



Guam Memorial Hospital Authority Aturidåt Espetåt Mimuriåt Guåhan



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February 5, 2016

MEMORANDUM

TO: Honorable Senator Tina R. Muna-Barnes
Legislative Secretary
33th Guam Legislature

FROM: Interim Hospital Administrator/CEO

SUBJECT: Creation of Position
RE: Hospital Safety and Security Administrator

33-16-1360
Office of the Speaker
Judith T. Won Pat, Ed.D

Date: 02-11-16
Time: 10:50 AM
Received By: [Signature]

Pj
2016 FEB 12 11:10:07

Hafa Adai! In compliance with Title 4 GCA, Chapter 6, §6303, the Guam Memorial Hospital Authority hereby submits the Hospital Safety and Security Administrator job specifications for file.

Should you have any questions, please contact Ms. Elizabeth Claros, Personnel Services Administrator at 647-2219.

[Signature]
PETERJOHN D. CAMACHO, MPH

Attachments

Cc: File
DOA, Director

HR-16-0150

1360

RECEIVED

C 2/10/16 3:10p
INITIAL DATE



Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guahån

850 Gov. Carlos G. Camacho Road
Tamuning, GU 96913



BOARD OF TRUSTEES
Official Resolution No. 16-06

**“RELATIVE TO THE CREATION OF THE HOSPITAL SAFETY AND
SECURITY ADMINISTRATOR POSITION”**

WHEREAS, based on the needs of the hospital, the Personnel Services Administrator in collaboration with the Safety Administrator, requested to the Hospital Administrator/CEO to create the Hospital Safety and Security Administrator position; and

WHEREAS, the Personnel Services Administrator in dialogue with the Safety Administrator presented their recommendations for the creation of a Hospital Safety and Security Administrator position to the BOT–Human Resources Subcommittee; and

WHEREAS, the requirements pursuant to 4GCA, §6303, Creation of Positions were met; and

WHEREAS, the Hospital Safety and Security Administrator position shall be filled through the competitive process; and

WHEREAS, the BOT–Human Resources Subcommittee approved the creation a Hospital Safety and Security Administrator position at their November 24, 2015 meeting and recommended approval by the full Board of Trustees; now, therefore be it

RESOLVED, that the Board of Trustees accepts the recommendation of the BOT–Human Resources Subcommittee and approves the creation of the Hospital Safety and Security Administrator position; and be it further

RESOLVED, that the Hospital Administrator/CEO is directed to initiate other administrative processes to effectuate the recruitment efforts of the positions; and be it further

RESOLVED, that the Board of Trustees Chairperson certifies and the Board of Trustees Secretary attests to the adoption of this Resolution.

DULY AND REGULARLY ADOPTED ON THIS 3rd DAY OF DECEMBER 2015

Certified by:

Lee P. Webber
Chairman, Board of Trustees

Attested by:

Edna V. Santos, MD
Secretary, Board of Trustees

HOSPITAL SAFETY AND SECURITY ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

This is responsible supervisory safety and security enforcement work involved in the administering of occupational safety programs and activities of the Safety and Security Department ensuring compliance of Joint Commission, OSHA, and CMS standards.

Employee in this class is responsible for the administration of safety and protection services of Guam Memorial Hospital Authority's building and properties.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Oversees, develops, updates and implements safety and security policies, occupational safety policies, rules and regulations and other program guidelines.

Plans, organizes, administers, evaluates and coordinates a comprehensive Safety and Security Program for all areas of the services organization, including maintain surveillance over non-governmental contactor organizations.

Conducts and oversees inspections of work areas for the detection and elimination of unsafe acts and conditions ensuring compliance with safety requirements.

Reviews, analyzes, and evaluates program operations and determines the need for improvement of laws or policy revisions; improved methods, techniques, procedures; and increased staffing to improve effectiveness.

Oversees, develops and conducts training programs for all GMHA employees to meet regulatory requirements and to enhance safety and security practices and awareness; may request the assistance of outside personnel to assure that all personnel are thoroughly trained according to safety and security requirements and safe and secure working practices.

