

Mission Statement

The Arbutus Park Manor Safety Committee shall promote and affect reasonably attainable safety levels for the health and well-being of residents, employees, and visitors while reducing property and equipment damage. The Safety Committee shall develop and maintain positive attitudes and awareness regarding safety and health. By monitoring the facility and the practices of its personnel, the Safety Committee will seek to prevent hazardous situations before accidents occur.

ATTENTION MEMBERS:

NEXT month's meeting is on the FOURTH MONDAY of the month.

Next Month's Meeting Date:
Monday, February 22, 2021

**Topic: Safety Committee
Training Orientation for team members**

Mandatory attendance. Contact Julie if you cannot attend.

Safety Committee Agenda 1/25/2021

1. **Attendance/Quorum Verification**
2. **Collection of Last Month's 7 Minute Safety Trainer Form**
3. **Review of Minutes from the previous meeting**
4. **Old Business:**
 - i. Workplace Safety Inspections (actions arising)
 - ii. Audits (Recommendations arising/Actions Taken)
 - iii. Accident/Injury claims (attached) since the last meeting (Corrective/Preventative Action review)
 - iv. Hazard/Incident Updates from the previous meeting
5. **New Business**
 - i. New Hazard/Incident concerns
6. **Safety Committee Training**
 - i. *New Team Member Training*
 - ii. Additional Topic: COVID 19 Information from LifeSolutions
7. **Meeting adjourned** for QA of the area by teams
QA Member Responsibilities until next month:
Complete checkoff lists (if applicable) to make sure there is no chance of safety concerns, check the stock of chalk in applicable locations for emergency alarm purposes, and Injured Worker Packets in each department.



CONGRATULATIONS you are now a **2021 Safety Team Member** and we look forward to the contributions you will be making!

To help you understand your new role, a few things you need to know include:

1. Safety Members are paid for attending each meeting as **attendance is mandatory**.
2. Supervisors schedule according to the meeting times so attendance can be made.
3. Supervisors circulate team members bi-annually, depending on the department.
4. Meetings are held in the Board Room from 1:30 p.m. to 2:30 pm on the third Monday of every month unless otherwise noted.
5. At the meeting, an agenda is used to keep discussions on track, and minutes are recorded. Employee injury data is discussed (Lost Work Day Cases as well as "near misses" and minor accidents which could have been more serious) determining causes, and identifying trends that have occurred to prevent future incidents. Topic and speaker information is selected in advance and provided for review at the first meeting of the year.
6. Safety Team member's names are posted on the safety team bulletin board located on the first floor of the facility in the Information Hallway as the point of contact for your department. This will help coworkers know who to communicate safety questions and concerns to. Therefore, it is your responsibility to maintain a positive safety attitude, assist your supervisor in reinforcing safety training to your coworkers, conducting safety inspections, and attending scheduled safety meetings.
7. Worker's Compensation Provider is UPMC and Fred Word is the contact. He provides annual orientation at the first meeting of the year so which certifies you as a Safety Team Member.
8. Johnson Kendal and Johnson is the broker for the Worker's Compensation Coverage. Their role is to provide recommendations to senior management on how to improve safety processes.
9. PA Department of Labor and Industry certifies our team's eligibility for an annual 5% reduction to the Worker's Compensation Insurance Premium. The primary focus to achieving this reduction is meeting monthly quorum requirements.
10. If you can not attend a meeting, you must inform Julie Hassan, HR Manager/Safety Chair ASAP. This provides notice so the quorum requirement can be examined to ensure we meet the regulations.



Arbutus Park
RETIREMENT COMMUNITY
FAITH - CARE - COMPASSION

December 30, 2020

SAFETY COMMITTEE MINUTES

Due to COVID 19 concerns, the building was in lockdown. No formal meeting was permitted to be held. All members received an email with attachments that included the following:

1. Safety Team Meeting Agenda
2. Minutes from the previous meeting in November
3. Accidents/Injuries and near misses that occurred after the meeting in November
4. Training on Workplace Violence
5. Pandemic information from UPMC WorkPartners regarding COVID
 - a. Understanding and Reducing Risk
 - b. Safely celebrating holidays
 - c. Wellness App for reducing stress

The mission statement is listed on the agenda and reviewed with each member.

QA Problems or Issues:

The tub room floor has been resurfaced and the new product has been holding up. Maintenance will continue to monitor to ensure safety for all employees and residents.

Lights that were burned-out in the parking lot have been replaced.

The floor mat in the Doerr elevator was replaced.

