**Hematology Staff Meeting**

**June 18, 2015**

* Window is open for DPH inspection:
* All logs, temperature charts, maintenance charts need to be maintained (if not in use or not in service you need to enter that, not leave a blank spot)
* Review fire safety codes and procedures
* Maintain a clean, clutter free environment
* Store/discard all biohazard materials as described
* Safety committee:
* Revision in process for Biosafety procedures
* For fire drills, when established the alarm is a drill sign sheet and return to work
* No news yet on Sysmex instruments contract/arrival
* Security has a new APP coming 6/25 that can be loaded onto your phone which will track your location and check on your movements when walking around hospital. This will enhance your security walking to garage and parking areas
* Note the schedule for July 4th weekend. Weekend staff works Friday and Sunday. Holiday staff works Saturday.
* For those who are trying to conserve on PTO, you can have 2 hours that you do not have to use PTO ( working 6 hours), but if it is > 2 hours of not working PTO must be used for the time not worked.