

**CLINTON REGIONAL HOSPITAL  
Monthly Safety/Emergency Management Committee Meeting**

Call to order: 1437 February 14, 2024

Safety/Emergency Management Meeting Reporting for January 2024

Members: Len Lacefield, CEO  
Mike Thomas, Life Safety Officer  
Brenda Jennings, RN IC/Quality  
Janae Chittum, RN CNO  
Holly Masquelier, Purchasing Agent  
Sarah Keys, EVS  
Chasity Richardson, Adm Asst.  
Janice Merrill, Facilities

1. Safety Committee Meeting opened at 1437 February 14, 2024. Motion to open meeting by Cris Hickerson, Second by Brenda Jennings, all in favor. yea
2. Motion to accept meeting minutes from last meeting conducted December 27, 2023, by Cris Hickerson, Second by Brenda Jennings, all in favor. yea

Topic		Discussion		Action		Person Responsible	
<b>OLD BUSINESS:</b>							
A.	8/25/23 Jackson Mechanical here to test reheats in OR and found 3 of the 4 found was not working appropriately. Reheat control valves are on order and have arrived for installation.	A.	Reheat valves were installed on December 18, 2023. Controls are working; however, flow is minimal through coils and may need to be replaced.	A.	No action needed, however will follow up until units are functioning with correct flow through coils. Recommend calling Matherly Mechanical for repair. Contacted Jackson Mechanical for a quote on replacing 4 coils.	A.	Janice Merrill
B.	Southwest Test and Balance report required follow up of another test and balance. The exhaust fans were installed and SWTB here on October 25, 2023. SWTB tech indicated all rooms were meeting standards and a report will be emailed.	B.	Exhaust fan for ER Room 4 has been installed and is negative air flow.	B.	No action needed	B.	Mike Thomas, Safety Officer will forward the work order/documentation to the Life Safety Committee when completed.
C.	Air Born Isolation Monitors  1. Air Born Isolation	C.	Air Born isolation monitors were programed and documented as being negative.  1. Med Surg monitors were programed, and a policy was created to document negative air flow. Med Surge staff and EVS staff will document air flow when patients are known or suspected.  2. Monitors in ER rooms 3, 4, and triage have been ordered from	C.	Monitors for both Med Surg and ER are being monitored with a Manometer until monitors have been installed.  1. n/a  2. Follow-up with Matherly Mechanical on 1/15/24 about	C.	Janice Merrill

			Matherly Mechanical Contractors and will be installed. The work order and documentation will be brought to next month's meeting.			monitors. Per Matherly there was miscommunication about ordering the monitors. At that time a quote for the cost of the monitors was requested. Quote received 1/22/24 and forwarded it for approval.		
D.	Active Shooter Drill	D.	A drill will be conducted when magnetic locks are installed in the ER Suite. Currently all the required components have not arrived to program the system.	D.	Active shooter drill was not conducted. Drill will be conducted soon. No action required at this time. Required drill will be brought back for documentation until completed.		Mike Thomas, Safety Officer	
E.	Return air ducts on roof	E.	Return ducts on roof have been contracted to repair the insulation that has been damaged. After action documentation will be provided at the next safety committee meeting.	E.	Funding for the project has been proposed by County Commissioners and will be installed in January. No information has been provided at this time. Follow up with CEO and report at the next meeting.		Janice Merrill	
F.	Medical Gas Annual Inspection	F.	Medical Gas annual inspection from Apex Medical conducted on 10/25 & 10/26 /2023. Documentation will be presented at the next meeting on the findings of the inspection.	F.	Deficiencies corrected documentation received from Apex Medical on 1/3/24 to The Nitrous system will be turned on at this time.		Mike Thomas, Safety Officer will forward the work order/documentation to the Life Safety Committee when completed.	
G.	Nurse Call	G.	Nurse call "Code Blue" did not announce at the nurse's station with back-up to another staffed area from which assistance shall be summoned. Primary Audio on site 12/27/23 to repair said issue.	G.	Work order / documentation for repair will be presented at the next meeting.		Janice Merrill	
H.	Helicopter Pad resurfacing and windsock installation	H.	Resurfacing will be completed when solar panel/ flag and lights are on site and installed. Lights and flag have been received but, there were no accessories provided to install flag/lights. Contacted Flight Light on accessories on 2/13/24 waiting for reply.	H.	Work order/documentation will be presented upon completion.		Janice Merrill	
I.	Access Control System/Magnetic Locks	I.	Access control system was repaired on 10/25/23 and an upgrade to the lock the emergency room department was signed. Installation of equipment will be completed in November 2023 with Summit Fire. Installation of equipment to replace and repair access control. In accordance with security issues raised in	I.	Summit Fire is scheduled to be here on Tuesday, January 2, 2024, to complete installation. Summit tech not able to finish project. He did come back the week of the 29 <sup>th</sup> and said ER doors were completed. (Note the doors were working fine as far as being locked. The issues were when the mag locks lost power is when the doors didn't stay		Mike Thomas, Safety Officer, will forward the work order/documentation to the Life Safety Committee when completed.	

		the ER, a lock down system will be installed.		locked. During survey January 11-12, 2024, one of the findings was to add roller latches at the top of the door frame. Explained to tech and not completed.	
<b>Motion to accept Old Business Report: Cris Hickerson and 2<sup>nd</sup> Sarah Keys. All in favor: yea</b>					
<b>New Business:</b>					
A.	Failure of Major Laboratory Machine	A. All equipment is functioning, and equipment has been certified. Lab Director provided approval of all functions for the lab.	A.	Janice Merrill will provide Lab Director and equipment documentation.	A. Mike Thomas, Safety Officer will forward the work order/documentation to the Life Safety Committee when completed.
B.	Motor for HVAC equipment	B. Received quote from Matherly Mechanical for \$6500.00 to replace the motor in the AHU by Pharmacy.	B.	Quote turned in for approval.	B. Mike Thomas, Safety Officer
C.	Exhaust Fan over Rehab and Exhaust Fan for 140's hall	C. Exhaust Fan has been replaced on December 28, 2023, for Rehab by Hinz... Exhaust fan for the 140s hall has not been completed. There was miss communication on the fan with Matherly Mechanical. Quote received by Matherly to repair/change exhaust fan. Quote received and submitted for approval.	C.	Janice Merrill will bring back upon completion	C. Mike Thomas, Safety Officer will forward the work order/documentation to the Life Safety Committee when completed.
D.	Quarterly Fire Drill Report	D. The quarterly fire drill is tentatively scheduled for 2-28-24.	D.	No action to report currently	D. Mike Thomas, Safety Officer will forward the work order/documentation to the Life Safety Committee when completed.
E.	IT Drill for Security	E. IT team has recommended that CRH Adm/employees to participate in the Security Awareness Training Program.	D.	Due date of 2/10/24 for completion. Managers emailed on the completion rate for their areas.	E. Mike Thomas, Safety Officer will forward the work order/documentation to the Life Safety Committee when completed.
	<b>Monthly Safety Officer Report</b>	Safety Officer report identified on going issues with the facility.		_____ made motion to approve safety officer report, second by _____ and all in favor	Mike Thomas, Safety Officer will forward the work order/documentation to the Life Safety Committee when completed.
<b>Motion to accept Monthly Safety Officer Report: Cris Hickerson and 2<sup>nd</sup> Brenda Jennings. All in favor: yea</b>					
	<b>Routine Consent Reports</b>	Items A, D, Q were not acceptable to be approved. All eye washes are not documented in meeting report, daily air flow was not being documented with new humidistats and boiler and water treatment logs were not provided.		Cris Hickerson made motion to approve consent reports A, D, Q from 12/31/23 meeting and second by Chasity Richardson and all in favor...yea	Mike Thomas, Safety Officer will forward the work order/documentation to the Life Safety Committee when completed.
A.	Eye Wash Weekly Run Monthly Report	Supporting documentation is provided to ensure systems are monitored Eye Wash Weekly Run	A.	Documentation is attached	A. Facilities