Next Month's topic of Discussion: New Member Orientation by Fred Word, UPMC Workers Compensation Representative.

Julie Hassan

HR Manager / Safety Team Chair

Date	Position	Location	Description of OPEN Cases
10/25/2019	Activities Aide	Parking Lot	Fell walking to the car. Injured ankle. Full Duty but treatment continuing through 3/2021.
9/17/2019	Activities Aide	Crossroads	An employee serving in the dining room and slipped on water on the floor. Fell injuring right hip and left arm (bruise). Modified Duty continuing.
1/31/2019	LPN	Crossroads	The employee was walking in the parking lot and the right foot went forward and hyper-extended it on ice. Returned to work but again off work until further notice.
2/24/2017	Housekeeping Aide	Personal Care	The employee was mopping the floor when she slipped and fell. Modified Duty

Date	Position	Location	Description of CLOSED Cases Since the Last Meeting
11/21/2021	Housekeeping Aide	Housekeeping	The employee was mopping the floor when she slipped and fell. Treated and released full duty.



2021 Safety Team Members

	NAME	DEPARTMENT	TITLE
1	Austin Corman	Activities	Aide
2	Morgan VanHoose	Activities	Aide
3	Amanda Robertson	Business Office	Receptionist
4	Chad Kamler	Administration	Senior Advisory Member/Ast. to Administrator
5	Richard Wilson	Administration	Senior Advisory Member/Ast. to Administrator
6	Doe Berkey	Central Supply	Purchasing Department
7	Andrea Criswell	Food Service	Dietitian
8	Tyler Lingafelt	Grounds	Groundskeeper
9	Vicky Shipley	Housekeeping/Laundry	Aide
10	Karen Rose	Housekeeping/Laundry	Aide
11	Julie Hassan	Human Resources	Senior Advisory Member/Safety Coordinator
12	John Onderko	Maintenance	Maintenance
13	Don Dabbs	Maintenance	Maintenance
14	Judy Sidor	Nursing	Senior Advisory Member/Recording Secretary
15	Karry Landis	Nursing - Crossroads	Licensed Practical Nurse (LPN)
16	Nadine Nadonley	Nursing - ADON	Senior Advisory Member/Ast. Dir of Nursing
17	Brooke Patterson	Nursing - DON	Senior Advisory Member/Director of Nursing
18	Veronica Clites	Nursing Doerr	Certified Nurse Aide (C NA)
19	Deborah Cragle	Personal Care	Personal Care Aide (PCA)
20	Dawn Yeager	Personal Care	Certified Nurse Aide (C NA)
21	Jane Vann	Restorative	Licensed Practical Nurse (LPN)
22	Jo Jacobs	Therapy	Certified Occupational Therapy Assistant (COTA)
Quorum Requirements: 22 Members in attendance=50%			
Need 12 for Quorum			



Arbutus Park

RETIREMENT COMMUNITY

FAITH - CARE - COMPASSION

Date	Topic	INSTRUCTOR	Topic Description
			Online training or email training as applicable for COVID purposes. In-Person Training will resume when permissible.
1/25/2021	New Safety Committee Member Orientation (4th Monday)	Fred Word, UPMC Workpartners	Annual New Member introduction provided by Insurance Company. Discuss the team's objectives, expectations, and applicable regulations. Annual New Member introduction provided by Safety Chair.
2/22/2021	Safety Manual Review, By-Laws & Team Member Duties (4th Monday)	Julie Hassan, HR Manager	Discuss team member responsibilities, Accident reports, Worker's Compensation, HIPAA, OSHA regulations, Posting the OSHA 300A summary requirement, Worker's Compensation Provider, Fire Alarm/Exits, Carbon Monoxide Alarm, and Labor & Industry (Hand) requirements
3/15/2021	Safety Equipment: PPE and Eye Wash Stations	Mike Yeager, Director Environmental Services	Personal Protective Equipment (PPE) & Bloodborne Pathogens (BBP)
4/19/2021	Personal Safety: Workplace Stress Prevention & Substance Abuse	Annette Jones, EAP UPMC LifeSolutions	Employee Assistance Program (EAP) Benefits to include Mental Health, Stress Awareness & Substance Abuse Prevention Tips
5/17/2021	Driver Safety: Cell phone use, Drowsy Driving, Seat Belt Use	Fred Word, UPMC Workpartners	Distracted Driving Awareness & APM company vehicle driving policy & Better Sleep Awareness
6/21/2021	Blood Borne Pathogens (BBP) and Safe Lifting Procedures	Jo Jacobs, COTA & Brooke Patterson, DON	Back Injury Prevention & Safe Lifting Techniques
7/19/2021	HazCom Training: Chemical Hazard Communication - SDS & Chemical Exposure	Mike Yeager, Director Environmental Services	HazCom/SDS Training
8/16/2021	Having an Eye for Safety: Carbon Monoxide	Fred Word, UPMC Workpartners	Workplace Eye Wellness/Proper Use of an Eye Wash station/ Hearing Injury Prevention
9/20/2021	Near Miss & Avoiding Slips, Trips & Falls & Ladder Safety	Mike Yeager, Director Environmental Services	Prevention of Slips, Trips, and Falls in the Workplace
10/18/2021	Housekeeping and Office Safety	Mike Yeager, Director Environmental Services	Ladder Safety

