

## CAP Safety Committee

March 8, 2024

### Minutes

#### Attendees:

Gretchen Kelly, PLEA  
Keara Vance, Wesley Family Services  
Peggy Willison, Merakey  
Tamara Caldwell, Family Links  
Denise Demus, Pressley Ridge  
Ron Lankey, TSI  
Casey Monaghan, Devereux/TCV

#### General Discussion:

1. Discussion on SDS (Safety Data Sheets) procedures and requirements. Suggestions included: purchase in bulk; leverage vendor to provide documents; review job descriptions for cleaning as assigned duties (only these employees are applicable); individual use quantities purchased by staff do not apply.
2. Reviewed a recent risk event of violence between roommates in a supported living environment. Discussed at length:
  - **prevention**—regular hazard assessments, meaningful and timely reporting, near miss programs, quality of care, risk events in tandem, etc.;
  - **response**—value of engineering controls (locked doors, cameras, communications, real time information), training, drilling, first-aid, etc.;
  - **post-incident management**--active crime scene, clean-up, keeping people in their home, trauma intervention (immediate and follow-up), victim care, family, media, securing information for internal investigation (video preservation, medication, files, etc.), notifications (insurance, regulators, OSHA), court appearances and victim support, etc.

**Next Meeting:** April 12th, 9AM via Teams.

Minutes prepared by: Casey Monaghan