MCXS-SAF (Insert Date)

**REPLY TO**

**ATTENTION OF**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Environment of Care/Safety Committee Meeting Minutes

1. In accordance with (Insert MTF Name) Regulation 15-1, the (Insert MTF Name) EC/Safety Committee meeting was held on (Insert Date) at (Insert Time).

2. A list of representation and attendance is provided in Enclosure 1.

3. Committee representatives reviewed the minutes from the (Insert Date) meeting. There were no additions or corrections and the minutes were approved as submitted to the committee.

4. Tracking Reports and Recurring Reports for the six EC Management Programs and other committees are provided in Enclosures 2 through 9.

5. No further business being discussed, the meeting adjourned at (Insert Time). The next EC/Safety Committee meeting will be held on (Insert Date) at (Insert Time and Location).

9 Encls Name

 Rank

 Deputy Commander/Co-Chairperson

DISTRIBUTION:

1 Each Executive Committee Members

1 Each ECC Members

**REPRESENTATION AND ATTENDANCE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Representing** | **Name** | **J** | **F** | **M** | **A** | **M** | **J** | **J** | **A** | **S** | **O** | **N** | **D** |
| Chair |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Safety |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Security |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Environmental Science |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Logistics |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Medical Maintenance |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Facilities |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PTMS |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Infection Control |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Patient Safety |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Risk Management |  |  |  |  |  |  |  |  |  |  |  |  |  |
| IMD |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Laboratory |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pharmacy |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Radiology |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Outlying Clinic #1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Outlying Clinic #2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| DENTAC |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Veterinary Services |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Installation Fire Department Representative |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Recording Secretary |  |  |  |  |  |  |  |  |  |  |  |  |  |

X – indicates present

MEMORANDUM FOR: EC/Safety Committee

SUBJECT: Safety Tracking and Recurring Reports

1. Tracking reports based on EC/Safety Committee Issue Tracking Log.

 a. Issue No. Update summary.

 b. Issue No. Update summary.

2. Recurring reports based on EC/Safety Committee ICES Tracking Log schedule.

 a. Deficiencies, problems, user errors.

 b. Accidents and injuries.

 c. Product safety recalls.

3. Safety-related information for other committees and staff.

 SIGNATURE

MEMORANDUM FOR: EC/Safety Committee

SUBJECT: Security Tracking and Recurring Reports

1. Tracking reports based on EC/Safety Committee Tracking Issue Log.

 a. Issue No. Update summary.

 b. Issue No. Update summary.

2. Recurring reports based on EC/Safety Committee ICES Tracking Log schedule.

 a. Deficiencies, problems, user errors.

 b. Emergencies and Incidents.

3. Security-related information for other committees and staff.

 SIGNATURE

MEMORANDUM FOR: EC/Safety Committee

SUBJECT: Hazardous Materials and Waste Tracking and Recurring Reports

1. Tracking reports based on EC/Safety Committee Tracking Issue Log.

 a. Issue No. Update summary.

 b. Issue No. Update summary.

2. Recurring reports based on EC/Safety Committee ICES Tracking Log schedule.

 Deficiencies, problems, user errors.

3. Hazardous materials and waste-related information for other committees and staff.

 SIGNATURE

MEMORANDUM FOR: EC/Safety Committee

SUBJECT: Fire Prevention Tracking and Recurring Reports

1. Tracking reports based on EC/Safety Committee Tracking Issue Log.

 a. Issue No. Update summary.

 b. Issue No. Update summary.

2. Recurring reports based on EC/Safety Committee ICES Tracking Log schedule.

 a. Deficiencies, problems, user errors.

 b. Accidents and injuries.

 c. Product safety recalls.

3. Fire Prevention-related information for other committees and staff.

 SIGNATURE

MEMORANDUM FOR: EC/Safety Committee

SUBJECT: Medical Equipment Tracking and Recurring Reports

1. Tracking reports based on EC/Safety Committee Issue Tracking Log.

 a. Issue No. Update summary.

 b. Issue No. Update summary.

2. Recurring reports based on EC/Safety Committee ICES Tracking Log schedule.

 a. Deficiencies, problems, user errors.

 b. Accidents and injuries.

 c. Product safety recalls.

3. Medical Equipment-related information for other committees and staff.

 SIGNATURE

MEMORANDUM FOR: EC/Safety Committee

SUBJECT: Utilities/Facilities Tracking and Recurring Reports

1. Tracking reports based on EC/Safety Committee Issue Tracking Log.

 a. Issue No. Update summary.

 b. Issue No. Update summary.

2. Recurring reports based on EC/Safety Committee ICES Tracking Log schedule.

 a. Deficiencies, problems, user errors.

 b. Accidents and injuries.

 c. Product safety recalls.

3. Utilities/Facilities-related information for other committees and staff.

 SIGNATURE

MEMORANDUM FOR: EC/Safety Committee

SUBJECT: Reports from Other Committees and Departments.

1. Quality Improvement.

 Topic/issue:

 Summary of the problem or information:

 Safety Committee actions or recommendations:

 Follow-up POC and suspense:

2. Patient Safety.

 Topic/issue:

 Summary of the problem or information:

 Safety Committee actions or recommendations:

 Follow-up POC and suspense:

3. Infection Control.

 Topic/issue:

 Summary of the problem or information:

 Safety Committee actions or recommendations:

 Follow-up POC and suspense:

4. Emergency Planning.

 Topic/issue:

 Summary of the problem or information:

 Safety Committee actions or recommendations:

 Follow-up POC and suspense:

5. HIPPA.

 Topic/issue:

 Summary of the problem or information:

 Safety Committee actions or recommendations:

 Follow-up POC and suspense:

6. Executive Committee.

 Topic/issue:

 Summary of the problem or information:

 Safety Committee actions or recommendations:

 Follow-up POC and suspense: