

**ENVIRONMENT OF CARE® COMMITTEE MINUTES**

REPORTS	DISCUSSION	ACTION	PERSON RESPONSIBLE	TARGET DATE
<b>I. CALL TO ORDER</b>	Meeting was called to order at 10:00 AM on May 26, 2022	Savanna Smith called the meeting to order	Safety committee	5/26/2022
<b>II. APPROVAL OF MINUTES</b>	2/24/2022 minutes from previous meeting reviewed by committee	Safety committee approved of minutes from 2/24/2022 meeting.	Safety committee	5/26/22
<b>III. LIFE SAFETY</b>	Fire Drill schedule created for each department. Fire Extinguisher, Exit Lights, and Batteries for Emergency Exits monthly inspection completed and inputted in Maintenance Connection. Annual PM and dynamic 4 hour Generator run test completed. Annual Hood cleaning conducted 8/2021 by contractor (Kanela). Annual Sprinkler Inspection conducted by Simplex Grinnell	Implementation of fire drills for all departments to be scheduled by Arnie with proper announcement language for intercom system. Compliance Matrix created to establish inspection/testing deadlines. Implemented new service software (Maintenance Connection-CMMS) to insure Life Safety deadlines are met. Sprinkler Inspection results in CMMS.	Savanna Smith/Arnie McBee	Monthly
- Monthly accident statistics	None.			
Egress	None.			
EOC	Texas Mutual- Claim from an Agency Staff hired in 2020. Discussed incoming claim.	Heather to pull Texas Mutual report with Claim for file.	Heather Walters	5/26/22
EOC Rounds	EOC Rounds document inputted into CMMS	Inputted all documents into CMMS tied to certain Work Orders with EOC Rounds.	Arnie McBee/Michael Lopez	5/26/22
- Monthly incident statistics	Housekeeper claimed injury from a heavy trash bag to her back.	Report has been made and filed.	Heather Walters	5/26/22
<b>IV. SECURITY</b>				
- Monthly security report	CPI Trainings attended by Logan and Heather. Incidents/Thefts incurred in Maintenance area of Hospital-purses gone through, money stolen	Training report has been filed. Theft report have been filed.	Arnie McBee	5/26/22
<b>V. HAZARDOUS MATERIALS &amp; WASTE</b>				
- Spill report	Grainger Website implemented for all HAZMAT reports.	Grainger website has been integrated.	Sarah Muzik	Monthly
solid waste	No spills reported	Spill kits available for Housekeeping staff	Sara and Arnie	kits on HSKPG carts
Radiology Committee report	Shred it to remove sensitive docs using secure containers	Manifest on file and on line with quantities	Anita and Arnie	Monthly
SDS sheets	no report filed.		Amy	
Waste stream study?	Reintroduced potential SDS software. 20 year archive requirement for sensitive docs.	Implement new SDS software	Sara and Arnie	2/1/22
	Audit conducted by TCEQ Bio hazardous waste manifest	TCEQ conducted an inspection and found all to be in order, no issues. 938 pounds removed	Sarah/Arnie	10/1/21

City wide Hazmat Drills	see attached document	Contact Administrator of Palacios Hospital. Obtain copy of drill report and file. Discuss with Admin to relay when drills were performed.	Arnie McBee	5/26/22
<b>VI. FIRE SAFETY</b>				
- Fire Alarm Test	annual fire alarm testing conducted	Testing reports in CMMS.	Simplex Contract	5/26/22
Fire Drill	Fire Drill Schedule per department created with frequency and location.	continue to quiz staff on RACE, rescue, alarm contain, PASS pull, aim, squeeze, sweep. Implement fire drill schedule per department and insure proper announcement is made while drills are implemented. Schedule on file per department	Safety members	monthly
<b>VII. MEDICAL EQUIPMENT</b>				
Bio Med Equipment	SPBS demand work orders submitted for repairs	Repair report on file in CMMS	AJ McBee	Monthly
Nurse call failures	Wall units failing	Purchase and replace call stations	Engineering	5/26/22
Annual safety tests SPBS	Findings within normal limits	annual safety test conducted for hospital and clinic	Bio Med. Completed work orders on file	Monthly
Safety Testing	SPBS new equipment safety tests	New equipment added to the inventory and updated on line Report in CMMS and filed.	Julia/Arnie	As needed
Medical Equipment Plan	SPBS Medical Equipment Management Plan updated.		Arnie McBee	5/26/22
<b>VIII. UTILITY SYSTEMS</b>				
	Email notifications have been setup on the AEPs website	Power outages notifications will be distributed via email to management	AEP Vee Strauss	Monthly
systems failure	Boiler #1 controller flame sensor failed, Boiler Feed water pump #1 and boiler control panel failed. Domestic hot water pump #2 failed. Kitchen heat exchanger failing. Power Outage occurred and back up generator started. Emergency power transferred less than 10 seconds	New flame sensor ordered for Boiler # 1. New mercury switches and sight glass for Boilers #1 #2. Both testes and operating properly. Feed water pump replaced for Boiler #2. Domestic hot water pump on order.	Arnie McBee	2022
Nurse call	annual tests of nurse call stations.	Replaced with new stations in patient rooms and replaced nurses station monitor and tested all NC stations calls are logged	Engineering	Apr-22
Preventative maintenance	Billers, Chillers, AHUs, controls monthly calibration and Pumps serviced by outside vendor. Annual PMs conducted on chiller	Annual PMs conducted on pumps, new bearings and rotating parts replaced. New self lubricating systems installed. New condensing fans replaced on chiller.	Engineering	11-21 through 4-22
	AHU #6 patient room air supply failed,	New fan bearing installed. Pricing out new AHU and coils.	Engineering	22-Mar

