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TITLE: Fire and Life Safety Coordinator
REPORTS TO POSITION: Environment of Care Program Manager
DEPARTMENT: Quality Management

OUR VISION: Creating America's healthiest community, together
OUR MISSION: In the spirit of love and compassion, better health, better care, better value
OUR VALUES: Accountability, Caring and Teamwork

DEPARTMENTAL SUMMARY: The Safety division of the Quality Management department provides services which promote the physical and psychological safety of patients, visitors and caregivers in our multi-hospital health system. Services include risk assessment, plan development and implementation, safety policy / procedure management, and proactive process improvement to prevent harm

POSITION OVERVIEW: The **Safety and Fire/Life Safety Compliance Coordinator** develops and maintains critical elements of the Environment of Care and Fire / Life Safety programs to ensure regulatory compliance and a safe environment at all SCHS facilities. This position does not directly manage any caregivers.

ESSENTIAL FUNCTIONS AND DUTIES:

- Coordinates compliance related to Environment of Care, Disaster Preparedness and Safety Committee functions. This includes: data entry for Environment of Care Reports, maintenance of the SCHS the safety inspection process, meeting preparation, agenda development, recording and documentation of meeting minutes and maintenance of action logs for the 4 essential Environment of Care / Safety Committees.
- Coordinates the Environment of Care rounds process for all SCHS facilities. Serves as the Fire / Life Safety evaluator for the inspection process.
- Coordinates and monitors Fire and Life Safety program elements in compliance with Federal, State and Local regulations.
- Manages the SCHS fire drill process, including development of scenarios, scheduling and implementation of drills, to include proper documentation of the exercises. Monitors and reports compliance to operational leaders.
- Leads / facilitates regulatory survey reviews with The Joint Commission, State / City Fire Marshals, and CMS surveyors.
- Coordinates and monitors progress of all action items resulting from survey activity. Escalates concerns to the Environment of Care Manager.
- Serves as the primary fire / life safety code interpreter for SCHS. Validates regulatory findings before investing in changes or corrective actions. Collaborates with local and State fire officials, Facilities Managers and Construction / Real Estate team members to evaluate new codes / code changes that will impact SCHS facilities.
- Manages the Interim Life Safety Management (ILSM) program for all SCHS facilities. Conducts Pre-Construction Risk Assessments to evaluate for life safety deficiencies during construction and renovation projects. Develops mitigation plans, including education of clinical teams, on the impacts of the life safety deficiencies.

- Prepares and presents effective employee training on proper fire / life safety response procedures; documents training dates.
- Oversees SCHS Hazardous Materials / Hazardous Waste Management Plan, and ensures compliance with all accrediting and regulatory agencies.
- Conducts periodic assessments of SCHS hazardous substance generation and storage areas, and evaluates hazardous materials handling procedures.
- Coordinates with departments regarding the proper in-house transportation, storage and disposal of hazardous materials.
- Responsible for the Hazardous Waste Program to ensure that hazardous waste properly handled, contained, stored, and labeled, in compliance with federal, state and local regulatory requirements.
- Represents SCHS when coordinating with licensed hazardous waste haulers and other related service providers, and maintains manifests.
- Conducts the mandatory annual Fire Marshal report for each County (Deschutes, Jefferson and Crook) to document hazardous materials that may impact response teams during a fire event.
- Maintains Safety Data Sheet database (currently Dolphin) for all SCHS facilities.
- Coordinates monitoring process for introduction of new chemicals into SCHS facilities.
- Prepares and presents effective employee training on safe management of hazardous materials and emergency responses, including spill response team and patient / victim decontamination team; documents training dates.
- Supports the vision, mission and values of the organization in all respects.
- Supports Value Improvement Practice (VIP- Lean) principles of continuous improvement with energy and enthusiasm, functioning as a champion of change.
- Provides and maintains a safe environment for caregivers, patients and guests.
- Conducts all activities with the highest standards of professionalism and Complies with all applicable laws, regulations, policies and procedures, supporting the organization's corporate integrity efforts by acting in an ethical and appropriate manner, reporting known or suspected violation of applicable rules, and cooperating fully with all organizational investigations and proceedings.
- Delivers customer service and/or patient care in a manner that promotes goodwill, is timely, efficient and accurate.
- May perform additional duties of similar complexity within the organization, as required or assigned.

EDUCATION:

Required: High School diploma or GED

Preferred: Bachelor's degree in healthcare or safety related field.

LICENSURE/CERTIFICATION/REGISTRATION:

Required: Valid Oregon driver's license and ability to meet St. Charles Health System driving requirements. Certification as a Fire Inspector (level 1 or 2), RCRA, HAZWOPER, and Environmental Manager required within 6 months of hire. Certification as a Life Safety Specialist for Healthcare (CLSS - HC), NFPA 101: Life Safety Code (2012) Essentials for Health Care Occupancies, and Fire Plans Examiner Certification required within one year of hire.

Preferred: N/A

EXPERIENCE:

Required: Two (2) years' experience as a healthcare safety professional, with one (1) year experience in fire prevention and life safety management. Knowledge of compiling and documenting safety

related statistics. Background in safety audits both external (regulatory agencies) and internal. Health care experience preferred. Demonstrates knowledge of NFPA 101 (Life Safety Code) and Joint Commission Fire / Life Safety Standards.

Preferred: N/A

PERSONAL PROTECTIVE EQUIPMENT:

Must be able to wear appropriate Personal Protective Equipment (PPE) required to perform the job safely.

ADDITIONAL POSITION INFORMATION:

Skills:

General:

Communication/Interpersonal

Demonstrates SCHS values of Accountability, Caring and Teamwork in every interaction.

Must have excellent communication skills and ability to interact with a diverse population and professionally represent SCHS.

Ability to effectively interact and communicate with all levels within SCHS and external customers/clients/potential employees.

Strong team working and collaborative skills.

Ability to work under pressure in a fast-paced environment.

Organizational:

Ability to multi-task and work independently.

Attention to detail.

Excellent organizational skills, written and oral communication and customer service skills, particularly in dealing with stressful personal interactions.

Mathematical Skills:

Performs basic math (add, subtract, multiply and divide) calculations.

Language Skills:

Read, write, speak and understand English.

Computer:

Basic to intermediate ability and experience in computer applications, specifically electronic medical records system and MS Office.

Basic experience in computer applications necessary to record time, obtain work directions, and complete assigned CBL's.

Intermediate to advanced proficiency in Microsoft applications (Outlook, Word, Excel and Access), database management, and document preparation.

PHYSICAL REQUIREMENTS:

Continually (75% or more): Use of clear and audible speaking voice and the ability to hear normal speech level.

Frequently (50%): Sitting, standing, walking, lifting 1-10 pounds, keyboard operation.

Occasionally (25%): Bending, climbing stairs, reaching overhead, carrying/pushing or pulling 1-10 pounds, grasping/squeezing.

Rarely (10%): Stooping/kneeling/crouching, lifting, carrying, pushing or pulling 11-15 pounds, operation of a motor vehicle.

Never (0%): Climbing ladder/step-stool, lifting/carrying/pushing or pulling 25-50 pounds, ability to hear whispered speech level.

Exposure to Elemental Factors

Never (0%): Heat, cold, wet/slippery area, noise, dust, vibration, chemical solution, uneven surface.

Blood-Borne Pathogen (BBP) Exposure Category

No Risk for Exposure to BBP