

**MIDCOAST HEALTH SYSTEM SAFETY COMMITTEE QUARTERLY MINUTES
BI MONTHLY MEETING**

	DISCUSSION	ACTION	PERSON RESPONSIBLE	TARGET DATE
I. CALL TO ORDER	Meeting was called to order at 10:00 AM on June 7, 2023	Savanna Smith called the meeting to order	Safety committee	
II. APPROVAL OF MINUTES	4/11/23 minutes from previous meeting reviewed by committee for 4th Quarter of 2022 and 1st Quarter of 2023.	Safety committee approved of minutes from 4/11/23 meeting.	Safety committee	
SPECIAL ANNOUNCEMENTS	Chief Operating Officer - Brett Kirkham joined MidCoast Health System and joined the safety committee. Appointment of Safety Officer and Manager of Facilities.	Approval of COO to Safety committee. Appointment of Safety Officer and Manager of Facilities	Safety committee	
	Create health system wide safety committee effective June 7, 2023	Elect individuals from each hospital facility to join the safety committee.	Safety committee	
III. LIFE SAFETY				
El Campo Memorial Hospital	Fire Drills, EOC Rounds, Fire Extinguisher Monthly & Annual Inspection, Vent Hood Semi - Annual suppression inspection, Exit Light Monthly Inspection, Emergency Light Monthly Battery Test, Weekly Generator Test & Monthly Load Test, Quarterly Tamper Switch & Sprinkler System Test, Underground Storage Tank, Ventilation Assessment, Utility Failure.	Continue implementing preventative maintenance schedules and utilizing online maintenance connection program.	Savanna Smith	
MidCoast Medical Center - Bellville	Fire Drills, EOC Rounds, Fire Extinguisher Monthly & Annual Inspection, Vent Hood Semi - Annual suppression inspection, Exit Light Monthly Inspection, Emergency Light Monthly Battery Test, Weekly Generator Test & Monthly Load Test, Quarterly Tamper Switch & Sprinkler System Test, Underground Storage Tank, Ventilation Assessment, Utility Failure.	Continue implementing preventative maintenance schedules and utilizing online maintenance connection program.	Donnie Tilton	
Palacios Community Medical Center	Fire Drills, EOC Rounds, Fire Extinguisher Monthly & Annual Inspection, Vent Hood Semi - Annual suppression inspection, Exit Light Monthly Inspection, Emergency Light Monthly Battery Test, Weekly Generator Test & Monthly Load Test, Quarterly Tamper Switch & Sprinkler System Test, Underground Storage Tank, Ventilation Assessment, Utility Failure.	Continue implementing preventative maintenance schedules and utilizing online maintenance connection program.	Paul Campos	
MidCoast Medical Center - Central	Fire Drills, EOC Rounds, Fire Extinguisher Monthly & Annual Inspection, Vent Hood Semi - Annual suppression inspection, Exit Light Monthly Inspection, Emergency Light Monthly Battery Test, Weekly Generator Test & Monthly Load Test, Quarterly Tamper Switch & Sprinkler System Test, Underground Storage Tank, Ventilation Assessment, Utility Failure.	Continue implementing preventative maintenance schedules and utilizing online maintenance connection program.	Jose Landos	

MidCoast Medical Center - Crockett	Fire Drills, EOC Rounds, Fire Extinguisher Monthly & Annual Inspection, Vent Hood Semi - Annual suppression inspection, Exit Light Monthly Inspection, Emergency Light Monthly Battery Test, Weekly Generator Test & Monthly Load Test, Quarterly Tamper Switch & Sprinkler System Test, Underground Storage Tank, Ventilation Assessment, Utility Failure.	Continue implementing preventative maintenance schedules and utilizing online maintenance connection program.	Billie Patton	
MidCoast Medical Center - Trinity	Continue construction to get state inspection completed. Construction is wrapping up and the state inspector is scheduled to come in September for the building inspection	Report given by Kent Waters, Administrator of MCMC-Trinity	Kent Waters	
IV. GENERAL SAFETY				
Hospital Surveys	ACHC Survey conducted on May 4-5, 2023 at MidCoast Medical Center-Bellville. Deficiency Report received on May 29, 2023. Life Safety Deficiencies found – report available to committee members	Review deficiencies and implement plan of correction	Safety committee	
	DNV Survey conducted on May 31-June 1, 2023 at MidCoast Medical Center – Crockett. Deficiency Report not received as of the date of this meeting. Life Safety Deficiencies found.	When Deficiency Report is received, review and implement plan of correction	Safety committee	
	CMS Life Safety Survey conducted on April 21, 2023 at Palacios Community Medical Center. Plan of Correction submitted on May 22, 2023.	Plan of correction submitted to CMS.	Safety committee	
V. Incidents/Injuries	None		Heather Walters	
VI. Emergency Management				
Drills / Hurricane Preparedness	Disaster Drill conducted May 11, 2023 at El Campo Memorial Hospital. Report available to safety committee	Need to gather policies and review. Potential to hold a drill at each facility for readiness.	Safety committee	
VII. SECURITY				
			Logan Thurmond	
VIII. Materials Management				
Distribution	Help with materials distribution between facilities is requested by materials management. Employees need to check in with materials management and see if any items need to be taken to such facility that the employee is traveling to.	Safety Committee discussed and will notify directors to check in with materials before traveling to other facilities.	Materials Management Interim Director	
IX. Hazardous Materials and waste inventory				
			Sarah Muzik	
X. Bio Med				

Bio Med Equipment	SPBS vendor sent over a new MSA agreement to review.	Safety committee members discussed new MSA agreement and spoke about concerns with the vendors. CFO was present during the discussion and came up with a plan to review all assets on the agreement. Discussion was also made about MidCoast Health System hiring their own BioMed employees.	Directors of MCHS	
XI. Old Business	Tags for IDs with emergency codes, emergency numbers, and PASS RACE	Waiting for approval on tags	Safety Officer	
XII. New Business for Mid Coast Health System				
MidCoast Medical Center - Trinity	MidCoast Health System has submitted the application to open MidCoast Medical Center – Trinity. At this time, we are waiting on the State to perform survey and provide a date for that to occur.		Kent Waters	
Signed: Savanna Smith				
9/28/23				