

Safety Committee Meeting Agenda

Date Of Meeting: 11/27/2019
Time of Meeting: 2:30 PM
Location of Meeting: <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.**
 - **The 5 Best Patient Transfer Devices**
- 7. Round table discussion – New Business**
 - **The Scoop to Avoiding Injury when Clearing Snow and Ice**
 - **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: 11/27/2019

Time meeting *2:30 PM*
started:

Meeting Chairperson:
Danielle Reilly

<u>Present</u>	<u>Absent</u>
Melissa Spagnol	Danielle Reilly
Jenna Highfield	Chris Young
Julie McSwaney	
Terina Chiesa	
Roya Fashandi	
Christina Zappa	
Heidi Zeldar	

Agenda for today's meeting was reviewed by all members: ☒ Yes ☐ No

**Previous meeting minutes from (10/2019) were read and
approved: ☒ Yes ☐ No**

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

Date:	Cause / Description:	Corrective Action:
11/14/2019	Pulled neck muscles from moving client's bed away from the wall. She had to adjust the plugs from behind the bed and while moving the bed, she pulled her neck.	Proper Body mechanics
11/19/2019	Needle Stick- Employee went to place cap back on needle after administering a shot. She slid her hand into the container for used needles, when her hand got stuck and the needle pricked her finger.	Do not put hands in sharps containers proper education

11/16/2019	Employee pulled a muscle in her neck. Patient wrapped her arms around her neck. During this patient transfer she pulled her neck.	Proper Body mechanics
11/14/2019	Employee had their finger stuck in a folding chair. Combative client attempted to throw/hit her with chair, when she tried to block the chair her finger became stuck and was twisted.	Be more cautious of surroundings. Deesclating techniques
11/20/2019	Employee fell on uneven pavement when walking into client's home. Uneven payment was under the grass. She attempted to catch herself and fell on her left palm and left knee. Both hands and knee were swelling	Pay closer attention to surroundings
11/21/2019	Employee was mopping the floor of the client. He stated he turned his knee wrong and felt as if he hyper-extended it.	Proper Body mechanics
11/20/2019	Slipped and fell on a wet floor. He felt as if he pulled a groin muscle. A wet caution sign was up.	Adhere to caution signs

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
Article on The 5 Best Transfer Devices	Uploaded to DNA website.

New Business (Round Table Discussion)

<u>Committee Member Name:</u>	<u>Topic / Hazard Identified:</u>	<u>Responsibility Assigned To Whom & Action To Be Taken:</u>

<i>Danielle</i>	The Scoop to Avoiding Injury when Clearing Snow and Ice	Jenna have article uploaded to website
<i>Group</i>	<i>Discuss new incidents</i>	Heidi to find her article for 12/2019 meeting

Other Reports or Guest Speakers

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

Meeting Adjourned:	2:45
Next Meeting:	12/2019
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.*