11/15/2021	Emergency Response: First Aid/CPR/AED Unit Safety & Security	Brooke Patterson, DON	First Aid, CPR, and AED Use Training
12/13/2021	Measures: Workplace Violence and Harassment Prevention	Julie Hassan, HR Manager	Workplace Violence Awareness Training / Office Safety and Security



Helping employees cope with COVID-19 and seasonal depression

WITH COVID-19 DEPRESSION AND SEASONAL DEPRESSION COLLIDING, EMPLOYERS COULD BE DEALING WITH GREATER ABSENTEEISM AND LESS PRODUCTIVITY AMONG EMPLOYEES.

Many people struggle with their mental health during the long winter months. Cold weather and shorter days can lead to people experiencing seasonal depression symptoms like fatigue, difficulty concentrating, overeating, a need for more sleep, and a lack of interest in daily activities. These symptoms can become acute and lead to a more serious depression.

These problems may become even more pronounced when combined by the stress caused by the ongoing COVID-19 pandemic. People are asked to stay at home and avoid contact with friends and family, and this can lead to more people suffering mental health issues.

Employers may see a major increase in employee absenteeism because of this combination of seasonal depression and COVID-19 stress. According to the CDC, about 200 million workdays are lost each year due to depression, costing businesses between \$17 billion and \$44 billion. In times like these, where rates of depression may be far higher due to the pandemic, it's vital that your company invest resources into improving the mental health of your employees.

An employee assistance program (EAP) like LifeSolutions provides your workforce with tools and programs to promote better mental

health. These resources can keep your employees productive and on the job, while also improving their quality of life during an especially trying time.

Employees can access their EAP benefits whenever they choose to, and they can reach out for help knowing that these services are confidential. Your company should encourage your workforce to take advantage of all the mental health services that are available and reinforce the idea that there is no stigma to asking for help.

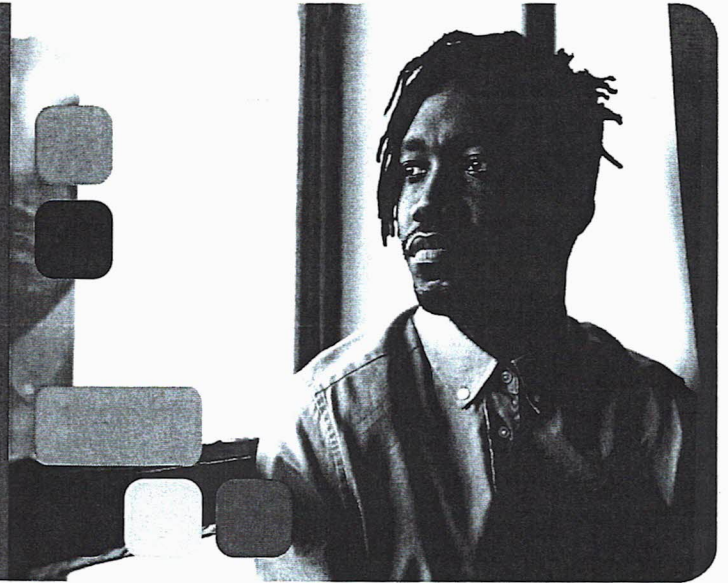
LifeSolutions employee assistance program (EAP) helps you and your employees balance work, family, and personal needs to become healthier, happier, and more productive, both personally and professionally. We offer employee support and well-being services, information, resources, referrals, and consultation on a variety of issues, ranging from dependent care and stress management to counseling and coaching. To learn more, visit lifesolutionsforyou.com.

LifeSolutions is here to help.

