

Angle  
Training  
Exec

check outcome book  
for updates

## Data Ability Team Meeting Agenda

July 21, 2015

3:30 pm

Attending: Sarah L, Anna G, Deb R, Haddy S, Debbie G, Kelly M, Colleen V, Katie W, Maureen T

### 1. Announcements/Discussions

- a. Attendance award June: Kelly, Debbie G, Haddy – WOW!
- b. Positive Recognition Drawing

### 2. Reminders:

- a. **CJE now has a 12pm medication**
- b. Staff please wipe the rubber seal of the dishwasher after use
- c. Route ride along responsibilities

### 3. Monthly Training – Quizzes due August 7<sup>th</sup> to Sarah

- a. Hazardous Communication
- b. VA Training Online (<http://registrations.dhs.state.mn.us/WebManRpt/>)

### 4. Route Sign Up (?)

## Caseload Breakdown

### Katie W:

BH:

RN:

LZ:

MS:

DC:

TB:

### Debbie G:

JP:

CJO: home from hospital, may see him next week

NJ: will start Thursdays on...? *waiting to hear from new SW*

JC: July annual

### Deb R:

CB:

PB: still in hospital, may be going to long term care once demitted, return to work unknown

AH: camp, will start receptionist Aug 3<sup>rd</sup> (Monday's)

### Haddy:

KL: foot pains

TR:

LM: camp, July annual *Goals → same*

MW:

### Colleen V:

- MR: transferring current folders to new binders
- HB: 2 ASL classes per year
- DT:
- SM: - Ann Dronen House manager - Ann Dronens supervisor
- Kelly M: physical Therapy - write in planner - no Tylenol
- KW: July annual, new goals
- AR: July annual, new goals - looking into getting some earphones
- CG: Earphones - working
- LP:
- Anna G: Contact sue - Attempts
- MS: PDA issues - can't complete Job Placement goal
- HL: 60 day notice - possible houses to tour - suspended Metro mobility
- VP: - Has issues w/ Lisa but staff will drop off on Mon-Tues
- JT:
- Sarah L:
- EP:
- CJE: continued baclofen pump problems
- TB: started 7/14, can't use big bathroom

After the annual meeting, please remember to make a copy of the updated Standing Order Med Sheet and Seizure protocols and put in the medication book, Copy of new CSSP Addendum, SMA, and IAPP in the RMP book, and a copy of the outcomes in the Outcome book to be signed at the next staff meeting

Maintenance Check Responsible (driver)

Papertowels, sanitizer, wipes

MUSIC (Explicit)

## Route Ride-Along Responsibilities

1. Please consult with driver before leaving to see if there is a particular area they need assistance with. The ride along and driver can decide who will operate the lift.
2. The ride along staff will sign out and sign in route medications, <sup>if med certified.</sup> The exception to this will be for Archie route. Both CPN driver and DataAbility ride along will be responsible for medications.
3. Generally, the driver is primarily responsible for driving safely with full focus on this task. The ride along is responsible for observing that the consumers are riding safely with full focus on this task.
4. All phone calls are the responsibility of the ride along.
5. The driver and ride along staff can share in seatbelting, strapping and securing wheelchairs if the driver chooses. However, seat belting and tying down wheelchairs is the primary responsibility of the ride along. *The driver handles the door?*
6. Once consumers are belted in and the wheelchairs are secured, ~~ride along staff~~ <sup>driver</sup> will check/double check to make sure it is done correctly before the vehicle moves.
7. The ride along is the first responder to give first aid in a medical emergency: seizure, injury, vomiting, nose bleed, etc. After alerting the driver to pull over as soon as possible they will aid the consumer even if the bus is moving.
8. The ride along will be the first responder to a behavioral emergency. After alerting the driver to pull over as soon as possible they will aid the consumer even if the bus is moving.

*Moving the bus when everyone is not strapped*

Be Respectful to each other.  
making snarky comments  
using phone while driving  
Rushing Data Ability Consumers  
1:40 pm

*Operating w/c before asking permission*

*to load bus before*



# Hazard Communication

Everyone working around hazardous chemicals and other toxic substances has a right to know of possible dangers and how to protect themselves. OSHA's HazCom Standard mandates that employers comply with 5 regulatory requirements:

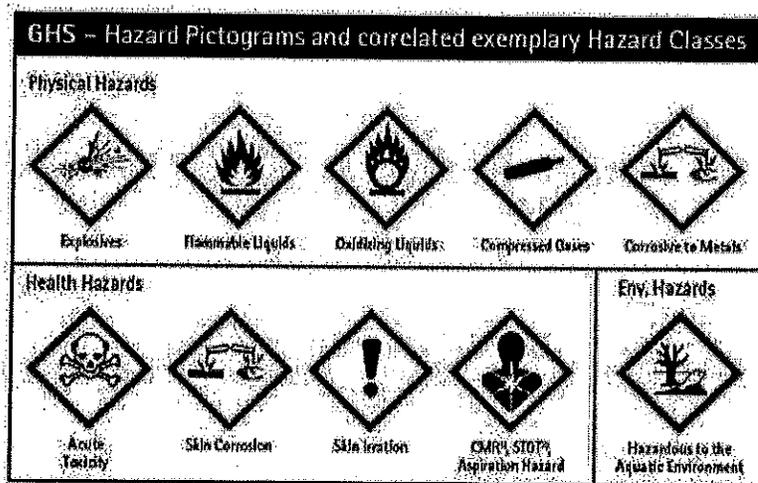
1. *Chemical Inventory* – list of hazard information for every chemical used at your company
2. *Product Warning Labels* – must have 6 types of information
3. *Safety Data Sheets* – 16 required sections
4. *Employee Training* – must be understandable to the employee
5. *Written HazCom Program* – must be readily accessible to all employees

To make important safety and chemical information clear and concise, OSHA incorporated the Globally Harmonized System (GHS) classification and labeling of chemicals into their HazCom Standard. GHS includes criteria for the classification of health, physical, and environmental hazards, specifying what information should be included on labels of hazardous chemicals, as well as safety data sheets.

