

(Facility Header)

No.....

Date.....

CIRCULAR

Pursuant to Ministerial Directives, a Hygiene and Safety Committee (HSC) is set up in the facility.

COMMITTEE MEMBERSHIP

- Facility Manager and deputy: chairperson
- Deputy-chairperson to be appointed
- Rapporteur: (The Committee Coordinator should be appointed Rapporteur.)

Members: Extend to technical departments (each department designates a representative), the different professional groups (each professional group designates a representative), the community, local governments, district or county health officer, and any other person whose presence is deemed useful.

COMMITTEE MISSIONS

The Committee defines, sets up and monitors the facility's Healthcare Quality, Hygiene and Safety Policy based on national directives.

COMMITTEE OPERATION

The Committee meets at least every end of quarter or more often as necessary, and is convened by the facility manager.

Meetings are chaired by the Committee chair or deputy, and working materials are prepared by the Rapporteur.

ATTN TO

- All facility staffs
- County superintendent
- District superintendent
- Local elected officials
- County health officer
- District health officer
- Ministry of Health