



## **Safety Committee Meeting Minutes 5/16/2018**

**Present:** Catharina Lee, Kim Riopelle, Katie League, Margaret Flanagan, Kevin Kearney, Eva Hendrix, Laveda Bacetti, Paul Beeker

### **Agenda:**

#### **I. Review of EOC plans:**

##### **a. Safety and Security**

- i. Code Silver: Paul reviewed the creation of a new Code, Code Silver, to denote an active shooter at an Agency site. Facilities team is currently creating a training and protocol to roll out to staff over the next three months. Training will outline process, where to exit, how to manage staff and clients, and differentiate between active shooter or gun/weapon in the building.
- ii. Incident Reporting Data: Committee reviewed currently incident details including data on most common incidents and trends. (see attached handout)
- b. **HazMat**: Working to update binders to ensure up-to-date. Added SDS link to all desktops, working with department heads to ensure staff know about SDS link and how to access materials.
- c. **Medical Equipment**: List is finalized and worked with Mercy to get up-to-date information for Fallsway.
- d. **Utilities**: no updates; preventive maintenance ongoing.
- e. **Fire**: Reviewed recent fire drill, took 2:34 to evacuate the building. Fire inspector was present for drill.

#### **II. Risk Management**

- a. Reviewed 2018 RM goals. Discussed accomplishments that we have already achieved including revisions to vehicle use policy and finalizing the infection control plan.
- b. Discussed with committee risk management training plan and needs for agency. Committee prioritized:
  - i. Client confidentiality
  - ii. Use of Personal Protective Equipment
  - iii. IT security
  - iv. Credentialing and Privileging

#### **III. Infection Control**

- a. Presented Live Infestation Response Procedure and how to prevent potential infection risks associated with infestations
- b. Discussed facilities role and response. Also provided guidance on housekeeping role
- c. Added a few recommendations including requiring seat covers, clearly noting that if bed bugs are present in a client home that staff should not complete a home visit, providing myth busters document to staff.

**Next meeting: Wednesday, June 20<sup>th</sup> at 1pm**