

ABC Services Safety Committee Meeting

Minutes

March 12, 2018

3:30 PM

ABC Conference Room

Meeting called by	Sandra Smith, VP of Risk Management
Type of Meeting	Safety Committee
Facilitator	Ella Fitzgerald, VP of HR
Prepared by	Cassie Darling, Assistant Director of HR

Attendees at Meeting:

Department	Name
Administration	Mary Fran Thaler, VP of Administration Jon Kole, Assistant VP
GCG Risk Management	Elsie Tai, Consultant
Engineering & Plant Operations	George Gancsos, Director John Wayne, Maintenance Associate
Housekeeping	Don Juan, Director Shelly Winters, Housekeeping Associate
Human Resources	Ella Fitzgerald, VP Cassie Darling, ADHR Harriet Speigel, Benefits Manager
Infection Control	Bart Simpson, Infection Control Nurse
Memory Care	Sarah Vaughn, Memory Care Unit Associate
Safety & Security	Jeanie Payne, Security Associate
Social Service	Donna Orange, Case Worker
Nursing	Dinah Washington, CNA

Absent Members:

Department	Name
Administration	Mary Ann Doe, VP of Administration
Harbor House	Nate Blake, Operations Coordinator
Engineering & Plant Operations	George Gancsos, Director John Wayne, Maintenance Associate
Food Service	Jim Fontaine, Assistant Director Micky Rooney, Line Worker
Logistics	Louie Armstrong, Director
Carrier Consultant	Nat King Cole, Consultant
Medical	Dr. Strangelove, Director
Nursing	Mandy Manilo, VP of Nursing Services Candice Bergen, CAN Marilyn Oppong-Addae, Assistant Director

Meeting Objective/Issue

I. Infection Control Issues

Bart Simpson

- A. Starting May 30th, the facility will transition to using retractable needles. The dayshift, Bart Simpson and the evening and night managers have been In-Serviced on how to use the retractable needles. All previous needles will be removed from the stock by nursing and the Pharmacy Department will collect them to be returned to the company for credit. The update will be posted

Conclusions:

The committee has suggested having employees who have not taken the flu shot to have a fluorescent sticker on their ID, so it is noticeable to the others.

Action Items

Monitor sticker use and ensure credit.

Responsible Person

Bart Simpson

Deadline

2 weeks

II. Swimming Pool Emergency Drill Results

Stefanie Caulk

Stefanie Caulk speaks on behalf of Reggie Jackson (Rehab Director). He wanted to thank the Security Department for their assistance during the drill. The Rehab staff responded to the drill immediately. Every month the department reviews emergency procedure in the pool. All new assignments and roles were played out, staff brought out the crash cart, did crowd control, monitored pool entry, drying off the residents, and manning the door.

A Nursing staff member responded in 1minute, other nursing staff responded within 3 minutes, 2 physicians responded in 4 minutes, security was present and the rehab staff implemented the back board and the crash cart was retrieved. The Fire Department responded due to an employee calling 911 who thought it was an actual emergency. The rehab department failed to bring a blood pressure cup and they were educated on it.

Recommendations: to have the staff set up the crash cart in advance preparation of nursing's arrival.

Conclusions:

Rehab Director to notify Engineering when they are doing a drill, so they can bypass the building. This drill is to be conducted quarterly. Rehab is doing CPR, AED and First Aid Training on June 11 and June 18.

Action Items

Check crash cart arrival procedure

Responsible Person

Stefanie Caulk

Deadline

The next quarterly drill

III. Scam Lawsuits - How To Protect ABC Services

John Doe, Risk Mgmt.

There have been several legal documents sent by attorneys to the Security Department and to Sandra Smith stating they represent individuals who had fallen on the property or an incident had occurred but be no record of the incident exists.

Conclusions:

To be pushed back - Elsie to be present to further discuss this matter.