LifeSolutions@upmc.edu
lifesolutionsforyou.com
1-844-833-0527 (TTY: 711)

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Responding to Community Unrest



Many people are struggling as acts of civil unrest occur across the country. Exposure to traumatic events, either personally or via media, can lead to feelings of fear, anger, anxiety, and helplessness, as well as a loss of trust. In some cases, these feelings can overwhelm a person's ability to cope.

If you are struggling:

- Remind yourself that you are not alone.
- Talk to others who understand and respect how you feel.
- Limit your exposure to news and social media.
- Make sure to exercise and eat healthy meals.
- Allow yourself to feel joy at times and to cry when you need to.

Remember, whatever difficulties you're facing, LifeSolutions employee assistance program (EAP) can help. Available by phone or email, the service provides information, resources, and counseling on challenges that life may bring. LifeSolutions EAP is a free, confidential benefit to help you balance your work, family, and personal life.

LifeSolutions is here to help.
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To access the Work-Life section of our website, go to **lifesolutionsforyou.com**, click Login, and enter your company code.

LifeSolutions®

Political Stress



The past few years have been turbulent in this country, and many Americans are experiencing stress related to the political landscape. Anxieties about civil unrest, policy debates, and the future are common. Paired with the 24-hour news cycle, these underlying anxieties can quickly become overwhelming. Fortunately, there are some ways to manage stress related to politics.

Practice the art of “perspective taking.” We each have a valuable perspective on life. It defines how we see and make sense of the world. The ability to respect the perspective of a person with whom you disagree is key when it comes to building relationships and increasing tolerance.

Keep your media consumption in check. Being informed is important, but so is your sanity. Know your social media and news limits, and be sure to unplug for at least a few hours a day.

Focus on the things that are within your control. Spending hours poring over news articles won't result in change. Instead, pick a cause that's important to you and take action, such as volunteering to work for a local campaign.

Practice mindfulness. Speculating about the future or ruminating on the past can provoke anxiety and create overwhelming, negative thought patterns. Mindfulness, in contrast, is all about living in the moment and focusing on what you can control.

Avoid hostile interactions. It is highly unlikely that you will persuade anyone to completely change their political perspective. Consider disengaging from or avoiding political topics at home, on social media, or in the workplace.

Take a break from politics and laugh. Science has shown that the mere act of smiling and laughing can lift your mood and lower your stress. Even a fake smile can trick your brain into believing you are happy. We are living in turbulent times. If all else fails, fake it till you make it!

LifeSolutions' employee assistance program services are confidential. They are available to you and members of your household at no cost. Counseling sessions are also available to help you focus on taking care of yourself.

**lifesolutions@upmc.edu
1-844-833-0527 (TTY: 711)**

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January	What Stress and Diet Have in Common	Learn how stress plays a part in your overall health and what nutrients your body needs when you're stressed.
February	Calm Down: Meditation and Relaxation Guide	Review popular relaxation tools and learn how to integrate them into your busy life.
March	Stress Relief for Caregivers	Learn how to take care of yourself while taking care of others.
April	Living Debt Free	Discover how to break the chain of debt and start building toward debt-free living.
May	Healthy Connections	Review simple steps for enhancing your connection to your community and loved ones, even when you feel too busy!
June	Innovative Decision Making: Problem Solving	Join us for this experiential workshop and learn to utilize multiple ways of thinking, frame problems as questions, use generative brainstorming, and suspend judgment to solve old problems in new ways.
July	Respect at Work	Discuss strategies that can help managers and employees earn and maintain the respect we all want and deserve.
August	Social Media for Parents	Learn how to communicate with your child about his or her online activities. We'll discuss establishing privacy, setting proper boundaries, and monitoring healthy usage.
September	Bullying at Work	Learn how to identify workplace intimidation and explore strategies for responding to and protecting yourself from bullying. We will also discuss the emotional impact of bullying, steps you can take if bullying persists, and resources available to you.
October	Building Effective Teams in the Digital Workplace	Learn how to keep flexible and remote employees engaged and productive by leveraging technology, improving communication, and implementing accountability.
November	Reclaim Your Joy	Learn how to tune in to what's most important and make a simple plan for incorporating more joy into your daily routine.
December	How to Have Difficult and Sensitive Conversations	Discuss how to be strategic in your most sensitive conversations and learn to increase your empathy for and awareness of others.

