

Hunters Ambulance Service  
Safety Meeting Minutes  
November 18, 2010

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Chairperson Fran B called meeting to order with nine members and one guest. Attending were Dawn P, Deb E, Cheryl L, Eileen B, Glennice Z, Lilia B, Josephine N, Cliff C, Roxanne H, and new member Kyle representing Maintenance.

October's meeting minutes were reviewed with no corrections motioned to accept by Glennice with a second from Eileen to accept as is. Motion voted and minutes were accepted.

#### REPORTS OF STANDING COMMITTEES

OSHA INJURY REPORT: Reviewed print out report by Cliff. Not using supplied equipment is a high number of injuries on the EMS side with back injuries.

MVA COMMITTEE REPORT: EMS had 5 preventable MVA, N/E chair car had 2 preventable, N/E, livery and Limo each had one non-preventable MVA. Limo was struck by a deer and again turning, moving forward, and struck from behind were the other reasons.

SAFETY INSPECTIONS: No Report

SAFETY INCENTIVE PROGRAM: Third quarter winners were listed in the Hunters Newsletter. Motion was made by Cheryl to change number of times an employee to be picked each year. Motion by Cliff to change criteria to include any incidents of patient/client safety. DISCUSSION: was to add into the criteria of the "quality" as well as "safety" of care and limiting an employee's award to one award per year with "per Year" meaning from the month of award to the same month in the next year. Also discussed was to leave the amount of \$25 per award as is.

CONCLUSION: Motion was made to accept discussed changes, voted on and was accepted.

DAVID PODELL SAFETY AWARD: Cheryl put out an e-mail to members with a good number of responses of nominations. The deadline for nominations is 11-19-10.

WELLNESS INITIATIVES: Eileen presented a ConnectiCare flyer, which explains some coverage to include Smoking Cessation. This will be presented for permission to be added to the newsletter.

SAFETY FROM THE FIELD: Cliff presented that a stair chair review with a "How to Use the Stair Chair" needs more attention. Employees need to ask questions. Investigations need to be performed. Asking why employees are not checking equipment and equipment is not being reported to be fixed as needed. The last person in vehicle,

leaving it in a “not ready condition” will be addressed. Discussed was the movable scale at Davita in New London.

## REPORTS OF SPECIAL COMMITTEES

GOALS AND OBJECTIVES: No Report

NEW MEMBER ORIENTATION AND TRAINING: Kyle from Maintenance is our newest member. Fran will present Kyle with a committee book and list of members for future reference. The committee is still looking for next year’s training and any presentations for safety issues. The fire extinguisher training still needs to be completed with SMVFD.

## UNFINISHED BUSINESS

6S PROGRAM: Kyle is the Captain of the Base 6 program. They need a different means of organization of paperwork and forms by the time clock. Paint and supplies needed for Base 6. Billing had a very good start with much visual improvement. Safety bulletin boards received permission from Geri B to road trip once a month to update bulletin boards and to do a quick inspection of base facility. Base 7 is all set. Limo needs a board where the drivers have access to safety news. John Gopian will re-do the Base 1 board.

EMS DIVISION: The door latch painting yellow project is done and cup holders are been removed from the ambulances. Base 6 cabinets are being re-organized to visually be neater and now able to shut the doors. A discussion to determine what’s the proper use of the red bio bag with Fran stating the procedure if it’s large amounts, bio fluids drip, flake, or fall off—use the bag. If the fluids are absorbed (small amounts like band aids) it is acceptable to be placed in the trash.

NON- EMERGENCY DIVISION: Employees need to be re-educated for wearing blue gloves with each patient. Vehicles need to be wiped down and disinfected.

BUILDING MAINTENANCE: No Report

A&E AND SERVICE DEPARTMENTS: 6S still ongoing.

LIMO DIVISION: Committee will review defensive driving with crew. Wash bays are area for tripping on hoses. Reels will be looked at and an overhead arm will be looked into.

MAIN CAMPUS: Areas that needed repairs or improvements when the fire alarm sounds have been completed. Outsiders and visitors are to be made aware of the procedures when a fire alarm sounds.

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**SATELLITE OFFICES:** Each base is to conserve heat by keeping ALL doors closed and keep watch for any safety issues. OPS are to watch for unsafe Christmas decorations and lights.

**NEW BUSINESS:** Cheryl presented information about deer accidents. Deer Whistles were discussed for installation on vehicles. More information will be needed to see it worthwhile. Printed out information will be presented to Cliff.

A motion was made, accepted and voted to adjourn the meeting. The meeting adjourned at 11:15 am.

Respectively Submitted

D Elliott  
Secretary