

**Safety Committee
Minutes**

6/15/18

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, Becky Henry, camille Reitz, Carla Galbraith, Dave Shoemaker, Donna Slater, Faith Obrien, Keith Kemmer, Lori Heagy, Matt Davis, Melanie Keth, Sandy Lockwood, Sherri Reno, Wendy Haws, Faith Rhule, Shelby Groff, Jesse Baker, Mike Vollmer

Guests:

Agenda Item	Discussion	Decision / Outcome	Follow-up
Review minutes of May 18, 2018	Minutes distributed with the agenda. Motion made by Faith OBrien, seconded by Lori Heagy to approve the minutes. Approved.	Motion made to approve April minutes made by Faith OBrien, Seconded by Charlotte Hammer. Motion carried.	
1) Review Incidents	MHC 5/29/18 at 8:15 am. Housekeeper working with another housekeeper to disinfect room. Air mattress moved. Housekeeper tripped on cords for air mattress. Went to hospital. On modified duty. IHS 5/18/18 at client residence. Caregiver turned client, felt pain and pressure in shoulder. No missed time. HO 5/12/18. Dining service asst cutting potatoes, cut thumb. A few days afterward, went to have the wound cleaned. 5/25/18 Dining service asst was burned while moving hot oil. No lost time. Went to ER. 5/25/18 RA assisting resident with transfer when she felt pop and burning. Sent to urgent care. Currently on modified duty.		

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2) Safety Inspections	IHS completed on 6/12/18. No issues noted. WRC completed on 6/14/18. Boxes temporarily in hallway. Moved that day. No other issues noted RMT completed on 6/15/18. No issues noted.		
3) Corrective Actions/Employee Concerns	None		
4) Safety Improvements	IHS-Completed annual skills fair on 5/24/18 completing lifting, oxygen and transfer training. Meeting held with Jim Stapleton from BAMS working on in depth lifting and transfer training. To be completed annually. Training to be scheduled in the next couple months. MHC completed drainage work in parking lot. HO received proposal to add additional door alarms to improve safety to building. IHS-pavement repair completed to parking lot in Brookville office.		
5) Special Projects	None RMT-Proctor completed annual fire inspection. Notation made that RMT is not getting quarterly sprinkler system completed. Sprinkler in storage area needs moved to meet code. Fire suppression not found in coolers. All topics to be updated. Discussion to ensure monthly safety committee meetings prior to group meeting. MHC and LBPC to complete monthly meeting. Discussion on MC alarms. Annual fire inspection complete with Fire department. Noted that MC alarms took 10 minutes to contact 911-EH. MC Alarm Protocal at every building discussed. HO and LBL MC alarms calls 911 first then calls phone tree.		Follow up with MC alarms and each community to make changes for first call to be 911 then phone tree.
6) Next Meeting	Meeting adjourned at 9:30 am. Motion to adjourn meeting by Becky Henry, seconded by Camille Reitz. Next meeting is scheduled for June 15, 2018. Conference line: 1-712-451-0866 access code: 489632		