


Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Administration
Standard Title	Safety Committee
Regulations	New York Labor Law "Safe Patient Handling"
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Approved by: Paula Jubic, Executive Director	

**Standard:**

In compliance with New York State Labor Law's "Safe Patient Handling Act," Catholic Charities Disabilities Services will establish a Safety Committee for the purposes of implementing and reviewing safe practices throughout the agency, with a special emphasis on the processes of lifting, transferring, and positioning individuals who are unable to accomplish these things without assistance.

**Definitions:**

Safe Patient Handling is the use of engineering controls, lifting and transfer aids, or assistive devices by staff to perform the acts of lifting, transferring and positioning individuals.

**Procedure**

1. The Executive Director or designee will appoint a committee, with at least one-half of the membership to be front line managers or direct support professionals. At least one member shall be a nurse.
2. The Executive Director or designee will name one administrator and one non-managerial staff as co-chairs of the committee.
3. The Committee will meet as frequently as necessary, but no less frequently than quarterly.

4. No less frequently than annually, a committee co-chair and certain other members of the Safety Committee will conduct an on-site review of each residence in which at least one individual needs assistance with transfer, ambulation, or positioning. The review will follow a protocol determined by the committee and encompass the condition of the physical plant of the house in which the individual resides, the safety of the agency van(s) used to transport the individuals, the adaptive equipment used by the individuals, the clinical assessment (s) and services plans developed to assist the individual, as well as the staff training around these needs.
5. In addition to the regular incident management process established by the agency, the safety committee will conduct a further review of all incidents in which an individual is injured in the process of being transferred, lifted, or repositioned; all employee time loss injuries, and other incidents or events the committee deems worthy of review or are referred to the committee. Following its deliberation, the committee will offer whatever recommendations it deems necessary.
6. On an annual basis, the committee will provide the Executive Director a report of its actions.