Action Items

Elsie Tai to respond and give recommendations

Responsible Person

Elsie Tai

Deadline

By next meeting

IV. Self - Medication Issue

John Doe, Nursing/SW

During a search of a resident's room security found sharps, various types of tools and half a dozen bottles of prescription medications that were not known to Nursing, Medical/Pharmaceutical, or social work. The resident came in from the community instead of the hospital. The resident had at various times reported he has not gotten his medication and his behavior has become erratic at times. He is believed to have been self-medicating.

A. How do we handle Self Medication? It is known in some facilities resident are allowed to self-medicate only if they have the capacity, the medication is secured so another resident is unable to obtain them and needs to be approved by the clinical team. Barbara mentioned in other facilities the resident would make a list of the medication they have and the staff would put them in a bag and lock it up until they go home.

B. Is there a Policy & Procedure? Nursing not present who would be better equipped to speak to this issue. Darlene mentioned upon admission if the resident does have medication they are asked to turn it in or give it to the family to take home.

C. Do we have a sense of the scope of the issue? In some cases, residents have been in possession of a Tylenol, but social work does intervene, and the family is notified of the situation.

Conclusions:

Clarification and protocols needed

Action Items

Clarification questions above

Responsible Person

John Doe

Deadline

Next meeting

V. Employee Assaulted by Resident

Sandra Smith

This is the fifth incident across our organization, and the 2nd incident at the same home where an employee was assaulted by an agitated resident. Employee was attempting to help/convince resident to brush his teeth when Resident refused and struck employee in the mouth with tube of tooth paste.

Conclusions:

A sub-committee shall be developed to further investigate, analyze and determine an action plan to deal with this pattern of assaults.

Action Items

Create Sub-committee for Action Plan

Responsible Person

Sandra Smith

Deadline

2 weeks

VI. Code of Conduct Policy – Suggestions

John Doe

John and Jeannie to work on the policy for all personal. If anyone has any suggestions toe- mail Charlotte and Joe.

Conclusions:

Action Items

Responsible Person

Deadline

VII. Restricted Visitor List Distribution

John Doe

A situation arose regarding an XYZ resident, wherein a visitor continues to try to come in to see her. He has attempted to call Administration several times and the request was passed down to Social Service. Darlene called John in regard to the situation and that cleared up the issue. Darlene mentioned they do not know the restrictions for all the residents for instance like at Harbor House.

Conclusions:

Security will now distribute the list to Social Work, Night Managers, and Administration. List to be put in the AOD.

Action Items

Responsible Person

Deadline

Next Meeting Date:	
Time:	
Location:	

Guide to a Productive Safety Committee

One way in which management can encourage employee participation in their workplace safety program is to create a Safety Committee. The committee can help share the responsibilities of implementing and monitoring the Safety Program. Typical duties might include:

- Workplace self-inspections.
- Accident investigations.
- Developing safe work practices
- Developing written Safety programs.
- Facilitating safety training.

The Committee also can help promote other activities, which encourage employees to support the organization's safety program.

The policy of a safety committee should Include:

- Role, purpose/s of the safety committee
- Reasons for establishing the safety committee
- Need for arrangement and employee participation
- Need for support by all departments
- Responsibilities of the committee
- Duties of committee members

Safety Committees should be established for the following purposes

- To conduct safety inspections, discover unsafe conditions and practices, and determine their remedies
- To regularly review safety concerns and evaluate accident and "near miss" incident reports,
- To promote safety through a comprehensive safety education/training program for all employees
- To promote compliance with federal/state/ local regulations and industry standards regarding health and safety
- To make recommendations to the top management for the maintenance and improvement of a safe and healthy environment throughout the company

Membership of the Safety Committee

The size of the company determines the number of safety committee's members that will function most effectively. However, the membership of the committee should create prestige for the group. For example, a main committee should include important executives and workers respected by fellow employees. The committee membership should encompass the maximum knowledge of methods, practices and conditions in the company. The committee should be as small as is consistent with these requirements.

