

Safety Committee Meeting Minutes
Conference Room
June 12, 2009

- I. Call to Order – Present: John Dwyer, Pat Robinson, John Martin, Jamie Perry, and Penny Shonkwiler. Absent: Trisha Gillespie, Charlotte Miles (new representative for Maternal Child Health). The April 10, 2009 Minutes were approved as written.
- II. Follow up of Previous Reports: Pat Robinson has purchased a weather tone radio that coincides with the city warning sirens. When installed, the signal will be heard through the agency telephone system. Once connected we will conduct a tornado drill to ensure all are notified. John Dwyer will check with Carle to see if they are aware if any vendors make N-95 masks in extra small or pediatric sizes, since some of our staff cannot be fitted with the other styles. Compliance testing completion improved from 77 % to 84 % in April, and 81% in May. Directors received quarterly reports and have been following up with staff members to complete their tests.
- III. Review Accident/Injury Reports April-May: There were no accidents, injuries, or incidents reported in the months of April and May.
- IV. OSHA Updates: Safety Inspection – John Martin and Penny Shonkwiler conducted the May Safety Inspection and no infractions were noted. Pat Robinson will send an email to staff congratulating them on their hard work and safe practices. MSDS index lists were forwarded to members to update their individual areas. We are waiting on the completion of Infectious Disease, Environmental Health, Wellness Promotion, and the Rantoul location lists and then all will be retyped, necessary MSDS forms acquired, and redistributed to the appropriate areas. Jamie completed the MSDS list/forms for all vaccines in the agency and will distribute these to the identified areas. The master copy of the forms and indexes are kept in Human Resources, so there is no need to retain historical MSDS forms in the different divisions. A new AED with both adult and child capabilities has been purchased for the Urbana School Based Health Center. Expiring AED pads were replaced at the Kenyon location.
- V. New Business: Emergency and Safety Plan Reviews – the committee agreed to review plans every two years unless something requires updating sooner. This falls in line with other nursing procedures, standing orders, etc. Jamie is meeting with Lori Holmes to design the flip chart for all of the plans. The committee viewed several samples and selected the multi-colored paper, and larger print styles. A security inspection of the Kenyon location was conducted with the Champaign Police Department. Recommendations included silent panic buttons, an automatic door locking system for the front

door, sensors on all exterior doors, and break resistant glass in the front lobby. Pat Robinson is following up with administration and the board with the recommendations. Flu Updates (H1N1) were discussed.

- VI. Assignments: John Dwyer – Pediatric N-95 masks and Environmental Health MSDS. Jamie Perry will follow up with Brandon Meline to coordinate phone access for weather alerts in the Maternal Child Conference Room. Penny Shonkwiler has completed MSDS' for the STD Lab and will complete the Infectious Disease MSDS list. Maternal Child Health staff will complete the Rantoul location MSDS list.
- VII. Adjourn: The next meeting is scheduled for August 14, 2009.