

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

<b>Date Of Meeting:</b> 05/24/2019
<b>Time of Meeting:</b> 11:30 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.
  - Article on Workplace Violence in Healthcare
6. Round table discussion – New Business
  - Article on Needlestick Injuries
  - 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: 05/24/2019**

**Time meeting**      *11:30 AM*  
**started:**

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

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

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

**Previous meeting minutes from (04/2019) were read and  
approved: ☒ 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>
5/5/2019	Needlestick after administering insulin to resident.	Better education Become more aware of surroundings
5/10/2019	Hoyer ran into back of employee's heel when patient was being transferred.	Better communication with co-workers
5/13/2019	Punched in the chest by resident.	Deescalating techniques Read charts to identify aggressive patients
5/19/2019	Needlestick after administering medication to resident.	Be more careful recapping needles

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

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
Article on Workplace Violence in Healthcare	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 Yourself from Needlestick Injuries</i>	upload to DNA 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>

<b>Meeting Adjourned:</b>	11:50 AM
<b>Next Meeting:</b>	6/2019
<b>Meeting Minutes Completed By:</b> 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.*