

Reports to: Director of Operations

*Responsibilities:*

1. The Environmental Health and Safety Officer is responsible for the planning, implementation and maintenance of an effective Environmental Health and Safety Program.

*Principal duties: (include, but are not limited to)*

1. Assume responsibility for implementing an Exposure Control Plan, assure that the plan is reviewed and updated as needed, but at least annually.
2. Serve as the company "Designated Officer" as required by the *Ryan White Comprehensive AIDS Resources Act of 1990. (PL 101-381)*
3. Assume responsibility for implementing a General Safety Plan, assure that the plan is reviewed and updated as needed, but at least annually.
4. Serve as the company "Safety Officer".
5. In conjunction with the employee committees develop criteria for the purchase of infection control personal protective equipment and determine adequate stocking levels for station and response vehicles.
6. Assure the availability of all necessary personal protective equipment, engineering controls (i.e. sharps containers), labels, red bags, etc. both in the stations and response vehicles
7. Maintain the health records of each employee. Assure confidentiality of all employees medical and exposure records.
8. Evaluate possible employee exposures to communicable diseases and coordinate communications between CMT, receiving hospitals, and employee physician / health care provider. In the event of an exposure, assure that all medical actions required are performed, and all appropriate records are maintained.
9. Notify the DO if the quality improvement data indicate a safety hazard requiring immediate attention.
10. Conduct spot inspections of on-scene and station operations to ensure compliance with CMT's exposure control plan and general safety plan.
11. Coordinate the immunization program with the CMT physician and NYCAMH, and maintain immunization records for each employee in their health record.
12. Maintain a confidential database of exposures and treatment given, in conjunction with CMT designated or employees personal physician / Health Care Provider.
13. Maintain records of injuries and action as required by Federal, State, and Local laws.
14. Develop and deliver a comprehensive infection control-training program, which complies with OSHA Regulation 29 CFR Part 1910.1030, including initial training of all new employees and a yearly update of all current employees.
15. Develop and maintain in conjunction with the Director of Training, a comprehensive safety-training program for internal use and export, for the purpose of injury prevention.
16. Keep abreast of new developments in the field of Environmental Health and Safety and make recommendations for changes / updates of policy.
17. Other duties as assigned.

*Qualifications:*

1. Appointment by the Director of Operations
2. Two or more years of EMS / Healthcare experience preferred

3. Certification as an EMT within one year of appointment
4. Knowledge of laws and regulations relating to Environmental Health and Safety.
5. Excellent written / verbal communication skills.
6. Maintains certifications

*Effective:*

March 2002