hours required. It is essential that notice from the Commander or supervisor be given to an employee required to work a varying schedule. Commanders or supervisors must refer to the Office of Personal Management and Army guidelines for appropriate compensation.

Awards

■ There are several options available to recognize the accomplishments of safety professionals. This recognition may be honorary, such as an achievement medal, or monetary, such as a step increase. Further guidance on these and other awards may be found in AR 672-20. The Command Safety Award information is found in MEDCOM regulation 15-15 and 15-16.

Budget

■ The commander must plan, program, and budget for safety programs, abating safety hazards and safety activities to include safety education and promotional materials. Materials such as posters, films, technical publications, pamphlets, incentive items, and related materials are proven cost effective safety awareness tools and, therefore, will be budgeted for and used to promote safety.



Appendix A

Military/Civilian Rank Equivalency

As established in DoD Directive 4165.63-M: Table A is based on the military and Civilian relationship established for Geneva Convention purposes. Non-appropriated fund positions shall be considered equivalent to their counterparts under the General Schedule and Wage System, and senior level positions shall be considered equivalent to senior executive service positions. For the Wage System, when a more precise relationship to military rank or General Schedule grades is necessary, this shall be determined by the installation commander using the grade groupings in the table as a guide. Finally, equivalent grades for other Civilian employees not included in the table shall be determined by the installation commander using the table as a guide.

Regarding protocol issues, there is no set guidance from DoD with respect to GS and NSPS positions and their equivalence to military ranks as stated in DoD Memorandum, Subj. Revised Department of Defense Order of Precedence, Nov. 14, 2005. The DoD memorandum mentions only Civilian employees at the SES and DISES level.

The Department of the Army, however does prescribe protocol rank equivalencies for selected GS personnel on its order of precedence, including them under Code 8 (Not VIP ranked) as stated in DA Pam 600-60, Appendix D. In accordance with DA Pam 600-60, the following equivalencies are established:

- GS-15 equivalent to colonel
- GS-14 between colonel and lieutenant colonel
- GS-13 equivalent to lieutenant colonel
- GS-12 equivalent to major
- GS-11 between major and captain
- GS-10 equivalent to captain
- GS-9 equivalent to first lieutenant



TABLE A
Military and Civilians

	Civilian Grade Group		
Military Grade Group	Senior Executive Service/ Senior Level	Merit Pay Employee	General Schedule
O-7 thru O-10	SES 1 thru 6 ES1 thru 6		
O6		GS-15	GS-15
O5		GS-13 and GS-14	GS-13 and GS-14
O4			GS-12
O3			GS-10 And GS-11
O-2 W-3 & W-4			GS-8 And GS-9



References

The Army Safety Program

- AR 385-10

Army Safety Program

- DA PAM 385-10

DoD Civilian Expeditionary Workforce

- DoD Directive 1404.10

Army Training and Leader Development

- AR 350-1

A Guide to Protocol and Etiquette for Official Entertainment

- DA Pam 600-60

Useful Links

United States Army Combat Readiness Center

<https://safety.army.mil/>

Career Program-12 (Safety and Occupational Health) Web site

<https://safety.army.mil/cp12online/>

MEDCOM

<http://www.armymedicine.army.mil/>



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