

## Safety Committee Meeting Agenda

<b>Date Of Meeting:</b> 10/30/2019
<b>Time of Meeting:</b> 10:30 AM
<b>Location of Meeting:</b> <i>Corporate Office - 6536 William Penn Hwy Rt 22, Delmont, PA 15626</i>

- 1. Roll Call**
- 2. Vote in New Member**
- 3. Review agenda for this meeting.**
- 4. Review and approve last month's meeting minutes.**
- 5. Review of workplace accidents that have occurred since the last meeting; discuss contributing cause, root cause, and corrective actions.**
- 6. Review the status of old business and the committee's suggested corrective actions.**
  - **Risks Associated with Shift Work**
- 7. Round table discussion – New Business**
  - **Article on The 5 Best Patient Transfer Devices**
  - **Discuss workers comp issues and go over ones that are consistently happening**
  - **Next Member to come up with next topics for discussion**
- 8. Recommendations to management**

**Dedicated Nursing Associates & DNA**  
**Safety Committee Agenda**

**Meeting**  
**Date: 10/30/2019**

**Time meeting**      *10:30 PM*  
**started:**

**Meeting Chairperson:**  
**Danielle Reilly**

<u>Present</u>	<u>Absent</u>

**Agenda for today’s meeting was reviewed by all members: \_\_\_Yes \_\_\_No**

**Previous meeting minutes from (09/2019) were read and approved: \_\_\_Yes \_\_\_No**

**Review of Accidents/Incidents Since the Last Meeting (employee, non-employee, vehicle accidents, near misses, property, & other)**

<b>Date:</b>	<b>Cause / Description:</b>	<b>Corrective Action:</b>
10/10/2019	Attacked by patient, hit in the stomach with a cane. (employee pregnant)	
10/28/2019	Combative patient scratched her left hand	
10/19/2019	Injured lower back when stepping away from combative client	
10/28/2019	Hoyer lift hit her in the shins	

<b>Date:</b>	<b>Cause / Description:</b>	<b>Corrective Action:</b>
10/24/2019	Tripped injuring knees and ankle	
10/22/2019	Foot ran over by wheelchair	
10/6/2019	Left eye laceration and contusion on face due to fall	

### **Status / Progress of Uncompleted Old Business**

<b>Old Business Item:</b>	<b>Updates:</b>
Article on Risks Associated with Shift Work	Uploaded to DNA website.

### **New Business (Round Table Discussion)**

<b><u>Committee Member Name:</u></b>	<b><u>Topic / Hazard Identified:</u></b>	<b><u>Responsibility Assigned To Whom &amp; Action To Be Taken:</u></b>
<i>Danielle</i>	The Five Best Patient Transfer Devices	
<i>Group</i>	<i>Discuss new incidents</i>	

### **Other Reports or Guest Speakers**

<b><u>Guest Name:</u></b>	<b><u>Topic Discussed / Presented to the Group</u></b>

Meeting Adjourned:	
Next Meeting:	11/2019
Meeting Minutes Completed By:	Jenna Highfield

- *A copy of these minutes & the agenda should be distributed to all company employees, or posted where all employees have access to them.*
- *These meeting minutes should be attached to the corresponding agenda and sign-in sheet, and kept on file with your safety committee records.*
- *Please be certain that the date of the sign-in sheet, agenda, and minutes are all the same for each meeting.*
- *You must maintain these records for at least FIVE years.*