

**Dedicated Nursing Associates & DNA**  
**Safety Committee Meeting Minutes**

<b>Date Of Meeting:</b> 06/25/2019
<b>Time of Meeting:</b> 11:00 AM
<b>Location of Meeting:</b> Corporate Office - 6536 William Penn Hwy Rt 22, Delmont, PA 15626

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.
  - o Article on Protecting yourself from Needlestick Injuries
6. Round table discussion – New Business
  - o Article on Protecting Your Patient During a Seizure
  - o Discuss workers comp issues and go over ones that are consistently happening
  - o Next Member to come up with next topics for discussion
7. Recommendations to management

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

**Meeting**  
**Date: 06/25/2019**

**Time meeting**      *11:00 AM*  
**started:**

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

<b><u>Present</u></b>	<b><u>Absent</u></b>
Jenna Highfield	Chris Young
Jessica Gibson	
Roya Fashandi	
Ashley Uncapher	
Rachel Hardy	
Christina Zappa	
Danielle Reilly	
Melissa Spagnol	
Sam Baudoux	

**Agenda for today's meeting was reviewed by all members: X Yes \_\_\_ No**

**Previous meeting minutes from (05/2019) were read and  
approved: X 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>
5/25/19	Injured knee when patient who was having a seizure fell on top of her and knocked her to the ground.	Better preparation on certain medical situations
5/15/19	Patient let go of retractable dog leash she was holding and it hit employee in the shin	Accident
6/18/19	Bed bug bites suspected from client's house	Universal precaution
6/19/19	Strained back when lifting resident off of the toilet	Proper body mechanics

<b>Date:</b>	<b>Cause / Description:</b>	<b>Corrective Action:</b>
6/20/19	Attacked by dog at resident's home	Add to safety walk through
5/21/19	Struck in the face while feeding a resident. Strained her neck.	Send article on dealing with aggressive residents how to de-escalate situations
6/8/19	Combative patient stated she wanted to break her fingers and continued to bend them back	De-escalating techniques
6/18/19	Slipped and fell in resident's urine when attempting to transfer into the bathroom.	Clean and observe rooms before entering with a resident
6/21/19	Walked into the resident's door and hit her forehead off of the door	be more aware of surroundings

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

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
Article on Protecting Yourself from Needlestick Injury	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>	<i>How to Protect Your Patient During a Seizure</i>	Jenna will make sure it is on the website
<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>
Sam Badeaux	

Meeting Adjourned:	11:26 AM
Next Meeting:	7/2019
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.*