Life safety compliance	Overhead paging volumes Testing of fire and life safety equipment	adjusted main volume controls See attached document with dates and schedules	IT/Engineering Engineering	Nov-21 2021/2022
TCEQ Delivery Certificate	Diesel fuel delivery certificate expired	Self renewal document submitted to TCEQ	Arnold McBee	22-May
HVAC failures	MOB, Mid Town, El Campo Hospital Chillers 1&2 failed, replace sensors and filters.	Repairs and replaced 5 units	Arnold McBee	22-Apr
Building envelope	Roof leaks	walk through facility during rain storms to identify leaks. No leaks detected at this time	Engineering	as needed
<b>IX. INFECTION CONTROL</b>	Annual O2 outlet tests scheduled	ETS to conduct inspection	ETS/Engineering	4/22/2022
	COVID-19 restrictions implemented throughout ECMH- Mask requirements for all patients, staff, and visitors still in place. Visitor restrictions are no longer in place.	All COVID-19 protocols have been enforced and reevaluated as time passes.	Heather Walters	as needed
<b>X. PATIENT &amp; GENERAL SAFETY</b>	Water Supply tested for Legionella- 3 samples taken 5/2022. Discussion of new filtering system for ECMH for water coming from city- high metal count.	Waiting on Legionella report . Water Filtering System being reviewed and quotes being collected.	Arnie McBee	5/26/2022
<b>XI. Emergency Management</b>	Discussion of conducting desktop drill. HAM operator discussion. Designate the Conference in the Hospital as Emergency Management Room.	Create a scenario and conduct a desktop drill. IT to install Telephone and hand radios in designated emergency management room (conference room in ECMH)	IT	5/26/2022
	Mandatory Classes are required in order to obtain the HAM operator license. A facilitator for ECMH needs to be appointed.	Mike is appointed as facilitator for ECMH and will take the mandatory classes to obtain the certification.		
<b>XII. Other Business</b>	New building automated system in place- CBAS Computrol's Building Automation Software. Humidity and temperature sensors to the OR's and day surgery suite have been installed and can be monitored through the CBAS. Humidity alarm values set- low 40% and Hi of 60%	New building automated system implemented and in place- CBAS Computrol's Building Automation Software. Use software to generate reports for all medical equipment, HVAC issues.	Engineering	5/26/2022
<b>CMMS</b>	Life safety scheduled created and risk assessments created based on work orders	Life Safety and Risk Assessment reports in CMMS.	Arnie McBee	5/26/2022
Reports	See attached documents	CMMS dashboard reports attached	Engineering	2/1/2022
<b>XIII. New Business</b>	New Employee ID tags currently being made and distributed by HR. Emergency codes need to be implemented throughout each department using the same standard codes. Emergency Codes to be attached to each Employee ID badge along with Emergency numbers and PASS PAGE procedures	Get with HR and Tanya Mentz to certify each department with the codes before sending codes to HR to distribute tags.	Tanya Mentz	5/26/2022

Tests & Inspections	6 year damper test deadline is approaching. Annual Electrical Panel Infrared tests. SPBS to order and install O2 outlets and ETS to test flows and alarms	Damper inspection and maintenance to be performed.	Arnie McBee	5/26/2022
Installations	Fire alarm panel installed at Wharton Clinic (Walmart). Midtown fire alarm additional points to panel quote requested from JCI and other companies	Collect quotes for fire alarm panel and present to Admin for approval.	Arnie McBee	5/26/2022

Signed: **Arnold McBee**  
5/26/2022