

Hunters Ambulance Service, Inc.
Safety Meeting Minutes
February 17, 2011

Chairperson Fran B called meeting to order at 10:00AM. Members attending; Bruce B., Lilia B., Eileen B., Sara W. Cindy J., Bill B., Deb E., Vanessa M., Josephine N., and Cliff C.

The minutes for December's meeting were reviewed and were accepted as is. There was no January meeting due to the annual meeting and snowstorms.

REPORTS OF STANDING COMMITTEES

OSHA INJURY REPORT: Reviewed by Lilia and Cliff. There were 20 less injuries in 2010 than 2009. There is still a need to make the employee aware of the "root cause" or "act" of the injury.

MVA REPORT: Cliff reported there were 18 preventable MVA. Better judgment needed with snow and narrow streets. Some accidents are minor but still costly. EMS had a big improvement from last year. Also there were 3 patient incidents—the same patient twice with different crews. Next month's meeting will reveal how we fared with the End Policy Year Report from Travelers.

SAFETY INCENTIVE PROGRAM: Continued collection of names of employees seen doing something safe. This is recorded with anyone filling out the Safety Sheet posted at all the bases.

BULLETIN BOARD POSTING: Deb Elliott will post the minutes and other Safety information in safety cabinets at all the bases. All non-safety posting will be removed and re-posted in the proper area.

MSDS POSTINGS: Decals have been put up with the location and procedure for accessing the MSDS books.

SAFETY AWARDS: 4th quarter winners will be drawn by Sara, Cindy, and Cliff and will be posted.

WELLNESS INITIATIVES: Safety Bulletin boards will have Biggest Loser charts included. Committee discussed the pros and cons of installing a filtered water system/machine. Employees are asking for more water in vending machines. Nicer weather is on its way—get out and enjoy a healthy walk. ANY TIME FITNESS GYM is offering a 7 day free pass. There are other gyms discounts available. Try to have a "healthy" meeting among team members. We are always looking for healthy suggestions for our vending machines.

SAFETY REPORTS FROM THE FIELD: Plastic edge barrier applications on bay door openings have been installed to prevent vehicles from hitting the actual brick building and to provide a better visual warning. Also discussed was to mark the bottom of the bay doors with reflective tape.

EMS DIVISION report by Bill Broadbridge was that each employee is to check the equipment, stretchers for any possible rough edges. If any are found report them to the Operations Coordinator. Ambulance speaker location is being reviewed. Good communication skills and the extra moment of safety is required when lifting patients on stairwells. Equipment / Ergonomics Committee will continue their meetings.

NON EMERGENCY report by Deb Elliott was that the snow issues in parking lots, especially pick up and drop off areas are compromised and drivers need to be patient with other vehicles in the same area.

BUILDING MAINTENANCE Cliff reported a generator is stationed at Base 1 which also can travel to the other bases should we loose power there. Please report any found damage at the bases to a Safety Committee Member, Supervisor or John Gopoian. Crew room cleanliness is EVERY employee's responsibility. The building next door to Base 7 collapsed and the Base operations is being housed temporarily some 3 miles away.

A&E and SERVICE DEPT had a concern of dirty towels being handled in trash bags which are heavy and unhealthy. Base 1, Bldg 4 has been doing wash for Base 4. Non-emergency high-top vehicles will be equipped with 1 foot seatbelt extensions for the larger sized clients seat belt hook up. A&E is also asking to take responsibility of your assigned blue belts as they have to have a 25 pc min order @ \$65 each.

LIMOUSINE DIVISION: No report.

MAIN CAMPUS Cliff reports of major icicles and ice jams in down spouts at the main campus, including the satellite offices.

REPORTS OF SPECIAL COMMITTEES GOALS AND OBJECTIVES

REVIEW 2010 GOALS AND OBJECTIVES and set goals for 2011. The committee is always looking for fresh ideas for all employees. See separate sheet.

NEW MEMBER ORIENTATION AND TRAINING is Fran, Cheryl, and Dawn Peach. The committee is looking into a possible OSHA speaker along with fire extinguisher safety training.

UNFINISHED BUSINESS

6 S Program teams will still need to meet to maintain the lean process. FTO's are to keep reviewing lift procedures and other safety issues. New members are to help with bulletin boards and other tasks. There were no reports from the 6 S processes for the billing dept., Base 6, A&E and facilities maintenance.

Cindy J motioned to adjourn this meeting with Cliff to second the motion, adjourned at 11:35 AM.

Respectively Submitted
Deb Elliott, Secretary