

**Safety Committee
Minutes**

January 19, 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: Alison Mills Monrean, Amy Young, Andrea Wallace, April Connolly, Charlotte Hammer, Doug Wright, Dave Shoemaker, Don Edmonds, Faith Obrien, Jason Senior, Jean Hall, Keith Kemmer, Kristin Bickle, Lori Heagy, Matt Davis, Michael Vollmer, Rick Snyder

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

Agenda Item	Discussion	Decision / Outcome	Follow-up
Review minutes of December 15, 2017	Minutes distributed with the agenda. Motion made by Jason Senior, seconded by Faith Obrien to approve the minutes. Approved.		
1) Review Incidents	MHC-1/11/18 at 12:15 am. NA was turning to go into a residents room when she felt a pop in right ankle. Doctor and exrays taken. IHS 12/18/18 Fall-surface change. Medical. Currently full duty IHS 1/8/18 Fall-surface change. Medical. Currently full duty. IHS 1/16/17 Hospice RN left patients home when she fell near car. No medical treatment. RMT- 1/15/18 Kitchen staff member slipped on ice.	IHS preventative maintenance education to be provided to staff.	Follow up appt held and released back to full duty. Rugs added to floors inside doors. Cat litter to be kept in car for icy conditions.
2) Safety Inspections	HO completed 1/15/18, Christmas decorations need moved to storage. EH 1/10/18, no issues. Dry storage-soil linnens need to be put into containers. Education to staff to be provided. Ice in parking lot. Ice in gutters causing leakage. Improvements to be made in spring.		
3) Corrective Actions/Employee Concerns	Elevator floors replaced at MHC. Rugs added to all flooring at IHS and only using one entrance.		
4) Safety Improvements	EH Jawco completed fire extinguisher inspection. Training for staff to be scheduled Jan 30 at 1:30 and 3:00. Proctor completed walkthrough for fire alarms. Windstream completed firealarm updates. HO fire extinguisher testing completed in Dec. MHC sprinklers tested in Dec.		Kyle from Bams to gather annual statistics for review at next meeting.

**Safety Committee
Minutes**

January 19, 2018

5) Special Projects	None		
6) Next Meeting	Meeting adjourned at 9:22 am. Motion to adjourn meeting by Becky Henry, seconded by Matt Davis. Next meeting is scheduled for February 16, 2018. Conference line: 1-712-451-0866 access code: 489632		