

SAFETY COMMITTEE MEETING MINUTES



12/10/2019

Reviewed Minutes from the September 17, 2019 meeting along.

- Introduced new attendees to the committee and the process.
- Confirmed dates for Committee meetings as follows;
 - February 2020

WORKPLACE VIOLENCE

Purpose – The purpose of this policy is to provide employees guidance that will maintain an environment at and within property and events that is free of violence and the threat of violence.

The committee created and reviewed a document that provides instructions on how to identify and handle workplace violence to include the following topics.

- **DEFINITION:** Workplace Violence: Behavior in which an employee, former employee, patient, client, relative or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.
- **Threat:** The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.
- **Intimidation:** Making others afraid or fearful through threatening behavior.
- **Zero-tolerance:** A standard that establishes that any behavior, implied or actual, that violates the policy will not be tolerated.
- **PROHIBITED BEHAVIOR:** Violence in the workplace may include, but is not limited to the following list of prohibited behaviors directed at or by a co-worker, supervisor or member of the public.
 - Reporting Acts of Violence Procedures
 - Investigation and Follow up
 - Mitigating Measures
 - Training and Instructions
 - Discussed distribution to current staff and new hires

ELDER CARE TRAINING

Staff to be provided the link to the training and instructed to complete the program and submit the certificate for their file.

<https://portal.ct.gov/DSS/Social-Work-Services/Social-Work-Services/Related-Resources>

ACCIDENTS/INCEDENTS

- Reviewed incidents/accidents for Staff and Clients that occurred between September and December 2019.
- **Wrist Sprain** – Staff slipped walking down the stairs to do laundry and slipped. When reaching out to steady herself she sprained her left wrist.
 - Reminded staff to make sure the stairway was clear of debris, use railing for support and contact the office if they identify any safety issues.
- **Hand Contusion** – Staff's hand was crushed with the Garage Door. Staff was using the garage to exit the client's home. When closing the door her hand was caught.
 - All staff on the case were instructed to use the main door to avoid further incidents.