

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

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| <b>Date Of Meeting:</b> 04/25/2019   |
| <b>Time of Meeting:</b> 03:00 PM   |
| <b>Location of Meeting:</b> Corporate Office - 6536 William Penn Hwy Rt 22,<br>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 Fall Prevention Management
6. Round table discussion – New Business
  - o Article on Workplace Violence in Healthcare
  - o Review Emergency Action Plan
  - 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: 04/25/2019**

**Time meeting**      *03:00 PM*  
**started:**

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

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

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

**Previous meeting minutes from (03/2018) 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>  |
|--------------|---|--|
| 4/8/2019     | Patient twisted employee's left arm behind her back.                  | Communicate with facility on which patients are aggressive<br>Discuss how to deescalate an aggressive situation with injured employee. |
| 4/17/2019    | Combative patient pushed employee against the wall during an episode. | Communicate with facility on which patients are aggressive<br>Discuss how to deescalate an aggressive situation with injured employee. |
| 4/18/2019    | Needle stick after administering patient insulin.                     | Discuss being more careful and aware of her surroundings.  |
| 4/20/2019    | Patient punched employee in the jaw while giving her a shower.        | Communicate with facility on which patients are aggressive<br>Discuss how to deescalate an aggressive situation with injured employee. |

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

| <b><u>Old Business Item:</u></b>      | <b><u>Updates:</u></b> |
|---------------------------------------|------------------------|
| Article on Fall Prevention Management |                        |
|                                       |                        |
|                                       |                        |
|                                       |                        |

## **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 Group</i>                | <i>Workplace Violence in Healthcare</i><br><i>Discuss new incidents</i> | Talk with marketing about issuing article in next DNA newsletter to all employees - Jenna |
|                                      |   |   |
|                                      |   |   |
|                                      |   |   |

## **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>                            | 3:20 PM             |
| <b>Next Meeting:</b>                                 | May 23rd at 3:00 PM |
| <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.*