

Minutes

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 November 17	Minutes distributed with the agenda. Motion made by Jason Senior, seconded by Becky Henry to approve the minutes. Approved.		
1) Review Incidents	<p>MHC-11/23/17 at 6:30. NA was bending over in dining room to assist resident. While bending over, NA felt pain in back. Near miss.</p> <p>MHC-11/27/17 at 4:00 pm. NA was transferring resident from bed to wheel chair. While standing resident, resident bit NA in left bicep. No treatment.</p> <p>MHC 11/29/17 Hydration Aide tripped on flooring in elevator. Emergency room treatment.</p> <p>EH-12/7/17 Needle stick with clean needle. No medical treatment.</p> <p>LBPC-11/25/17 at 11:00 pm. RA emptying mop bucket, felt pop in back. Aide currently off work.</p> <p>HO-11/20/17-2 incidents. One employee and one visitor fell in parking lot on black ice. Employee initially refused treatment then continued to have pain so they sought treatment.</p>		Maintenance to do more frequent rounds to parking lot.
2) Safety Inspections	<p>IHS Brookville-12/6/17 Leak in roof causing water on floor. Roof repaired by landlord.</p> <p>IHS Clarion-12/7/17 No findings</p> <p>WRC BO-12/13/17 Boxes in hallway needing moved to storage</p> <p>RMT-walkthrough form to be sent to Mike Vollmer.</p> <p>Walk through to be reported at Jan meeting.</p>		
3) Corrective Actions/Employee Concerns	None		
4) Safety Improvements	Floors in elevators of MHC repaired/replaced.		

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<p>5) Special Projects</p>	<p>LBPC-PT lifting/transfer training scheduled 12/18/17. Fire extinguisher training completed 12/12/17 at MHC/LBPC. 25 people attended. MHC 11/29/17 fire drill completed. Residents and staff evacuated building. HO-Fire extinguisher training held 12/13/17/</p>		
<p>6) Next Meeting</p>	<p>Meeting adjourned at 9:15 am. Motion to adjourn meeting by Becky Henry, seconded by Mike Vollmer. Next meeting is scheduled for January 19, 2018. Conference line: 563-999-1018 Code: 318362</p>		

**Safety Committee
Minutes**

November 17, 2017

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, Andrea Wallace, Camille Reitz, Charlotte Hammer, Doug Wright, Faith Obrien, Jason Senior, Jean Hall, Jessica Garrett, Keith Kemmer, Kristin Bickle, Matt Davis, Rick Snyder, Kevin Smith

Guests: Kevin Smith, Carla Galbraith, Becky Henry, Sandy Lockwood, Donna Slater

Agenda Item	Discussion	Decision / Outcome	Follow-up
Review minutes of October 20.	Minutes distributed with the agenda. Motion made by Rick Snyder to approve the minutes. Approved.		Incident missed and to be added.
1) Review Incidents	No incidents		
2) Safety Inspections	LBL - 11/6 & 11/7 on Harmony circle clutter to be removed. Old activity room boxes removed. Exhaust fans repairs/cleaning. Floors in showers replaced. Carbon monoxide batteries replaced.		
3) Corrective Actions/Employee Concerns	LBL - Bams walkthrough completed on 10/20. monitor repairs addressed and repairs made.		
4) Safety Improvements	MHC - Fire extinguisher training completed by 86 employees provided by Jawco. Discussed smoke alarms, extinguishers with a hands on exercise. HO to be scheduled on December 5 or 12. RMT, EH & LBL additional trainings to be scheduled.		
	MHC - emergency preparedness updated plan starting Nov 15, 2017.		
	RMT completed lock out tag out training in November.		
	Skills fair for IHS staff completed.		
5) Special Projects	Discussed above. BAMS to provide statics on a quarterly basis for specific locations. Optional trainings to be provided for staff. Reminder for winter safety preparedness.		Contact to be made with Kyle Hohffer from BAMS for staff education.
6) Next Meeting	Meeting adjourned at 10:20 am. Next meeting is scheduled for Dec 15, 2017. Conference line: 563-999-1018 Code: 318362		

