

Northwest Kidney Centers Safety Committee Meeting Minutes: December 4, 2019

Present Members: Mary McHugh, Ashish Kumar, Fiona Wolf, Tammy Heck, Alvin Tran, Danny Wiederrick, and Adrian Fomby

Absent Members: Chris Grove, Kim Frodsham, Melina Randall, Donna Ballard, Kathy Lilienthal, Kelsey Sprague, Ray Robles, Joyce Morimoto, and Tosha Mackness.

Facilities: Auburn Kidney Center, Broadway Kidney Center, Burien 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, Rainier Beach Kidney Center, Renton Kidney Center, Scribner Kidney Center, SeaTac Kidney Center, Seattle Kidney Center, Snoqualmie Ridge Kidney Center, Home Hemo & PD Programs, Hospital Services, Distribution Center, Blagg and Haviland Administrative Locations.

| AGENDA | ITEM | ACTION | COMPLETION | FOLLOW UP |
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| Administrative | Approval of September minutes | September safety minutes was in the December safety packet | Approved | All members |
| Standing Agenda Items | | | | |
| Accident and Injury Data | Safety Alert System (SAS) | Provide the committee with employee injuries by NKC location and type for the prior four quarters. Back Injuries = 17 Strain/Sprain = 6 Slips/Trips/Falls = 19 Needlesticks/Sharps = 19 | OPEN | <ul style="list-style-type: none"> Ergonomics - NKC utilizes Approach Consultants. What is ongoing training on back safety (including Arjo Training)?? Needlesticks – Joyce Morimoto to send out information regarding efforts to reduce needlestick injuries. More detailed information to be discussed at next meeting. |

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| <p>Environment of Care Rounding</p> | <p>2nd EOC Rounds of 2019.</p> | <p>Tammy Heck reported that all units will be completed by the end of December for the 2nd EOC Rounds of 2019.</p> | <p>OPEN</p> | <ul style="list-style-type: none"> • Still working on adding vinyl shelving on bottom of wire racks • City Wide now uses 3 new mop heads per unit per night. • Some units are not up to date on staff training including Arjo. |
| <p>After Action Reports (AAR) and Lessons Learned</p> | <p>Snowfall Event, February 2019</p> | <p>Randy has purchased one battery operated snowblower. If it works, one will be purchased for each unit.</p> <p>Plant Ops/FSS staff have been assigned a unit for snow days</p> <p>6 bags of ice melt and 2 shovels have been delivered to each unit.</p> <p>Randy is working on snow plowing plan with landlords.</p> | <p>OPEN</p> | <ul style="list-style-type: none"> • Still need: Ongoing staff education, how will rides/drivers for staff be handled, hotels for staff, and role of IDT team members contacting patients. • Mary McHugh will convene an IDT sub-group to discuss IDT roles since there are no nursing staff at this meeting. |
| <p>New Agenda Items Emergency Preparedness Plan</p> | <p>Annual Hazard Vulnerability Assessment (HVA)</p> | <p>Safety Committee members approved the final 2020 NKC HVA, Unit specific HVA, Home Program HVA, and Hospital Services HVA.</p> | <p>COMPLETE</p> | <ul style="list-style-type: none"> • Units will review their 2020 HVA at January QA/PI meetings. |

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| NWHRN Communications Exercise | Exercise on 12/11/19 | NKC will be participating in exercise to activate CMS required Emergency Preparedness Plan. | OPEN | <ul style="list-style-type: none"> • Mary McHugh has been representing NKC with NWHRN • Notification on KNET • Communication in 12/6 Staff Update and 12/10/19 to Leadership Team |
| Safety Committee Membership | | <p>New members needed from Social Work and Human Resources.</p> <p>Still need Nursing and Dialysis Tech representation</p> <p>Suggestion of adding someone from Distribution.</p> | OPEN | <p>Adrian will talk to Celia Mary McHugh will talk to Bob Peck.</p> <p>Tosha Mackness</p> <p>Mary McHugh will ask Chris Matala.</p> |
| 2020 Committee meetings schedule | | <p>Quarterly on the following Wednesdays, 1:30-3:00 pm.</p> <p>March 4, 2020</p> <p>June 3, 2020</p> <p>September 9, 2020</p> <p>December 2, 2020</p> | | <p>If you know you will have conflicts with this schedule, please find your replacement. It is important that we have balanced representation on the committee. Your skills and participation are important.</p> |