

**Safety Committee
Minutes**

March 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, Ashley Buzard, Camille Reitz, Charlotte Hammer, Dave Shoemaker, Don Edmonds, Donna Slater, Doug Wright, Faith Obrien, Lori Heagy, Matt Davis, Melanie Keth, Rick Snyder, Sherri Reno, Carla Galbraith, Anna Sibeto (intern), Stephanie Stahlman, Jesse Baker, Becky Henry

Guests:

Agenda Item	Discussion	Decision / Outcome	Follow-up
Review minutes of February 16, 2018	Minutes distributed with the agenda. Motion made by Lori H, seconded by Faith O to approve the minutes. Approved.		
1) Review Incidents	MHC - 1/26/18 LPN insulin needle stick middle finger - DON inservicing on needles - needs to be twisted - follow protocol. 1/23/18 6:30am - RN needle stick with butterfly needle - DON to review protocol. 3/7/18 5pm - LPN needle stick - DON to review protocol. 3/5/18 2:30pm - Memory Support NA was providing care and resident hit her in mouth with fist (near miss). 3/8/18 4:30pm - NA smashed thumb in side rails - had broken zip tie - Maint order for repair on bed (near miss). 3/9/18 2:30pm- Employee felt pull between shoulder and back while assisting resident - therapy screen put in for resident. In Home Solutions: 02/20 - employee fell in office, tripped over transition in rug, hit head and hip. Ridgmont: 02/11 Dietary aide fell in parking lot - follow-up with snow removal. Highland Oaks: 2/22 at 2:45pm Dining employee was working with fryer and hot oil splashed thumb - employee needs to slow down. 2/23 2:50am - RA tripped coming out of resident room - slow down and be aware of environment.		
2) Safety Inspections	Ridgmont- Everything was looking good - Furnace replacement parts have been ordered. In Home Solutions - Parking lot addressed to landlord in Brookville, Clarion- light fixtures needed cleaned and runner for back door was ordered. WRC done on 03/15 - things looking good at office		
3) Corrective Actions/Employee Concerns	Needle stick follow-up being done at MHC due to recent incidents		

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4) Safety Improvements	EH- 2/20 Fire Ext training done for all staff, fire drills reviewed at that time also. 03/06 Windstream put in dedicated fire alarm line, received emergency water letter from Turners. MHC - received emergency water letter from Turners and Proctor in for flow test on sprinkler system. Safety committee was successfully renewed.		
5) Special Projects	WRC claims over past 3 years: 17 Claims 2016, 52 Claims in 2017 and 8 claims so far in 2018		
6) Next Meeting	Meeting adjourned at 9:35 am. Motion to adjourn meeting by Faith O, seconded by Becky H. Next meeting is scheduled for April 20, 2018. Conference line: 1-712-451-0866 access code: 489632		