Safety Committee

October 20, 2017

Minutes

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, Camille Reitz, Dave Shoemaker, Don Edmonds, Faith Obrien, Jason Senior, Jessica Keener, Keith Kemmer, Kristie Mumford, Kristin Bickle, Lori Heagy, Matt Davis, Rick Snyder, April Connolly, Melanie Keth, Michael Volmer, Jean Hall, Charlotte Hammer

Guest: Kyle Hoffer-Loss controll specialist-BAMS annual training

Agenda Item	Discussion	Decision / Outcome	Follow-up
Review minutes of September 15.	Minutes distributed with the agenda. Motion made by Camille Reitz to approve the minutes. Approved.		
1) Review Incidents	<p>MHC 9/20/17 8:45 pm. NA assisting resident when she felt a pain in lower back</p> <p>MHC 9/26/17 LPN flet snap in back while pushing med cart shortly after having back surgery.</p> <p>MHC 10/14/17 8:15 pm Staff member was transferring a resident to bed when pain was felt in neck. Went to the ER and was off work 1 day.</p> <p>HO 9/24/17 7:30 am RA assisting resident put on shoes. RA has a current condition which agitated and caused pain in fingers/wrist. RA wears brace.</p> <p>HO 9/25/17 RA was transferring resident when pain was felt in lower back.</p> <p>EH 9/24/17 6:30 pm Concussion received in dining when faucet pressure caused faucet nozzle to break and hit head.</p> <p>RMT RA injured shoulder. No known cause.</p>	<p>Assessment done on number of transfer for resident. Education provided to the staff member.</p> <p>Therapy made an assessment and training was given to staff member in transfer process.</p> <p>Maintenance repaired the faucet and placed sineage and conducted training to eliminate pressure.</p> <p>Light duty received for 3 days.</p>	

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2) Safety Inspections	Inspections completed at HO on 10/16. 1st floor new shelving needs anchored. Parts ordered. 3rd floor eyewast station needs installed.		
	Inspection completed at EH on 10/17. Kitchen slip resistant mat cleaned. 1st aide kit installed. Garbage can lids now on cans at all times. Heaters inspected. Winterization scheduled.		
3) Corrective Actions/Employee Concerns	None noted		
4) Safety Improvements	10/24 fire extinguisher training for all communities scheduled. 6:45 am, 1:30 pm and 3:30 pm at MHC. Mandatory. Alternative date can be scheduled for remainder of staff. Brookville Chief of Police, Jefferson County Area Agency on Aging and Sharrif scheduled for a round table on active shooter procedures at MHC. IHS to be scheduled. Lifting training to be scheduled with BAMS.		
5) Special Projects	Mock OSHA inspection scheduled following this meeting for MHC.		
6) WRC Insurance Carrier (optional)	Annual training provided by Kyle Hoffer-Loss controll Specialist BAMS		
7) Next Meeting	Meeting adjourned at 10:20 am. Next meeting is scheduled for Nov 17, 2017. Conference line: 563-999-1018 Code: 318362		

Minutes

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, Becky Henry, Carla Galbraith, Charlotte Hammer, Dave Shoemaker, Doug Wright, Don Edmonds, Faith Obrien, Jessica Garrett, Kristie Mumford, Kristin Bickle, Matt Davis, Rick Snyder, Sandra Lockwood, Donna Slater

Agenda Item	Discussion	Decision / Outcome	Follow-up
Review minutes of August 18.	Minutes distributed with the agenda. Motion made by Rick Snyder to approve the minutes, seconded by Faith. Approved.	Correction to the minutes by Doug Wright.	
1) Review Incidents	LBL-8/30/17 at 9:45 am. Laundry aide smashed finger in washing machine door. ER treatment received. LBL-9/13/17. Nurse aide providing care to resident. Resident pulled arm up, down, back and forth injuring shoulder. Aide planning to go to MedExpress. EH-9/6/17 4:00 pm. Cook sliced thumb on can. Medical treatment received. EH-9/12/17 Near Miss. Cook preparing food, knife slipped cutting finger. In house medical treatment received.	Reminder to aide to be mindful of surroundings. Safety education provided. Reminder to cook to be mindful of surroundings.	
2) Safety Inspections	Inspections completed at WRC on 9/14. IHS inspection completed. No areas of deficiency noted.		
3) Corrective Actions/Employee Concerns	Mr. Hicks fire inspection completed. HO meeting with fire department on recommendations. Continuing fire drill upon fire department recommendations. Observed drill scheduled on 9/19 with fire department. EH working on revised evacuation drill. RMT work on revisions to fire drill procedures.		

