

SAFETY COMMITTEE MEETING MINUTES



9/17/2019

Reviewed Minutes from the May 2019 meeting along.

- Introduced new attendees to the committee and the process.
- Confirmed dates for Committee meetings as follows;
 - December 10, 2019

EMERGENCY ACTION PLAN

Purpose – Provide awareness and information in the event of an emergency such as extreme weather or natural disaster in order to care for you client's and yourself. The committee worked to create, review and prepare the plan for the In-Service Training scheduled in October.

- Created a document that provides instructions on handling an emergency in a single and multi-family home and apartment complexes.
- The committee spent time reviewing the content.
- Determined that changes needed to be implemented.
- Once signed off by the committee the plan will be added to the New Hire packet and discussed at the In-Service Training meeting

IN-SERVICE TRAINING

Reviewed the agenda and training topics with the committee for In-Service training scheduled to begin October 8, 2019 through October 26, 2019.

Sexual Harassment Policy

- Definition
- Reporting
- Investigation and Follow up

HIPPA Policy

- Privacy Reminder - delete or destroy text messages or documentation that would have a client's information or staff's information.

Universal Precautions

- Review and Reminder
- Proper Hand Washing
- Cleaning Procedures
- Food Prep

- Proper Glove technique

Defensive Driving - Prepared For the Worst (DVD) - DS11A Defensive drivers anticipate how to deal with road hazards, poor weather conditions, vehicle collisions and crime. This program shows how to stay in control by being prepared for the worst. Topics covered include nature's forces, night driving, breakdown basics, accidents, road construction, and personal security. Length: 18 minutes

Emergency Action Plan

- Evacuation Routes
- Emergency Plan
 - Bomb Threat
 - Extended Power Loss
 - Fire
 - Medical
 - Physical Threat
 - Severe Weather and Natural Disasters

Elder Care Abuse – 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/INCIDENTS

- Reviewed incidents/accidents for Staff and Clients that occurred between January and September 2019.
 - **Shoulder Sprain** – Client was falling. Staff attempted to prevent the fall. Client became ill and began to fall. Staff caught the client. Client was sent to the hospital that same day.
 - Reviewed proper handling for a falling patient as outlined in the PCA Training provided by the state.
 - **Finger Sprain** – Client was falling due to ice when getting out of the car. Staff sprained the thumb when trying to catch him to prevent the fall.
 - Check surroundings for potential hazards before assisting clients from vehicles.
 - **Back Sprain** – Caught client as he was about to fall which caused the back sprain. Staff is on restricted duty but working as a homemaker/companion.
 - **Reviewed proper handling for a falling client. As a homemaker/Companion staff are n**
 - **Hip Contusion** – Carry over from 2018. Client was confused because he had just woken up and let the door close on the staff hitting her hip/lower back. Staff did not complete physical therapy. Staff contacted the office in July to complain of continued pain.