

Safety Committee Meeting: May 11, 2009 Present: - Emilian Kambrami-Sithole, Rusty Massey, James Mustello, Tammy Heck, Richard Santos, Mike Teske, Dan Harris, Nicole Perreault, Isa Abdus-Salaam, Mary McHugh, Ramesh Chand, Gretchen Aahrus, Kim Benning and Maureen Kennedy via phone. Absent: Betsy Mickel and Linda Franklin

<b>ITEM</b>	<b>Discussion</b>	<b>Action</b>	<b>Completion</b>	<b>Follow-up</b>
Hand Hygiene	Monitor hand hygiene at the unit level to see if our current policies and procedures are being followed.	Log sheet for Purell or hand soap, patient survey, and education were all discussed.	Open	Consider what action will work best in each unit to monitor. Review in Aug.
Safety Rounds	Were completed in each unit with the exception of STKC, Dist., PAKC, and SKC.	Gretchen and Emilian completed annual safety survey.	Open	Review in August when safety rounds are complete.
NEW:				
Fire Extinguisher Signs	Need signs that are 3D and visible in each unit.	Provide # of ext. to Randy. He will order in bulk	Open	
Sinks	Clean vs. dirty	Clean sinks must be for hand washing and eye stations only	Closed	Contact Plant Ops if additional work is needed on sink areas.
Fire and Disaster Drills	Fire drills are quarterly and the documentation needs to be in the unit. Available staff members need to participate in drills.	Make sure disaster boxes and supplies are in units. Emilian and Gretchen to train everyone on how to conduct fire drill.	Closed	Discuss with manager what needs to be in place and what is needed from them.
N95 masks	Fit testing is being completed at each unit for use in a pandemic.	4 fit testing kits are in use at different locations. Small and medium are available for sizes.	Open	Keep the kits moving so that everyone can get tested.
Blood borne pathogen annual in-service.	Need to be completed.	Gretchen and Emilia will come up with a plan.	Open	
ROUND TABLE:				
Health & Safety Board	Need to have one posted in the staff lounge in every unit.	Staff info only.	Closed	
Back Safety	Nicole brought up video taping the presentation.		Open	
MSDS sheets	Replacing the MSDS binders with new computer program.	Mary reported products committee decided to scan sheets into policy manager	Closed	
Advocates for Safety	Nicole asked if there is a way for the Safety Committee to be advocates for safety policies.	Suggested more key words be used in Policy Manager to locate policies easier.	Open	

Meeting dates – Aug. 10<sup>th</sup> and Nov. 9<sup>th</sup>, 12:30-1:30pm