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Sept 15, 2017

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4) Safety Improvements	<p>MHC Carbon monoxide detectors installed to be up to date to life safety standards.</p> <p>Generator improvements made at MHC. Plan to complete one project monthly until completed.</p> <p>EH garbage removal, aides now using container.</p> <p>Elevator carpet replaced at EH.</p> <p>Concrete/black top update for MHC parking lot, sidewalk bids received.</p> <p>Disaster preparedness, local EMS contact made through the Borough and County to review EMS plan to ensure standard.</p>		
5) Special Projects	<p>Safety Communication boards to be updated.</p> <p>Information to be provided if needed including notices and physician panel. D. Wright to look at all safety boards.</p>		
	<p>Annual safety committee training to be provided at LBL, face to face, at the October 20, 9:00 meeting.</p> <p>Regular meeting agenda also to be completed.</p> <p>Coordination to be made for fire prevention. Groups of 25 per session for 1.5 hours. Trainings to be held at MHC, HO and EH and invitation to be held.</p>	<p>LBL safety walk (mock osha inspection) through to be completed on Oct 20.</p> <p>Fire prevention coordination to be made with Maintenance.</p>	
	<p>Dementia training held on 9/8 and scheduled on 9/22.</p>		
6) WRC Insurance Carrier (optional)	<p>Kyle Hoffer-Bams safety analysis report provided.</p> <p>Claims from last 2 years information provided.</p> <p>Location specific reports to be run and reported to WRC. Trends to be reviewed and training to be provided accordingly.</p> <p>Therapists currently providing lifting training during general orientation.</p>		
7) Next Meeting	<p>Don Edmonds made motion, seconded by Rick Snyder, motioned to adjourn meeting. Meeting adjourned at 9:37 am.</p> <p>Oct 20, 2017 at 9:00</p> <p>Conference line: 563-999-1018 Code: 318362</p>		

**Safety Committee
Minutes**

August 18, 2017

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: Doug Wright, Kristin Bickle, Any Young, Andrea Wallace, Becky Henry, Camille Reitz, Charlotte Hammer, Dave Shoemaker, Don Edmonds, Faith Obrien, Jason Senior, Keith Kemmer, Lori Heagy, Rick Snyder, Donna Slater.

Agenda Item	Discussion	Decision / Outcome	Follow-up
Review minutes of July 2017.	Minutes distributed with the agenda. Motion made by Camille Rietz to approve the minutes. Approved. Correction to the minutes from July. Incident occurred on 6/19.	Correction to the minutes by Doug Wright.	
1) Review Incidents	<p>LBL-7/29/17. NA was providing care for memory support resident. Resident grabbed arm, dug nails into arm and twisted wrist.</p> <p>LBL-7/29/17. NA was assisting with injury to Staff member at the injury listed above. Resident took arm of this staff member and grabbed and squeezed. Near miss, non medical.</p> <p>LBL-7/29/17. LPN was assisting with the same resident at the same time twisting wrist. All injury's were near miss, non medical.</p> <p>LBL-8/16/17 Resident bit, twisted arm of Staff. Near Miss, non medical.</p> <p>HOWR-7/14/17. Dining Services burn to upper arm. Reported at last meeting.</p>		
2) Safety Inspections	<p>8/16/17 Inspections completed for MHC and LBPC</p> <p>Improvements to storage area and laundry areas.</p> <p>Exit sign at harmony circle sign direction to be corrected.</p> <p>Floor tile scheduled for improvements in shower rooms.</p> <p>8/4 and 8/5 emergency power used.</p> <p>Nursing to set up meeting with activities to improve procedures during power outages.</p>		
3) Corrective Actions/Employee Concerns	Power outage procedures training scheduled.		