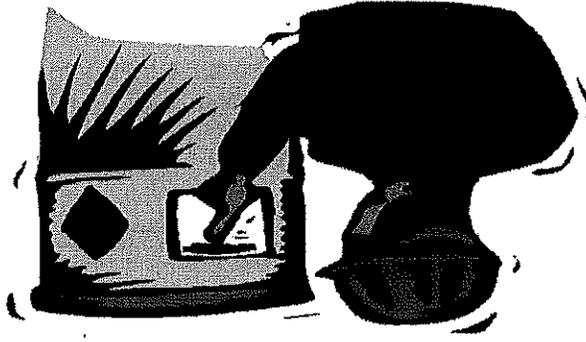
GHS requires 6 types of information on all labels:

1. **Product Identification** – chemical name, code number, or batch number
  - a. Must match the product name on the SDS
2. **Pictogram(s)** – an image that depicts physical, health, and environmental hazards
  - a. Consists of a symbol on a white background framed within a red diamond
  - b. 8 pictograms required (and 1 optional) determined by the hazard classification of the chemical.
    - i. Health Hazard – chemicals that pose a risk to your health if used improperly
    - ii. Flame – indicates a risk of fire. Be aware of ignition sources and combustible materials
    - iii. Exclamation Mark – usually used in combination with the Health Hazard pictogram to signify particular health risks which are less severe than the skull and crossbones category
    - iv. Skull and Crossbones – used in combination with the Health Hazard pictogram to signify particularly hazardous chemicals
    - v. Gas Cylinder - alerts you to the physical hazards inherent to the use and storage of compressed gas
    - vi. Corrosion – should prompt you to be especially aware of PPE and storage requirements
    - vii. Exploding Bomb – pose a significant physical risk and should be treated with extreme caution
    - viii. Flame over Circle – indicates an oxidizer – a chemical that produces additional oxygen in an environment that may cause or contribute to the combustion of other materials
    - ix. Environment (optional)

GHS  
 SDS  
 Safety Data Sheet  
 Pictograms  
 Signal word



<sup>1</sup>) carcinogenic, germ cell mutagenic, toxic to reproduction / <sup>2</sup>) specific target organ toxicity



Remember, when working with any chemicals, you should always wear the proper personal protective equipment (gloves, mask, etc), ensure the area is clean and free of food and drink, and wash your hands after each use.

16. Other Information – date of preparation or last revision of the SDS
15. Regulatory Information – identifies the safety, health, and environment regulations specific for the product that is not indicated anywhere else on the SDS
14. Transport Information – classification information for shipping
13. Disposal Considerations – guidance on proper disposal practices and safe handling practices surrounding environment
12. Ecological Information – environmental impact of chemical if it were released to the
11. Toxicological Information – lists routes of exposure, related symptoms, acute and chronic affects, and numerical measures of toxicity
10. Stability and Reactivity – lists possibilities of hazardous reactions
9. Physical and Chemical Properties – lists the chemicals characteristics
8. Exposure Controls/Personal Protection – lists OSHA's permissible exposure limits (PELs), threshold limit values (TLVs), and proper personal protective equipment
7. Handling and Storage – precautions for safe handling and storage, including incompatibilities methods of containment and cleanup
6. Accidental Release Measures – lists emergency procedures, protective equipment, and proper result of fire
5. Fire Fighting Measures – lists suitable extinguishing techniques and chemical reactions as a
4. First Aid Measures – important symptoms, affects, acute, delayed or required treatment
3. Composition Information – information on the chemical ingredients
2. Hazard Identification – all hazards associated with the chemical and required labeled elements
1. Product and Company Identification

**Safety Data Sheets (SDS)**, previously known as MSDS, are required to be in a standardized format with 16 specific sections. This complies with the HazCom Standard and helps ensure that employers and employees know exactly where to look on the SDS to find information. Per OSHA guidelines, safety data sheets must be readily accessible to you in your work area during each shift. The required 16 sections are:

3. **Signal Word – DANGER or WARNING**
  - a. Danger indicates a severe hazard, Warning indicates a less serious risk.
  - b. Which word is used is set out by the classification system. Category 1 = Danger, Category 2 = Warning
  - c. There are occasions in which no signal word will be called for
4. **Hazard Statement(s)** – used to describe the nature of the chemical hazard
  - a. EX, "Fatal if swallowed"
5. **Precautionary Statement(s)** – describes recommended measures that should be taken to prevent adverse effects from exposure to hazardous chemicals or improper storage or handling
6. **Identity of Chemical Supplier** – name, address, and phone number