

Safety Committee Meeting Minutes 1/16/2019

Present: LaVeda Bacetti, Paul Beeker, Alia Bodnar, Stephanie Donelan, Margaret Flanagan, Tonii Gedin, Eva Hendrix, Celena Hoey, Makeda Johnson, Taylor Kasky, Kevin Kearney, Kim Riopelle, Cyndy Singletary, Jen Tate, Malcolm Williams, Lawanda Williams,



Agenda:

1. Safety Survey:
 - a. Following last month's meeting, Compliance put together a survey to get responses regarding incident follow up for incidents that concerned staff safety. Only 1 response was received, so the survey was presented to members of the committee to get feedback on the questions asked as well as ways to increase responses.
 - b. One idea was to send it to a wider group – however the questions are highly specific to staff safety, so it would likely not be applicable to a much broader group.
 - c. Compliance will continue to send it out and send follow up emails in hopes of getting more responses.
2. Peer Coaches:
 - a. Group was asked if it would be better to present a training or to have folks follow along with Margaret and Taylor – general consensus is that follow-alongs would be better.
 - b. Will follow up with people to let them know when M+T will be going to sites to see who would be available to join.
 - c. Question brought up of staff who would like to participate, but do not have transportation – would HCH reimburse or could we figure out another means of transportation?
3. Compliance topics for 2019:
 - a. Going into 2019, Compliance wants to get feedback on what topics and P+P to cover/focus on.
 - b. Hand outs were given to all Committee members to elicit feedback. Also asked members to reach out to their teams to get feedback.
4. EOC plan update:
 - a. Utility: on 1.26 there will be a planned outage to allow facilities to check generators, elevators and red emergency outlets. Also to conduct any preventive maintenance. Will be held from 6-10pm.
 - b. Fire: All extinguishers and lights checked in Jan. Exits and emergency lighting will need to be replaced in the near future.
 - c. S+S: Mobile van cabinets have been outfitted with locks, and a new chair installed in place of the exam table. Security staff have been given new uniforms and will start wearing protective vests. There is a new burglar alarm in full function. All fobs are in the process of being updated in accordance with the Access Control Policy – should be completed by the end of the month. Working to install panic buttons in all areas where clients are seen.
5. Medical equipment: All equipment at all sites has been checked by Atlantic BioMed.
6. Hazmat: All sites now outfitted with complete spill kits.

Next meeting: February 20th at 1pm.