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August 18, 2017

	Jim Stapleton report distributed to the administrators.		
4) Safety Improvements	8/11/17 RMT in-service held for emergency preparedness, fire extinguisher use, hazards.		
5) Special Projects	ACC fire safety follow-up. Harold Hicks visited all communities and provided education on what to do in the event of a fire.		
	Fire extinguisher annual training to be scheduled. JAACO will be providing training with a simulator. Class size is limited to 25 people. Training to be scheduled at all communities this fall.		
	Annual safety committee training to be scheduled in September or October with Jim Stapleton at LBL.		
6) WRC Insurance Carrier (optional)	None		
	Emergency Preparedness plans to be reviewed at general orientation. Maintenance to review all plans for accuracy.		
7) Next Meeting	Becky Henry motioned to adjourn meeting. Meeting adjourned at 9:30 am. Sept 15, 2017 at 9:00 Conference line: 563-999-1018 Code: 318362		

Safety Committee

July 21, 2017

Minutes

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: Doug Wright, Alison Mills Monrean, recorder, Rick Snyder, Andrea Wallace, Lori Haegy, Carla Galbraith, Don Edmonds, Charlotte Hammer-LBL; Jason Senior, Becky Henry ; Faith Obrien, Matt Davis, Amy Young, Jessica , Donna Slater-EH; Christy- RMT

Agenda Item	Discussion	Decision / Outcome	Follow-up
Review minutes of July 2017.	Minutes distributed with the agenda. Motion made by Jason Senior to approve the minutes. Approved		
1) Review Incidents	<p>LBL-July 1; 3:45 pm- NA transferring a resident to toilet res lost balance and fell over NA caught her from falling. Strain in lower back. Near miss non medical.; HO- July 14 Dining assistant arm brushed oven door was reaching. Required a burn. Treatment 2 days later.; RMT- 6/12/17 Hsk threw bag of garbage over head and into dumpster. injured her shoulder.; IHS- No incidents; not reported last meeting IHS 6/19/17 puncture from a lancet home care aid, taking laundry out and lancet was in the sheets; LBL-6/19/17 dietary aid pushing cart and hit a transition between 2 floors and the cart tilted and stoved employee toe; LBL 6/28/17- transferring resident and sprained wrist, modified duty now released to full duty. MHC 6/17/17 CNA hit in the face while giving care. Near miss.</p>	<p>HO- employee is shorter and instructed to use the lower oven. RMT- Hsk educated on proper technique in disposal of trash.</p>	
2) Safety Inspections	<p>HO 7/17/17- new plumbed eye wash station, shelving re located. EH-7/18/17- Dave and Jess- exit sign bulbs out were replaced. First aid kits re-stocked out of date items and review with staff locations; main lobby carpet running had to be trimmed back; elevator transition strip pulled up and a new one was installed; outside-storm drain was torn from parking, ordered new pipe to fix.</p>		

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July 21, 2017

3) Corrective Actions/Employee Concerns			
4) Safety Improvements			
5) Special Projects	<p>Jim Stapleton, BAMS did safety walk thrus at EH, HO, RMT on 6/29/17. extensive walk throughs conducted. Findings for EH- fire extinguisher partially obstructed; ground missing on an electrical plug and an o2 cylinder not secured; HO-chemical bottle not labeled, junction box cover missing in mech room, kitchen slicer and how it is cleaned questioned becuase gloves not available, the dock needs to have protective railing; RMT- eye wash station partially obstructed, hsk storage panels should have clear path, shut off to sprinkler system obstructed; maintenance electrical panels obstructed, chemical bottle un labeled, linen was piled too close to sprinkler head. Review emergency action plans. BO updated. HO's is updated; LBL campus we are looking at and updating.</p>	<p>LBL safety walk thru to be scheduled later in the year. Fire Extinguisher training to be scheduled with JAWCO. Update emergancy plans. Schedule annual safety training with BABS in September around monthly meeting.</p>	
6) WRC Insurance Carrier (optional)			
7) Next Meeting	<p>Lori Haegy motioned to adjourn meeting. Meeting adjourned at 9:30 am. August 18, 2017 at 9:00 Conference line: 855.332.4181 Code: 8490814</p>		