

Hunters Ambulance Service, Inc.
Safety meeting Minutes
December 16, 2010

Chairperson Fran B called meeting to order at 10:00A.M. There were 13 members attending with one new member, Bill Broadbridge from EMS. Members attending were Sara, Josephine, Cliff, Glennice, Kyle, Deb, Vanessa, Dawn, Lilia, Bruce, Eileen, Cheryl, and Roxanne.

The minutes for November's Meeting were reviewed with no corrections, motioned by Eileen to accept with a second from Cheryl. Motion voted and minutes were accepted as is.

REPORTS OF STANDING COMMITTEES

OSHA INJURY REPORT: Review by Cliff with a Summary of Risk Management Report comparing 2009 to 2010 with the numbers down for 2010 than that for 2009. The month's printout sheet was also reviewed.

MVA REPORT: Reviewed by Cliff in the summary report. There were 3 events in 2010 that could have been severe. 1 involved an intersection accident, another was a rollover and in 2009 another rollover. Also discussed was the cost of some damages with a simple MVA tap costing HAASI \$250,000.

SAFETY INSPECTIONS: No Report.

SAFETY INCENTIVE PROGRAM: Glennice reported that the 4th quarter is not yet available due to the end of the month/quarter has not yet arrived.

DAVID PODELL SAFETY AWARD: Congratulations to Cheryl Lint for winning this year's award.

WELLNESS INITIATIVES: The Biggest Loser Program will be up and "running" again in January. Ideas are still needed for January's Meeting with a possibility of a weight management program to start. Deb asked for a different scale for Bldg 4.

SAFETY REPORTS FROM THE FIELD: Cliff reported that crews need to shut off ambulances and other Hunter vehicles when at facilities—move vehicles away from pick up points if the patient is not ready. Overall observation is that the Chevy ambulance has a smaller work area and slide sheets need to be used—reducing injury—proper cleaning when necessary.

EMS DIVISION: No Report due to new member just starting with committee. Bill will have a report starting with next month's meeting.

NON-EMERGENCY DIVISION: Deb reported on the condition of safety belts on lifts of some chair car lifts. Cliff is checking into the legality and specifics of Federal and State requirements. Also, training needs to be done for Special Trans drivers and monitors for certain high top vans with the extra floor safety strap for the livery seat.

BUILDING MAINTENANCE: Kyle reported the overhead door for Bay 5 sensor is activated to go up.

A&E AND SERVICE DEPT: Bruce reported that A&E still waiting for the computer for the 6S program.

LIMOUSINE DIVISION: There was no report from the member however Cheryl reported that the windows are loose and drafty. There was also discussion on conditions of the roof on the overhang. – Reported to John G.

MAIN CAMPUS: Kyle had no update report. DISCUSSION: The possibility of installing a second buzzer on the bridge entrance door for the before hour employees in the finance office.

SATELITE OFFICES: Bill reported that the EMS crews needed to close the doors behind them as they leave the base. At Base 6, the height indicators on the overhead doors need adjustments. The snow plowing crew will do their best to make sure our lots are cleared before work. The storm door on the Limo Building needs adjustments so that it shuts tight. There are designated smoking areas—Please Use Them.

REPORTS OF SPECIAL COMMITTEES

GOALS AND OBJECTIVIES: Eileen reported that the points for bulletin board updates went up which was the result of the minutes being submitted in a timely manor. Cheryl reported that some boards were hard to unlock and relock and some boards are not labeled for safety notes and some boards contain non-safety-personal postings.

NEW MEMBER ORIENTATION AND TRAINING: Kyle and Vanessa received their training books and Bill will receive his. New members will review them and comment on it.

COMMITTEE TRAINING COMMITTEE: Fran reported that 2011 we will try to bring in some in-house seminars for members.

UNFINISHED BUSINESS

6S PROGRAM: The Billing Dept is mostly completed but on going. Base 6 has ordered a shelving unit for the laundry room. There is a need to re-locate the battery charging stations for the life pack batteries. A&E is still waiting for their computer. Building #9 had no report.

NEW BUSINESS: New phones at the bases keep cutting out and administration's phones can't save the messages. Mile L and Tony M are working to solve this problem.

The next meeting was announced by Fran to be January 20, 2011 at 10:00A.M.

There was a motion made by Cheryl to adjourn the meeting with the second by Bill. The motion was voted on and accepted to adjourn. The meeting adjourned at 11:35 A.M.

Respectively Submitted

D Elliott
Secretary