

SAFETY COMMITTEE MEETING MINUTES



9/15/2020

Reviewed Minutes from the February 2020 meeting along with Old Business from the March 2018 meeting.

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

IN-SERVICE TRAINING 2020 – START DATE WEEK OF 9/14/2020

The team reviewed the In-Service Training for 2020 and process for implementing. Below are the updated topics;

Training Courses/Policies

- **Online**
 - Bloodborne Pathogens (PCA Only)
 - Elder Abuse Identification and Reporting
- **Policies – New/Updated**
 - COVID-19 Protocols
 - HIPPA
 - Mail/Phone Fraud
 - Universal Precautions
 - Workplace Violence
 - Winter Slip, Trip and Fall Prevention

How will it work?

- Office staff will call you to set up a time to come to the office and pick up your packet.
- Knock on the door when you arrive
- You will be given the packet, office personal will review the contents and instructions
- After reviewing the packet staff will be required to sign off confirming receipt.

What's in the Packet?

- Training Materials and Instructions
- New or Updated Policies to include COVID-19, Winter Weather Reminders, Phone/Mail Fraud

What happens if I don't have access to a computer or WIFI?

- A computer is set up at the office that can be used for online training

- Schedule an appointment Monday through Friday between the hours of 10:00am – 12:00pm and 2:00 – 4:00pm. Evening and weekend schedules can be provided upon request.

NEWSLETTER

The team determined that use of the Quarterly Newsletter as a forum to send out safety reminders was good resource for staff. The topics for 3rd quarter is Proper Footwear, Slips, Trips and Falls. The quarterly newsletter is mailed to all active staff on a quarterly basis.

FOCUS ON INFECTIOUS DISEASE

Reviewed the information on the web site listing links to CDC and State specific information for COVID 19. <http://www.bmhomemaking.com/precautions-for-healthcare-workers-during-flu-season>

ACCIDENTS/INCEDENTS

- Reviewed incidents/accidents for Staff and Clients.
 - No new cases reported between January 2020 through September 2020.