How to view Workpartners® webinars:

1. Visit lifesolutionsforyou.com. Click **Login** (in the top-right corner of the page).
2. With Corporate Login selected, type your company code: **business**.
3. Select **Work-Life** (under **Recommended Activities**).
4. Click on the tile labeled **Webinars**.*
5. To view the current webinar *and earn a completion certificate*, click **Completion Certificate**. You may also view this webinar *anonymously*. Just choose **No Completion Certificate**.

*To view an archived webinar, click **Archived Webinars** instead.

LifeSolutions

Employee Assistance Program



Life gets messy. Get the peace of mind you deserve.

Your LifeSolutions Employee Assistance Program (EAP) services are no-cost and confidential. You and anyone in your household can use these services.

Our trained professionals can help you:

- Balance your work and home life.
- Deal with family and relationship concerns.
- Cope more successfully with anxiety, depression, or drug/alcohol issues.
- Make healthy lifestyle changes that last.
- Get legal and financial advice and much more.

Services include:

- Coaching and counseling in person, by telephone, or by video.
- Referrals for child care and elder care.
- Help with daily living issues.
- Access to Beating the Blues US®, an online program for stress and anxiety
- 24/7 phone support for immediate help.

You can receive up to 6 sessions per issue.

- Referrals for legal and financial services:
 - Free 30-minute legal consultation and a 25 percent discount on attorney fees after the consultation.
 - Free 30-minute consultation with a financial professional.
- Access to our robust Work-Life website:
 - Skill builder courses and monthly webinars.
 - Downloadable legal forms, such as wills and powers of attorney.
 - Financial calculators to help you create a budget.
 - A savings center with 25 percent discounts on name brands.

EAP services are private and confidential and are available to you and members of your household at no cost.

**lifeSolutions@upmc.edu
+1 844-833-0527 (TTY: 711)**


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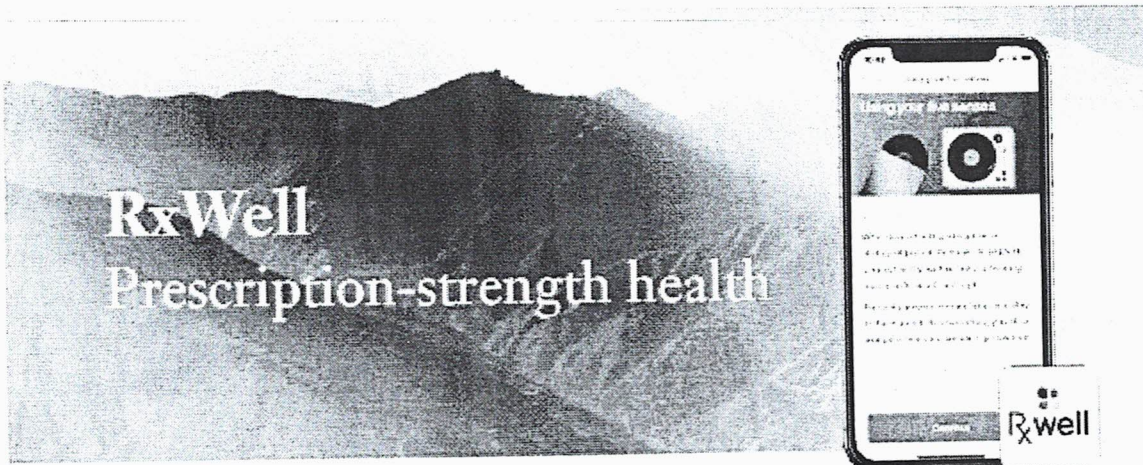
Your company code is: business

Julie Hassan

From: Annette Jones <jonesam3@workpartners.com>
Sent: Wednesday, January 6, 2021 2:53 PM
To: jhassan@arbutusparkmanor.com
Subject: A healthy workforce is a productive workforce

This message contains graphics. If you do not see the graphics, [click here to view](#).

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Help your employees calm their minds and bodies

Whether your employees are feeling anxious, stressed, or sad, RxWell has a path for them. This app is designed to help them improve their health by combining digital support with provider-endorsed techniques.

Your employees can use the RxWell app to:

- **Manage their anxiety, stress, or depression.** They can choose from three effective programs based on their needs.
- **Get calm through helpful practices.** RxWell's calming techniques can help employees feel more centered in 10 minutes or less.
- **Get support from a health coach.** If coaching support is elected, employees can receive a personalized plan, establish goals, and message a health coach to get help along the way.
- **Track their progress.** The app can help them identify behavioral, mood, and emotional patterns over time.

Help improve the mental health of your workforce

Contact your account manager today to learn how you can get your employees access to RxWell.