

Safety Committee Meeting Minutes

Date Of Meeting: 12/20 /2019
Time of Meeting: 2:00 PM
Location of Meeting: <i>Corporate Office - 6536 William Penn Hwy Rt 22, Delmont, PA 15626</i>

- 1. Roll Call**
- 2. Review agenda for this meeting.**
- 3. Review and approve last month's meeting minutes.**
- 4. Review of workplace accidents that have occurred since the last meeting; discuss contributing cause, root cause, and corrective actions.**
- 5. Review the status of old business and the committee's suggested corrective actions.**
 - **The Scoop to Avoiding Injury when Clearing Snow and Ice**
- 6. Round table discussion – New Business**
 - **OSHA Ergonomics**
 - **Discuss workers comp issues and go over ones that are consistently happening**
 - **Next Member to come up with next topics for discussion**
- 7. Recommendations to management**

Dedicated Nursing Associates & DNA
Safety Committee Agenda

Meeting
Date: 12/20/2019

Time meeting *2:00 PM*
started:

Meeting Chairperson:
Danielle Reilly

<u>Present</u>	<u>Absent</u>
Roya Fashandi	Chris Young
Julie Mcswaney	
Jessica Gibson	
Jenna Highfield	
Melissa Spagnol	
Danielle Reilly	
Heidi Zedlar	

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

Previous meeting minutes from (11/2019) 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:
11/30/2019	Strained back after lifting heavier than usual patients	Proper body mechanics
12/3/2019	Twisted wrist when assisting patient in standing up	Proper patient handling
12/4/2019	Punched in the stomach by a resident	Deescalating techniques
12/5/2019	Punched in the face by a combative client after client attempted to take keys off the desk	Deescalating techniques

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
Article on The Scoop to Avoiding Injury when Removing Snow and Ice	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>	OSHA Ergonomics	Upload to website - Jenna
<i>Group</i>	<i>Discuss new incidents</i>	

Other Reports or Guest Speakers

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

Meeting Adjourned:	2:15 PM
Next Meeting:	1/2020
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.*