B.	Monthly Fire Suppression Gauge reading, Control Valve, and twin Connection Inspection	B.	Supporting documentation is provided to ensure systems are monitored for monthly fire suppression, gauge reading, control valve and twin connection	B.	Documentation is attached.	B.	Facilities
C.	Monthly Portable Fire Extinguishers Report	C.	Supporting documentation is provided to ensure systems are monitored when doing the monthly fire extinguishers / checklist.	C.	Documentation is attached	C.	Facilities
D.	Daily Air Flow & Humidity reports for OR 1, OR2 and Procedure Room	D.	Supporting documentation is provided to ensure systems are monitored when doing OR 1, OR2, and procedure room	D.	Documentation is attached	D.	Facilities
E.	Monthly Egress Lights Testing Report	E.	Supporting documentation is provided to ensure systems are monitored when doing the monthly egress lights	E.	Documentation is attached	E.	Facilities
F.	Annual Boiler License Report	F.	Boiler #1 annual inspection was held on 1/30/24.	F.	Documentation is attached	F.	Facilities
G.	Monthly Exit Signs	G.	Supporting documentation is provided to ensure systems are monitored when doing the monthly exit lights	G.	Documentation is attached	G.	Facilities
H.	Weekly Emergency Generator Inspection	H.	Supporting documentation is provided to ensure systems are monitored when doing the weekly generator test	H.	Documentation is attached	H.	Facilities
I.	Monthly Generator and Transfer Switch Inspection	I.	Supporting documentation is provided to ensure systems are monitored when doing the monthly generator and transfer switch test	I.	Documentation is attached	I.	Facilities
J.	Monthly Battery Backup Lights for OR and Transfer Switch	J.	Supporting documentation is provided to ensure systems are monitored when doing the monthly battery backup lights	J.	Documentation is attached	J.	Facilities
K.	Monthly Medical Gas Inspection	K.	Supporting documentation is provided to ensure systems are monitored when doing the monthly medical gas inspection.  The annual was completed on 1-3-24 with a few deficiencies. 1-23-24 Apex here to correct deficiencies in the report.	K.	Documentation is attached	K.	Facilities
L.	Monthly Recall for Purchasing Supplies	L.	Supporting documentation is provided to ensure that product recalls are being monitored	L.	Documentation is attached	L.	Facilities/Materials

M.	Biohazard Manifests Monthly Report	M.	Supporting documentation is provided to ensure system/processes are being monitored.	M.	Documentation is attached	M.	Facilities/EVS
N.	Bio Medical Monthly Report	N.	Supporting documentation is provided to ensure system/processes are being monitored. 29 pieces of equipment checked for January 2024. No issues found at that time.	N.	Documentation is attached	N.	Facilities
O.	Seldom Used Fixtures Monthly Report	O.	Supporting documentation is provided to ensure system/processes are being monitored.	O.	Documentation is attached	O.	Facilities
P.	Boiler Water Treatment Monthly Report	P.	Supporting documentation is provided to ensure system/processes are being monitored. 1/18/24 results from Water Samples Report. Boiler # 1 offline for repairs. Boiler #2 – Conductivity at the top of the range. Chemical levels within range. Softener working properly at the time of testing. Cooling Tower: Conductivity and inhibitor level within range. Chilled Water Loop – Nitrite level within range. Water clarity is good. Hot Water Loop-Nitrite level within range. Water clarity is good. The boiler controllers are not working and have not been calibrated. Quote for new controllers will be sent. Quote received 2/12/24. Continue current testing. Continue current program.	P.	Documentation is attached	P.	Facilities
<b>Motion to accept Monthly Consent Reports: Cris Hickerson and 2<sup>nd</sup> Brenda Jennings. All in favor: yea</b>							
	Adjourn		Motion to adjourn and to meet on March 6, 2024		Cris Hickerson made motion to adjourn @ 1501 and 2 <sup>nd</sup> by Janae Chittum, all in favor. Yea		Mike Thomas will send meeting agenda, reports and minutes to Medical Staff Committee for review and approval

Len Lacefield, CEO: \_\_\_\_\_  
Mike Thomas, SO: \_\_\_\_\_  
Brenda Jennings, Quality/IC: \_\_\_\_\_  
Janae Chittum, CNO: \_\_\_\_\_  
Sarah Keys, EVS/BO: \_\_\_\_\_  
Holly Masquelier-Woodson, Materials: \_\_\_\_\_  
Chasity Richardson, Adm. Asst: \_\_\_\_\_  
Janice Merrill, Facilities: \_\_\_\_\_

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