

Moose Lake Safety Committee

Meeting Minutes

09/24/20

1000 hrs

Type of Meeting: Quarterly Safety Committee Meeting per DCT Policy: 120-1060

Meeting Facilitator: Erin L Monroe

Invitees: Terry K Kneisel, Sara L Kulas, Nicole D Boder, Peter W Steen, Bryan D Moe, Keri A Ovsak, Michele R Caron, Arthur R Miller, Chad A Mesojedec, John A Carlson, Jay M Gerdes, Krista L Gilpin, Steve F Sayovitz, David A Clanaugh, Robin L Olson, Samuel A Clark, Sabrina N Search

I. Call to order: 1001 hrs

II. Roll call: Erin Monroe, Terry Kneisel, Sara Kulas, Nicole Boder, Keri Ovsak, Michelle Caron, Chad Mesojedec, David Clanaugh, Samuel Clark

III. Announcements

a) A memo was posted on the homepage on September 3rd, 2020 in regards to employee-purchased masks. At this time, we will not be approving any employee-purchased masks unless medically necessary.

IV. Approval of Minutes

a) Minutes approved by David Clanaugh, second by Chad Mesojedec

V. Continued Business

a) **Subject:** Eyewash upgrades in Health Services/Dental Clinic

Responsible person(s): Erin Monroe/ Maintenance

Action taken: Replacing the eyewash(s) in Health Services and the Dental Clinic. Parts are in. Scheduling time for plumber to install.

Responsible person (s) Erin/Kari will verify and confirm location for eyewashes

Timeframe: Not Completed, ongoing until complete

03/26/20: Keri Ovsak is not aware if this has been completed, and she will try to verify.

07/23/20: Terry Kneisel to check with the plumber.

09/24/20: Erin to request eye wash station be added to Exam Room 3. Will be speaking directly through Joe.

- b) **Subject:** Confined Space Entry Training
Responsible person(s): Erin Monroe, Joe Mohelsky
Action taken: (From last meeting) Maintenance will no longer contract out any work involving confined space entry and will be performing this with staff.
03/26/20: John reported Rob Nordstrom was on site and was going to identify spaces.
07/23/20: Erin Monroe confirmed the need for the permit-required confined space located outside of the secured perimeter due to the need for a force-air respirator. Will work with Larry Andrews on the written program.

- c) **Subject:** Transports in Bad Weather
Responsible person(s): Ann
Action taken: Continue to work with staff and swap them out if they are not comfortable driving in current weather conditions. (When roadways have been closed due to weather purposes, client transports are still taking place. Concern for employee safety.)
Timeframe: Ongoing as weather changes
09/24/20: Michelle to get vehicle info to Erin so she can follow up on vehicle safety. Erin requested facility to review transportation policy and review severe weather

VI. Safety Inspections

- a) Machine Guarding on grinder in maintenance shop.
- b) Arc Flash warnings are not visible on electrical boxes.
- c) Blanks needed in breaker box.
- d) Incorrect labeling on container.
- e) Machine guarding needs adjusting (fire pump room.)
- f) Eye wash stations in electrical room needs adjusting.

VII. Emergency Preparedness

- a) Severe Weather Drill occurred on 09/14/20. The committee commented on the success of the drill.
- b) Fire Drills requirements have been met for 3rd quarter.
 - 1. 07/08/20 – 3rd shift
 - 2. 07/28/20 – 2nd Shift
 - 3. 08/11/20 – 1st Shift

4. 09/01/20 – 3rd Shift

5. 09/06/20 – 1st Shift

c) Erin recommended employees download utilize FEMA app for all emergency alerts.

VIII. Employee Injury Report

a) 11 employee injuries – 5 client related injuries; 3 training related injuries

- a. 06/12/20 – EE strained back lifting coffee urn.
- b. 06/17/20 – EE was injured during a training event.
- c. 06/19/20 – EE tripped and fell over a storm drain in the parking lot.
- d. 06/30/20 – Client assault on staff member.
- e. 06/30/20 – Client assault on staff member.
- f. 07/01/20 – EE injured by client during take down event.
- g. 07/23/20 – A sharp edge of fire extinguisher cabinet caused a laceration to EE finger.
- h. 08/25/20 – EE injured during training exercise.
- i. 09/09/20 – EE injured during training exercise.
- j. 09/09/20 – EE injured while trying to restrain client.
- k. 09/11/20 – EE injured during client take down event.
- l. 09/11/20 – EE sustained psychological distress after attempted assault by client.

IX. Client Injury Report

a) 12 client injuries – 6 slip and falls

- a. 07/31/20 – Client slipped and fell in hallway.
- b. 07/31/20 – Client fell after knee buckled.
- c. 08/01/20 – Client slipped and fell in shower.
- d. 08/14/20 – Client fell in room after tripping on a privacy fence.
- e. 08/21/20 – Client slipped and fell on a wet floor.
- f. 08/25/20 – Client slipped and fell near showers hurrying to dining hall.
- g. 09/01/20 – Client slipped and fell in the shower.
- h. 09/04/20 – Client fell out of his wheel chair while attempted to sweep his floor.
- i. 09/08/20 – Client fell down the stairs while attempting to move a floor buffer down to the next level.
- j. 09/12/20 – Client struck in face by a dodgeball causing a laceration to the face.
- k. 09/12/20 – Client slipped and fell on wet floor while playing Ping-Pong.
- l. 09/12/20 – Client fell after his knee “locked up.”

- b) Erin notified the group that Charlie Hoffman has been requested to look into the mopping solution, the floor cleaner, and the training clients receive to ensure these are not the direct cause of slip and falls.

X. Product/Equipment Recall

- a) Review of product recalls for 3rd quarter – no concerns.

XI. Infection Control

- a) Keri informed the group the ZANTAC recall due to impurities in the drug.
- b) Keri informed the group Metformin recall due to impurities in the drug.
- c) DHS posted memo regarding influenza vaccinations; looking to complete at least 90% vaccination rate.
 - a. Nicole emphasized the need to present medical insurance documentation when getting the vaccination.

XII. New Business / Round Table

- a) Request to move meetings to Wednesday of pay week for better representation.
- b) Jay Gerdes requested information of welding on galvanized fencing.
- c) Jay Gerdes requested information on fall protection for a small roof with a 10 ft drop; concerns of winter weather and needing to clean the roof off to ensure no one will be hurt.

XIII. Adjournment – 1049 hrs