Ensures that all Accident Prevention and Control areas of the serviced organizations have been inspected; ensures conformance to safety rules, standards and regulations; detects hazards and undesirable operational conditions; originates and recommends corrective action; is authorized to stop any operation that is of imminent danger to personnel and increases effectiveness of safety features such as mechanical safeguards, work processes, and protective devices currently in use.

Manages, plans, schedules and directs assignments; establishes performance standards; reviews and appraises performance.

Investigates and oversees on-the-job accidents and prepares findings and recommendations to affect accident preventive measures and minimize occupational safety hazards.

Directs extensive development efforts to control hazardous conditions of a high risk nature and to enforce compliance with numerous and stringent safety requirements that are difficult to evaluate.

Oversees hospital wide emergency response planning and organizes emergency plans, evacuation procedures, training and drills.

HOSPITAL SAFETY AND SECURITY ADMINISTRATOR

Evaluates operational effectiveness and initiates/recommends appropriate changes to enhance occupational safety measures and practices.

Develops and recommends annual work plans and budgets necessary for achieving goals of the safety and security of GMHA.

Enforces Safety and Security policies and procedures throughout the Hospital to include Physicians, staff and visitors.

Represents the Safety and Security Department in meetings and provides monthly reports for Environment of Care, Performance Improvement and Joint Commission Committees.

Recommends and initiates safety performance and prepare reports for unsafe conditions and submission of suggestions to improve GMHA Safety and Security program.

Oversees safety and security orientations of all new employees in safety and security policies, procedures and regulations and provides regular reviews to all employees.

Site Survey: Conducts inspections of areas, buildings, structures, facilities, shop machinery, mechanical processes, electrical installations, hoists, scaffolds, weight lifting, patient care and non-patient care areas, as well as personnel methods of operation, that have been made for the purpose of: (1) ensuring conformance with safety rules, standards and regulations; (2) detecting hazards and undesirable operation conditions; (3) originating and recommending corrective actions; and (4) increasing the effectiveness of such safety features as mechanical safeguards, processes, and personal protective equipment currently in use.

Accident Investigation—Analysis and Reporting: Ensures that supervisors investigate and analyze material damage and personal injury accidents; interviews witnesses, identifies causes, discovers trends, locates hazards, and develops remedial measures. Compiles and prepares charts, tables and reports. Make comprehensive studies and intensive analyses of accident causes and cost evaluation.

Occupational Health/sanitation: Collaborates/coordinates with medical staff and other interested parties in developing and maintaining a high degree of health and sanitary conditions and facilities.

Reviews reports of claims made under the Office of Workers' Compensation Program. Makes recommendations and suggestions as to cause of injury, negligence, and/or willful intent, contributing factors worked, and training or retraining as necessary.

Identifies hazards and assesses risks involved in specialized work processes and environmental of care conditions.

Liaison with Other Agencies: Maintains liaison with operating and administrative officials of other Governmental Agencies and Federal Agencies on matters relating to safety and mutual problems. Participates in the Environmental Management Committee/Environmental of care meetings, conferences etc.

Negotiates and coordinates complex issues of mutual concern with line management, external organizations, and others to work out procedures and methods that will satisfy divergent practices and conflicting viewpoints.

Performs other related duties assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of administrative principles and practices.

Knowledge of modern principles, practices, and methods of safety and security administration, organization and operation.

Knowledge of the occupational hazards inherent in various types of occupations and the standard safety precautionary measures.

Ability to administer occupational safety programs and activities.

Ability to make work decision in accordance with appropriate program guidelines.

Ability to interpret, apply and enforce occupational safety laws, rules, regulations and other program guidelines.

Ability to evaluate operational effectiveness and recommend/initiate changes to improve program effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

a) Five years (5) years of progressively responsible technical experience in occupational safety inspection and security enforcement which includes three (3) years of supervisory work experience, and graduation from a recognized college or university with a Bachelor's degree in business or public administration, physical or related sciences or related field; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION REQUIREMENT:

Possession of a valid driver's license on Guam.

KH: E13 264
PS: E3 (38%) 100
ACCT:EIP 132
496
Pay Grade: O



LEE P. WEBBER Date
Chairman, Board of Trustees