

**Northwest Kidney Centers Safety Committee Meeting Minutes: March 6, 2019 1:30-3:00pm: K-view Meeting** (Snoqualmie Ridge, Renton, , Haviland, , Scribner, Port Angeles, and SeaTac)

**Present Members:** Ashish Kumar, Tosha Whitley Mary McHugh, Cole Kavanagh, Cindy Black, Alvin Tran, Sherie Chipperfield, , Danny Wiederrick, Joyce Morimoto, Donna Ballard, Kathy Lilienthal, Adrian Fomby, Tammy Heck

**Absent Members:** Ray Robles, Chris Grove, Kelsey Sprague, Kim Frodsham, Fiona Wolf and Melina Randall

**Facilities:** Auburn Kidney Center, Broadway Kidney Center, Elliott Bay Kidney Center, Enumclaw Kidney Center, Federal Way East Kidney Center, Federal Way West Campus Kidney Center, Fife Kidney Center, Kent Kidney Center, Kirkland Kidney Center, Lake City Kidney Center, Lake Washington Kidney Center, Port Angeles Kidney Center, Renton Kidney Center, Scribner Kidney Center, SeaTac Kidney Center, Seattle Kidney Center, Snoqualmie Ridge Kidney Center, West Seattle Kidney Center, Home Hemo & PD Programs, Hospital Services, Distribution Center, Blagg and Haviland Administrative Locations.

AGENDA	ITEM	ACTION	COMPLETION	FOLLOW UP
<b>Administrative</b>	Approval of December minutes		COMPLETE	All members
<b>Standing Agenda Items</b> Accident and Injury Data	Safety Alert System (SAS)	Provide the committee with employee injuries by NKC location and type (needle stick, back injury, etc.) for the prior four quarters. Back = 13, Strain/Sprain = 7, Slips = 27, Needle sticks = 11.	Regular agenda item.	For the last 12 months, beginning with 2/27/18, the major employee injury data from SAS will be examined by type of injury, frequency and location. Cole will collaborate with Theresa in April at Renton KC to address injury rates, and report back to the committee.  Tosha asked that a plan be presented at the next meeting regarding on-going training on back safety and ergonomics. Cole will present what is done for new employees and will discuss with Connie Teece.

<p><b>Previous Agenda Items</b></p> <p>Environment of Care Rounding Tool</p>	<p>making the semiannual Safety survey more efficient and comprehensive</p>	<p>Team approach to semiannual compliance survey. Tested at Fife clinic 11/19/18.</p>	<p>The EOC Rounding Team starts 4/4/19.</p>	<p>Team: Chris Grove, Steve Matz, Alan Brandon, Tammy Heck, Donna Ballard, Cole Kavanagh</p>
<p><b>After Action Reports (AAR) and Lessons Learned</b></p>				
<p>Snowfall Event, February 2019</p>	<p>5 staff injuries – slipped on ice; fatigue from shoveling snow</p>	<p>Seattle experienced a 10 year snow event. This will count as a 2019 regional exercise for NKC.</p>	<p>The AAR will be finalized in March.</p>	<p>An improvement plan with more than 50 potential line items was developed. It will be shared with VPs, assigned to stakeholders, and completion dates established. Safety Committee members reviewed the draft AAR and provided additional input.</p>
<p>Century Link national telecomm outage, Dec. 27-28, 2018</p>		<p>Loss of cloud, DSL and 911 services across sections of the USA.</p>	<p>COMPLETE</p>	<p>In the 2019 version of the Orange Book, there is a list of Western Washington dispatch direct phone numbers in the event of another 911 systems failure.</p>
<p>IT Azure Server Incident Dec. 11-12, 2018</p>		<p>NKC experienced a company-wide loss of computer systems on 12/11/18. This was exacerbated by a failure of Microsoft Azure cloud services on 12/28/19.</p>	<p>COMPLETE</p>	<p>Andy said that the move to the new EMR system in July 2019 will reduce our vulnerability to this type of outage. Also, HELP line staff will call the AOC's personal cell phone if there is no pager response within 5 minutes.</p>

Port Angeles Windstorm and Power Failure Dec. 14-15, 2018	provided to committee members after the meeting	A wind and rain storm knocked down trees and resulted in an electrical power outage in Clallam County. The Port Angeles Kidney Center was forced to suspend patient care until the following morning	COMPLETE	Clallam County public utilities department (PUD) noted on their website that water reductions or curtailments are possible during an electrical outage, i.e. municipal electric water pumps. Although this did not happen, the possibility of water utility loss should be noted by Port Angeles staff. Outage maps and other utility information is always available at <a href="http://www.clallampud.net">www.clallampud.net</a> for the region.
SeaTac clinic intermittent power loss. Thanksgiving Day Nov. 22, 2018	provided to committee members after the meeting	Electrical power was lost twice within 10 minutes in the SeaTac Kidney Center. The emergency diesel generator did not activate	COMPLETE	On 12/5/18, Cole added an addition to the scavenger hunt form so that employees will know the location and meaning of the generator monitor panel, if a generator is installed. Updates to the 2019 Orange Books include a table with clinic account numbers for water, gas, and electric utilities, the provider company, and phone numbers.
<b>Emergency Preparedness Training 2019</b>		CMS E0038 emphasizes clinic employee knowledge of What to do? and Where to go? in emergencies.	March – April 2019	Individual elements of the Orange Disaster Book will be covered with employees in person or by K-view.
<b>Employee Suggestions</b>				<ul style="list-style-type: none"> <li>•Tammy recommended that NKC buy a snow blower for the north clinics and one for the south clinics. The two blowers could be shared.</li> <li>•Tammy recommended that we place FSS in hotels prior to work at 4:00am.</li> </ul>

				<ul style="list-style-type: none"> <li>•Sherrie recommended that we consider storing cots and blankets at some clinics.</li> <li>•Cole suggested that clinic managers have a list of employees that live near the clinic. It might be possible to assign certain employees to the nearest NKC location during snow events.</li> </ul>
<b>2019 Committee meetings schedule</b>		<p>Wednesdays, 1:30-3:00 pm. K-view</p> <p>June 5, 2019</p> <p>September 4, 2019</p> <p>December 4, 2019</p>		<p>If you know you will have conflicts with this schedule, please find your replacement. Contact Cole immediately. It is important that we have balanced representation on the committee. Your skills and participation are important.</p>