

**Safety Committee
Minutes**

5/18/18

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: Becky Henry, Camille Reitz, Charlotte Hammer, Dave Shoemaker, Donna Slater, Keith Kemmer, Kristin Bickle, Lori Heagy, Melissa Polito, Michael Vollmer, Rick Snyder, Sandy Lockwood, Sherri Reno, Wendy Haws, Jesse Baker

Guests:

Agenda Item	Discussion	Decision / Outcome	Follow-up
Review minutes of April 20, 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 Melissa Polito, Seconded by Lori Heagy. Motion carried.	
1) Review Incidents	<p>MHC 4/28/18 at 4:50 pm . NA was transferring resident out of wheel chair and caught leg on resident leg rest causing twist. Lost time of 2 days. Currently back to work on modified duty. 6/1 physician appt.</p> <p>MHC 5/13/18. CNA received twisted wrist. Resident cause. Near miss.</p> <p>MHC 5/8/18 CNA strained wrist while assisting resident to the restroom. Near miss</p> <p>MHC 5/11/18 Nurse was assisting resident to move wheel chair pedals, tripped, fell and hit head/face. Missed one day. went to ER and received sutures, fracture nose. Currently back to work.</p> <p>HO - 5/12/18 Dietary received cut on thumb while cutting potatoes. Staff member not wearing protective gloves. went to Urgent care. No lost time. She was educated to wear protective gloves.</p> <p>RMT - None</p>		

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2) Safety Inspections	MHC / LBPC 5/12/18. No major safety issues inside building. Yellow safety line on loading dock needs repainted, scheduled this Sunday. Maintenance building handrail needs repaired. Steps taped off with caution tape. Concrete step needs repair. High and low spots on sidewalk to be addressed this summer. Recommendation to conduct safety inspections for all communities monthly and report according to schedule.	Motion made to conduct monthly safety inspections made by Charlotte Hammer. Motion carried.	Fire extinguisher training to be scheduled for RMT.
3) Corrective Actions/Employee Concerns	None		
4) Safety Improvements	IHS-State police conducted active shooter seminar. MHC skills fair held 5/10 and 5/17 reviewing safety, fire, lockout tag out, precautions, MSDS, fire extinguisher. Walking trail open from dawn to dusk. No further critter incidents. EH scheduled mock evacuation with fire department on 5/24. IHS skills fair scheduled 5/24 at In Home Wellness Center. Jim Stapleton conducted training for managers at MHC on 4/25. Team created to review MHC fire disaster relief plan.		
5) Special Projects			
6) Next Meeting	Meeting adjourned at 9:35 am. Motion to adjourn meeting by Becky Henry, seconded by Rick Snyder. Next meeting is scheduled for June 15, 2018. Conference line: 1-712-451-0866 access code: 489632		