

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

<b>Date Of Meeting:</b> 07/31/2019
<b>Time of Meeting:</b> 2:30 PM
<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 members.**
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.**
  - **Article on Protecting your Patient During a Seizure**
6. **Round table discussion – New Business**
  - **Article on Bed Bugs**
  - **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: 07/31/2019**

**Time meeting**      *2:30 PM*  
**started:**

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

<b><u>Present</u></b>	<b><u>Absent</u></b>
Jenna Highfield	
Danielle Reilly	
Roya Fashandi	
Jessica Gibson	
Chris Young	
Melissa Spagnol	
Ashley Uncapher	
Christina Zappa	
Terina Chiesa	

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

**Previous meeting minutes from (06/2019) 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>
6/24/2019	Combative patient punched her in the face.	De-esclating techniques
6/28/2019	Slipped when walking into a patient's room to answer a call bell.	Be more aware of surroundings
7/2/2019	Strained her wrist when pushing a patient up.	Proper body mechanics
7/3/2019	Tripped and fell on crack tile in the entrance into the facility.	Be more aware of surroundings Alert facility

<b>Date:</b>	<b>Cause / Description:</b>	<b>Corrective Action:</b>
7/17/2019	Injured back when a resident fell backwards out of hoyer lift that was being used to transfer her.	Proper body mechanics
7/7/2019	Injured back when transferring patient from wheelchair to bed.	Proper body mechanics
7/15/2019	Experienced chest pain after patient fell back onto her.	Accident. Not preventable
7/18/2019	Injury to wrist from dog bite at client's home.	Place dog in another room
7/23/2019	Metal piece from magnetic door frame fell off and hit employee on the head.	90 maintenance log created and shared with Site Facilitator company awareness reminder

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

<b>Old Business Item:</b>	<b>Updates:</b>
Article on Protecting Your Patient During a Seizure	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>	Bed Bugs	Upload to 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>

Meeting Adjourned:	2:30p
Next Meeting:	8/2019
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.*