

**Safety Committee
Minutes**

Feb 16, 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, Camille Reitz, Charlotte Hammer, Dave Soemaker, Don Edmonds, Doug Wright, Faith Obrien, Jason Senior, Jean Hall, Kristin Bickle, Lori Heagy, Matt Davis, Rick Snyder, Diane Downey, Becky Henry, Sandy Lockwood, Sherri Reno, Donna Slater, Melissa Polito

Guests: Becky Henry, Theresa McIntosh, Donna Slater, Carla Galbraith, Sandy Lockwood

Agenda Item	Discussion	Decision / Outcome	Follow-up
Review minutes of January 19, 2018	Minutes distributed with the agenda. Motion made by Rick Snyder, seconded by Camille Reitz to approve the minutes. Approved.		
1) Review Incidents	LBL-None MHC-1/18/18. Filling water pitchers when ankle popped and lost balance and fell. Went to hospital. 2/2/18 at 4:50 am. NA was preparing resident, turned and twisted ankle. Reinjure from previous injury. ER, loss time. Currently on modified duty. 2/8/18 at 1:30 pm. Hydration aide hit by resident with electric WC. Fell. Bruises to head, knee and foot. Near loss. no loss time. Resident working with therapy. 2/13/18 at 6:50 kitchen. Dishwasher taking pies out of oven, burning arm. ER. Modified duty. Education needed. IHS 1/30/18 at 2:00. fall in parking lot. near miss. no loss time 1/28/18 at 7:02 am. parking lot of client, fell. off work for 2 weeks. currently back to work. EH-None RMT- 2/11/18 Dietary ee fell in parking lot. Near miss		Education needed
2) Safety Inspections	MHC and LBL 2/12 and 2/13. overall good. HC utility circle closet tree close to ceiling. Tree removed. Bottle labeled. Corner protectors replaced. Kitchen painting project. Safety line on loading dock repainting to be scheduled.		

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<p>3) Corrective Actions/Employee Concerns</p>	<p>Fire extinguisher training scheduled for 2/20 at 1:30 and 3:00 at EH. Parking lot ice-difficult to clean snow between cars. Water freezing overnight. Parking lots to be salted early mornings. Newly contracted snow removal service to be contacted for methods of salting at IHS. EH snow removal service not prompt. HO snow removal service not prompt. Location of snow needs to be changed so as not to melt and run into parking lot.</p>		<p>IHS landlord to be contacted. EH, HO and BO snow removal person to be contacted. IHS staff to be continually educated on conditions.</p>
<p>4) Safety Improvements</p>	<p>Emergency generator preventative maintenance. Disaster planning at MHC follow up needed. Chief of Police change. Emergency water supply letters updated at MHC. HO programming updated. RMT-2/10/18. Furnace inspection complete recommendations made for preventative maintenance.</p>		
<p>5) Special Projects</p>	<p>Kyle Hoffer scheduling conflict. Statistics provided. Attachment included with the material. Internal safety committee meetings at each Center reinstated. To be included at new employee orientation.</p>		
<p>6) Next Meeting</p>	<p>Meeting adjourned at 9:22 am. Motion to adjourn meeting by Becky Henry, seconded by Camille Reitz. Next meeting is scheduled for March 16, 2018. Conference line: 1-712-451-0866 access code: 489632</p>		