

## Northwest Kidney Centers Safety Committee Meeting Minutes: July 21, 2021

**Members Present:** Tammy Heck, Ashish Kumar, Danny Wiederrick, Andy Voorhies, Jamie LaNoue, Gail Cutrell, Chelsea Smith and Ray Robles.

**Members Not Present:** Liz McNamara, Fiona Wolf, Kim Frodsham, Tosha Mackness, Melina Randall, Heather Johnson, Elizabeth Adams, and Kathy Lilienthal

**Facilities:** Auburn Kidney Center, Broadway Kidney Center, Burien Kidney Center, Elliott Bay Kidney Center, Enumclaw Kidney Center, Everett 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, Bellevue 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, Logistics, Burien and Haviland Administrative Locations.

AGENDA	ITEM	ACTION	COMPLETION	FOLLOW UP
<b>Administrative</b>	Approval of April 2021 Minutes		Done	Approved by members of Safety Committee Team
<b>Standing Agenda Items</b>  <b>Accident and Injury Data</b>	Safety Alert System (SAS)	Provide the committee with employee injuries by NKC location and type for the prior four quarters.  July 2020-June 2021 Back Injuries = 14 Strain/Sprain = 7 Slips/Trips/Falls = 20 Needlesticks/Sharps = 10 Total = 56	OPEN	<ul style="list-style-type: none"> <li>Injuries moving/transferring patients – “Safe Transfers” Relias training review.</li> <li>Needlesticks safety alert sent by Tosha.</li> <li>June 2021 = 20 employee injury SAS. 8 = Other, 4 blood exposures, 5 needlessticks. Root cause follow-up-Staff working OT, new employees. May-June 2021 using a different lidocaine syringe due to COVID.</li> </ul>

<b>Environment of Care Rounding</b>	2021 Annual EOC Rounds	Completed in May 2021. Follow-ups started.	OPEN – EOC Committee	Majority of units have corrected all items by the time the EOC follow-up rounds completed.
<b>After Action Reports (AAR) and Lessons Learned</b>	Snowfall Event, February 2021	<p>Challenges – Communication with external stakeholders (patients) Transportation for patients</p> <p>Electric snow shovels purchased and trialed successfully.</p>	CLOSED	<ul style="list-style-type: none"> <li>• NKC to provide easy to find instructions on the website, educate patients on snow day transportation. Assist in helping patients identify 2<sup>nd</sup> mode of transportation. Plan created and will be implemented in Fall 2021.</li> <li>• Missed Treatment PDCA will address transportation and the importance of patient's attendance. Magnets will be included in this PDCA.</li> <li>• Recommend snow shovel for each unit. Jamie will purchase when available in the fall.</li> <li>• Arial maps will be created for plowing. DONE</li> <li>• Recommended to put a banner on KNET during emergencies for staff.</li> </ul>

	<p>Summer Ex-Communication Drill, June 2021</p> <p>Extreme Heat, June 2021</p>	<p>NWHRN annual drill. Goal to test communication methods, devices, and contacts.</p> <p>Air conditioner failures. Staff working in extremely hot conditions. Patients very uncomfortable.</p> <p>Supplies could exceed high temperature storage point. IT equipment could get too hot and fail.</p>	<p>CLOSED</p> <p>OPEN</p>	<ul style="list-style-type: none"> <li>Review the After-Action Report</li> <li>Emergency cell phone test calls using Wi-Fi. Successful.</li> <li>EZ Text Leadership. Text list updated. Successful</li> <li>Contact two partners included in our emergency communications plan. Successful.</li> <li>Portable air conditioners brought in but unable to exhaust to the outside. Planning committee looking at providing a space in new facilities to vent the portable AC.</li> <li>IT The fire wall would be down at Burien and Logistics. IT needs to be on the list for reporting during AOC calls.</li> </ul>
<b>Agenda Items</b>	Annual Hazard Vulnerability Assessment (HVA)	OSHA 1910.502 CPP – COVID 19 Prevention Program	OPEN	<ul style="list-style-type: none"> <li>Standards being applied to the EOC Rounds.</li> <li>HVA will include hazards identified in EOC/ CPP rounds.</li> <li>Fife completed. 4 units scheduled for July.</li> <li>Fit testing to be completed on all staff working directly with COVID + patients.</li> </ul>
	Revision of Emergency Black Boxes &	Review and revise the list of items needed for these emergency tools.	CLOSED	<ul style="list-style-type: none"> <li>Items were identified to be removed from the list of supplies in the disaster box. Working on</li> </ul>

	Emergency JOBBOX			consolidating items for use of less space in the unit. To be kept in the interior of the building.
	Facilities Safety occurrences	Staff and property safety  Recommended - Subcommittee to help track and support Security issues.	OPEN	<ul style="list-style-type: none"> <li>• Fife parking lot – theft of catalytic converters and car break ins. The Property Management Company is considering keeping the back gated area locked 24/7. Thoughts about security cameras for a leased building?</li> <li>• Burien parking lot issues - Continued problems with unauthorized parking for soccer games next door. Will not leave even when asked to. Concerns about staff safety. Ashish – Reported Security will need to give out more notices and try to tour the parking lot more on the weekends. Randy and Ashish also working with the city to have more patrols through the area.</li> </ul>
	2021 Annual Disaster Drill	About COVID- Relias  Snow event preparedness month – October.  Other suggested in-services.	OPEN – Safety Committee	<ul style="list-style-type: none"> <li>• Topic – COVID -19. Using Relias. 678 / 728 staff have completed.</li> <li>• Agree to have a dedicated month preparing for snow event or other natural disaster.</li> <li>• Active shooter (can be virtual, use champions, support the staff) Committee members felt it</li> </ul>

				<p>is too intense, possibly look at a different video.</p> <ul style="list-style-type: none"> <li>• Extreme Heat Preparation – May 2022</li> </ul>
	WHMIS labels for bleach and cleaner	OSHA standard – IMO labeling	CLOSED	Committee choice created and printed. In process of being implemented at each facility.
	Safety Scavenger Hunt	Add restroom key location to form under all staff versus clinical staff.	CLOSED	Changed and loaded into Policy Manager.
	Orange Disaster Books	Catherine Benn updated and will be sent out by the end of the week.	CLOSED	Updated and sent out to Disaster book owners.
	Burien gravel pathway	Unit Manager would like the back exit pathway fixed so that patients in wheelchairs can use the emergency evacuation route.	OPEN – Tammy to ask Randy	Danny – Committee suggested making the path wider and remove the bushes. Consultation may be needed to avoid damage to existing items. Question whether there may be an alternative way to evacuate patients. Randy states primary evacuation is through the front entrance doors (breakaway). Steve and Randy to evaluate evacuation route in case needed for secondary choice. Getting a quote for pavers to be installed and will widen the pathway if possible.
<b>Safety Committee Membership</b>		Still need Nursing and Dialysis Tech representation	OPEN	Any recommendations?

<b>2021 Committee meetings schedule</b>		Quarterly on the following 3 <sup>rd</sup> Wednesdays of the month, 1:30-3:00 pm. October 20, 2021 January 19, 2022		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.
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