



Safety Committee Meeting Minutes 9/19/2018

Present: Catharina Lee, Margaret Flanagan, Kevin Kearney, Laveda Bacetti, Paul Beeker, Parita Patel, Stephanie Donelan, Cyndy Singletary, Alia Bodnar, Malcolm Williams, Jen Tate, Tonii Gedin

Agenda:

Environment of Care Plan Review: The Health and Safety Committee reviewed the five Environment of Care Plans for full committee review. The former plans will be reviewed by the H&S Committee first, a subcommittee for performance measure review and additions, and sent to the final committee for approval by November. In December, 2018, the Management Team will approve the plans prior to dissemination to staff.

1. **Fire Safety Plan:** Provided an overview of the plan to include: evacuations, frequency of drills, fire extinguishers use, alarms, and equipment maintenance across Agency sites. Staff feedback included:
 - i. Would be beneficial to note the locations of fire alarms and fire extinguishers throughout facilities. For all, but especially non Agency-owned sites, ensuring all staff members know how to find the alarm and an extinguisher at their site. This includes education on where to locate floor plan maps
 - ii. For non-Agency owned sites, plan should outline who is responsible for checking fire extinguishers (specific site facilities manager is responsible, but we should be double checking to ensure they are all tagged appropriately)
 - iii. Need to ensure that Our Daily Bread has extinguishers in space or at least make sure staff who work in the space are aware of where they are located
2. **Hazardous waste and material plan:** Provided an overview of the plan to include: Safety Data Sheets, biological and chemical waste disposal and cleaning, Personal Protective Equipment, inventory, labeling and storage of waste. Staff feedback included:
 - i. Disposal of sharps and medications: provide clarification on how controlled substances are disposed of across sites.
 - ii. Adding guidance on transportation of unsterilized instruments for staff who transport the boxes with dirty instruments. This included adding training requirements for staffing doing the transportation on safe handling and infection control measures.
 - iii. Spill kits: should be standardized and located at each site and should have a list of objects to be contained in the kit. Might need to find a way to ensure all relevant staff are aware of kits locations and content and when to use them. Start doing an annual review of kit content and training for staff.
 - iv. Create cheat sheets for sharp and biohazardous disposal:
 1. Indicate that only dripping items need to be disposed of in the bio waste – all other waste (even if contaminated) can go in regular trash
 2. Sharp caps can go in regular trash



3. **Medical Equipment plan:** Provided an overview of the plan to include: repair, recall, disinfection, single vs. multi-use/purchasing of equipment, inventory and communicating and documenting equipment failures. Staff feedback included:
 - i. Plan should include information about when IT needs to be involved in purchasing (e.g. when a piece of equipment will need to connect to the network, Centricity etc.)
 - ii. Create a communication plan for equipment failures (current plans lays out steps, but need to disseminate information to staff.)
4. **Safety and Security Plan:** Provided an overview of the plan to include: general physical security related to clinical operations. Staff feedback included:
 - i. Overall, these plans are designed to provide general guidance for all staff members, regardless of what site they work at. This general guidance is meant to provide staff with basic foundation to assist in decision making in certain situations. Updated versions will make this clearer. Facilities will obtain copies of each site's operating procedures (non-HCH owned sites) so that we can supply them to staff members.
 - ii. Will need to add information and guidance about general workplace violence – above active shooter and bomb threat response.
 - iii. Will adjust language regarding smoking at sites to make more broadly applicable.
 - iv. Note that clinic managers also have access to medication rooms.
5. **Utilities:** Provided an overview of the plan to include: maintenance, inspection, and testing of HVAC, ventilation, electricity and generators. Staff feedback included:
 - i. Vendor list and contact information needs to be updated to reflect current contracts.
 - ii. On the IT side, we should look at how server rooms etc. are handled during power outages and develop protocols for protecting our systems.

Next meeting: Wednesday, October 17th at 1pm