Safety Committee

Key Elements

1. Have the right number of meetings. Having too few or too many meetings can be counter-productive. If there is nothing to talk about at the meetings members can lose interest. Inversely if there is too much to talk about the committee will be spread too thin.
2. Have representatives of all departments. Each department should be represented so that all issues can be dealt with.
3. Decide how long meetings are going to last and stick with it. If 45 minutes is the time agreed upon make it a point to follow this time limit. It will keep people on track and allow for easy scheduling.
4. Elect or appoint positions, important positions are chairperson and secretary. The chairperson should facilitate the meeting while the secretary keeps the minutes. If you feel there is a need for more positions add them as needed.
5. Allow for members to serve long enough to become fluent in the issues present in the facility, but not so long that the committee is dominated by a small number of employees.
6. Keep the meeting dedicated to employee safety and health. Do not allow the meeting to become a gripe session or a meeting to focus on customer safety. These topics have a time and a place but not at the safety committee meeting.
7. Review all incidents, accidents, or near misses that have occurred since the last safety committee meeting. Discuss the root cause of the injury or incident and then how to prevent this from reoccurring. While the goal is to eliminate injury and illnesses on site completely, it is more realistic to start with the goal of "no repeat injuries".
8. Follow up, follow up, follow up. A successful safety and health committee follows up to make sure policies are being followed and are still working. If you make decisions to change equipment or work processes it is important to follow up to make sure this change is working. One example would be; a repaired light in a hallway. The meeting after the committee talked about fixing the light it should be followed up on to make sure the light was fixed. This can be done one time and be successful. An example of something that needs continued follow up would be a change in the way rooms are cleaned to reduce slip and trip hazards. If the committee sees a large number of slips and trips with housekeepers cleaning rooms, they might decide that it is time to change the process in which housekeepers' clean rooms. It would be important to follow this change for a number of months to decide if it is working and if employees are adapting to the new policy.
9. Be visible, it is very important the employees are aware of the safety committee. All employees should know the purpose of the safety committee, who is on the committee, and what was discussed and decided at the most recent safety committee meeting. One way this can be done by posting safety committee meeting minutes near the time clock. Other ways include a safety week, or safety lunch, training, or anything else that the committee would find productive.
10. Find a way to solicit employee concerns; some companies use a suggestion box to promote honesty without the threat of repercussions. Decide on a way that allows employees to comment on the safety and health in the facility.
11. Companies that have successful health and safety programs are not successful by accident. Set goals and work to make these goals reality.

12. Promote an atmosphere where everyone's opinion is heard and respected. Each member has some type of experience that makes them important to the committee.

13. Keep track of your successes and those endeavors that are not as successful. Learn from the times that you are not as successful and take credit for successes. Keep track of these using the attached Health and Safety Activities Log.

14. Remember there are many ways to accomplish a goal, be creative. Take ownership of the safety and health program and make it fit your facility and its personalities.

Safety Committee

Example of workplace safety committee member duties

Chairperson

- Prepare agenda for next meeting
- Arrange for meeting place
- Notify members of meeting
- Arrange program
- Set time schedule for meeting
- Review previous minutes and material for meeting
- Conduct meeting

Secretary

- Record minutes of meeting
- Distribute minutes to committee members
- Post minutes for other employees
- Report status of recommendations
- Assume chairperson's duties, if required

Members

- Report unsafe conditions and practices
- Attend all safety meetings
- Report all accidents or near misses
- Review injury accidents, illnesses and death investigations
- Contribute ideas and suggestions for improvement of safety
- Work safely
- Influence others to work safely
- Make or assist in inspections

Note: Actual duties will vary according to company needs.

Safety Committee

Safety Issue Report Form

Name (optional) _____

Explain Safety Issue

Suggested Action (How would you fix it?)

(For Office Use Only)

Date of Action _____ -

Cc: _____, _____, Employee Bulletin Board

Safety Committee

Management Safety Program Agenda

Date: _____

Duration: _____

1. Follow up from previous meetings

Action being followed up on	Status

2. Incidents

Incident Description	Root Cause	Action

3. Employee concerns

Employee Concern/Department	Action

