

**Safety Committee
Minutes**

8/17/18

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, Camille Reitz, Carla Galbraith, Dave Shoemaker, Don Edmonds, Donna Slater, Doug Wright, Jesse Baker, Julie Swonger, Kristin Bickle, Lori Heagy, Matt Davis, Melissa Polito, Rick Snyder, Sandy Lockwood, Stephanie Stahlman, Wendy Haws

Guests:

Agenda Item	Discussion	Decision / Outcome	Follow-up
Review minutes of July 20, 2018	July and August Minutes to be distributed in September for approval.		
1) Review Incidents	<p>MHC - 7/31/18 Near Miss - House keeping, incident only. Strain to right neck, back and arm area-lifting laundry bag to cart.</p> <p>MHC - 8/9/18 Nurse Aide showering resident, resident became combative, struck nurse aide causing skin tears on both NA and Resident. Blood panel testing received at Penn Highlands.</p> <p>MHC - 7/22/19 dining-laceration of thumb while cutting lettuce. Received in house aide. Modified duty for 1 week.</p> <p>MHC - 7/24/18 incident only. Dining employee strained and pulled right wrist.</p> <p>LBPC - 7/21/18 RA transferring resident, strained back and neck. RA on modified duty for 2 weeks.</p> <p>LBPC - 7/30/18 RA incident only. strained right knee during transfer.</p> <p>HO - 7/29/18 medical claim for cook. laceration to left middle finger while cutting fruit. Medical only. Received stitches.</p> <p>IHS - no accidents</p> <p>RMT - 8/11/18 Incident only. Dining staff. falling objects from cart.</p>		Follow-ups/ reassessment needed.
2) Safety Inspections	<p>MHC and LBPC 8/10/18 Corrections found and corrected. Sink repaired. Utility carts with temporary alarms put away. Soiled utility room vents and pantry in rehab had dust-to be addressed on cleaning schedule. Stained ceiling tile in medical records, dish room/dietary to be addressed-discussion to be held with staff. Storage on top of refrigerator to be removed. Supplies sitting on counters, put away.</p>		

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<p>3) Safety Improvements</p>	<p>MHC sidewalk painting-safety yellow elevated areas. In-service on dept. managers and RN's on workers comp packet, timeline. Safety education bulletin board updated. Lock out tag out scheduled at LBPC today at 1:00 and 2:00. Vertical evacuation completed at MHC. Working to update emergency response plan along with fire codes. Life safety visited MHC on 8/6/18 and cleared deficiencies. 8/1/18 MHC, IHS and HO representatives attended BAMS training relating to accident investigation and reporting. BAMS annual safety walk through's, OSHA compliance trainings to be scheduled.</p>		
<p>4) Special Projects-Safety Lead Group</p>	<p>Bylaws to be distributed for review/refresh. Safety business plan, safety metrics report monthly to safety committee, most common injuries/trends. Items discussed at Safety Lead Group will be reported at monthly safety Committee. Updated business plan to be created using current bylaws. 2017 Workers Comp panel and forms to be used until 2018 panel is approved.</p>		
<p>5) Next Meeting</p>	<p>Next meeting scheduled for September 21, 2018, FACE TO FACE at LBL MPR at 9:30. Jim Stapleton and Kyle Hoffer to be invited and also to provide updated matrix for review. Meeting adjourned at 9:30 am. Motion to adjourn meeting by Melissa Polito, seconded by Camille Reitz. Conference line: 1-712-451-0866 access code: 489632</p>		