

**Safety Committee  
Minutes**

**April 20, 2018**

**Purpose:** The purpose of the WRC Safety Committee shall be to serve as an open forum for the discussion of topics and resolution of issues relative to the safety and health of employees and contract personnel, and to promote a strong commitment to safety among every person working within WRC communities.

**Present:** Andrea Wallace, Ashley Buzard, Charlotte Hammer, Dave Shoemaker, Diane Downey, Don Edmonds, Donna Slater, Doug Wright, Faith Obrien, Lori Heagy, Matt Davis, Keith Kemmer, Melanie Keth, Melissa Polito, Rick Snyder, Sherri Reno, Sandy Lockwood, Carla Galbraith, Anna Sibeto (intern), Becky Henry, wendy Haws, Julie Swonger

**Guests:**

Agenda Item	Discussion	Decision / Outcome	Follow-up
Review minutes of March 16, 2018	Minutes distributed with the agenda. Motion made by Faith OBrien, seconded by Lori Heagy to approve the minutes. Approved.		
1) Review Incidents	IHS 4/16/18. Internal safety team currently doing root cause. RN performing a skilled service and pulled back during procedure. MHC 3/18/18. RN, shared with IHS was on walking trail and attacked by animal of unknown origin. Went to er. Currently released to come back to work. MHC 3/25/18. Resident fell face forward onto RA. Near Miss MHC 3/31/18 RA rolled resident in bed and strained right wrist. Near miss. MHC 4/18/18 Resident fell onto RA. Near miss LBPC 3/16/18 RA sprained right knee. Lost 2 days work. Currently working light duty. Wearing brace and follow up Dr appointment scheduled RMT 4/3/18 Med tech received needle puncture while administering insulin.		
2) Safety Inspections	HO 4/17/18. 3rd floor laundry cabinet containing chemicals was left unlocked. Education provided for locking procedures. Ditch by new patio caution tape and safety saw horses provided. EH 4/17/18. Exit sign bulb replaced in east hallway. Extension cords found and removed. Room 110 PTac unit not functioning properly. Unit replaced. Bulb replacements. Parking lot repair needed.		
3) Corrective Actions/Employee Concerns	Needle stick follow-up being done at MHC due to recent incidents. Purchased different brand. Walking trail closed from dusk until dawn.		

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4) Safety Improvements	Annual fire safety certification for Personal Care communities completed 4/11 and 4/12. Infection control, hydration education provided by IHS at the Personal Care . IHS skills fair scheduled for May 24 in the new wellness center. April 25 at 10:00 MHC and IHS manager general safety and incident reporting process education scheduled with BAMS. MHC skills fair rescheduled. Coyote education at MHC on April 11, 2018.		
5) Special Projects			
6) Next Meeting	Meeting adjourned at 9:35 am. Motion to adjourn meeting by Lori Heagy, seconded by Becky Henry. Next meeting is scheduled for May 18, 2018. Conference line: 1-712-451-0866 access code: 489632		