

## Safety Committee Meeting: February 19, 2009

Present - Gretchen Aarhus, Isa Abdus-Salaam, Ramesh Chand, Dan Harris, Tammy Heck, Emilianh Kambrami-Sithole, Mary McHugh, Betsy Mickel, James Mustello, Nicole Perreault, Richard Santos, and Mike Teske.

Absent - Kim Benning, Linda Franklin, Joseph Jennings, Maureen Kennedy, and Rusty Massey.

<b>ITEM</b>	<b>Discussion</b>	<b>Action</b>	<b>Completion</b>	<b>Follow-up</b>
Fire and Disaster Drills	Need to clarify the requirements for frequency of fire drills in the clinical units. Policy currently states that two disaster drills will be done each year. The first will be fire, and the second disaster will vary.	Emilianh and Gretchen will conduct fire drills at all the units within the next couple of months, with the goal that the units will take over this responsibility.	<u>CLOSED</u>	<b>Correction:</b> OSHA requirement is <b>quarterly</b> (two drills – one per shift)
MSDS sheets	Replacing the MSDS binders with new computer program.	For the Safety Committee members who would like a preview, Emilianh will arrange a demo of the product we are considering.	<u>OPEN</u>	MSDS Program will be presented at next Products committee meeting.
Safety Hazard: Water on the Floor	Update on progress at the unit level. Some units report improvement. Some report “No Change”.	Staff are to wipe up spills immediately. And NO rags or blue pads are to be left on the floor (tripping hazard).	<u>CLOSED</u>	
Annual Safety Month	A way to bring up safety concerns to the staff, as well as reviewing safety-related policies and procedures.	Instead of reviewing everything in one month out of the year, assign a different safety topic to each month.	<u>OPEN</u>	Standardize a Safety Calendar for all units.
Headphones	Foundation received a grant specifically for replacement headphones for existing patients.	Replacement headphones are available. Send requests via email to Jim Mustello or Neal Burkhardt.	<u>CLOSED</u>	
<b>NEW:</b>				
<u>2008 Safety Data:</u> Employee Exposures	Needlestick/ Splash x 18; Chemical Exposure x 1	<u>Contributing Factors:</u> Not wearing PPE; Not using Encase (safety device); Administering Medications; Attempting to slide safety cover; Manipulating Fistula Needle; Unexpected patient movement; Bleeding from puncture site; Sharps left on table; Needle slipped; Removing needles while holding puncture sites.	<u>CLOSED</u>	

<b>ITEM</b>	<b>Discussion</b>	<b>Action</b>	<b>Completion</b>	<b>Follow-up</b>
2008 Safety Data: Employee Injuries	12 reported injuries total 2 reported back injuries		<u>CLOSED</u>	
2008 Flu Vaccination Program Participation	<u>Patients</u> : 87% participation (1085 total) Staff: 60% participation (325 total)	All NKC employees are encouraged to be vaccinated. Vaccine available through March.	<u>CLOSED</u>	
Hand Hygiene	Monitor hand hygiene at the unit level to see if our current policies and procedures are being followed.	Use state reporting system to report our compliance with hand hygiene regulations. We can choose to measure our Purell, or hand soap usage (or both).	<u>OPEN</u>	Consider what method of monitoring will work best. Further discussion in May.
Safety Rounds Update	Managers' concern - Staff not wearing PPE (Face Shield).	Staff are encouraged to report violators anonymously by submitting a QIR.	<u>OPEN</u>	Gretchen and Emiliah are in the process of doing annual Safety Surveys of all clinical units.
Appoint: Chair person & Secretary	Gretchen Aarhus - Chair person Tammy Heck - Secretary	Nominated/ Seconded Nominated/ Seconded	<u>CLOSED</u>	
<b>ROUND TABLE:</b>				
Health & Safety Board	Need to have Health & Safety Board posted in the staff lounge in every unit.	Board needs to be labeled (OSHA Requirement).	<u>CLOSED</u>	
<u>Back Safety</u> : WMGA safety Committee update (Washington Medical group Alliance)	Implement a "Train the trainer" approach for ongoing training and coaching on back safety.	All Safety Committee members are willing to attend Back Safety training. Managers will be asked to attend as well.	<u>OPEN</u>	Time and date will be set via email.
N-95 masks	Fit testing will be done at each unit/department for use in a pandemic.	Gretchen and Emiliah will come up with a plan.	<u>OPEN</u>	

Meeting dates – May 11<sup>th</sup>, Aug. 10<sup>th</sup> and Nov. 9<sup>th</sup> – 12:30-1:30pm at HKC

Minutes recorded by: Gretchen Aarhus