

Dedicated Nursing Associates & DNA
Safety Committee Meeting Agenda

Date Of Meeting: 09/30/2019
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.**
 - **Protecting Your Back**
6. **Round table discussion – New Business**
 - **Article on Risks Associated with Shift Work**
 - **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: 09/30/2019

Time meeting *2:00 PM*
started:

Meeting Chairperson:
Danielle Reilly

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

Agenda for today's meeting was reviewed by all members: XYes ___No

**Previous meeting minutes from (08/2019) were read and
approved: XYes ___No**

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

Date:	Cause / Description:	Corrective Action:
9/2/19	Strained back during patient transfer	Proper body mechanics
9/20/19	Needle stick when disposing of needle	Awareness of surroundings. Be more careful opening sharps container
9/13/19	Scabies. (Suspected from facility)	Universal precaution
9/23/19	Tripped over a cord	Awareness of surroundings

Date:	Cause / Description:	Corrective Action:
9/23/19	Strained back during patient transfer	Proper body mechanics

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
Article on Protecting Your Back	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>	Protecting Your Back	
<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:	2:15PM
Next Meeting:	10/2019
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.*