

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

<b>Date Of Meeting:</b> 03/21/2019
<b>Time of Meeting:</b> 02:00 PM
<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 Wandering Patients, Elopement Prevention and Response**
6. **Round table discussion – New Business**
  - **Vote in new members**
  - **Vote out members.**
    - **Article on Fall Prevention Management**
    - **Discuss workers comp issues and go over ones that are consistently happening**
    - **Review Emergency Action Plan**
    - **Next Member to come up with next topics for discussion**
7. **Recommendations to management**

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

**Meeting**  
**Date: 03/21/2019**

**Time meeting**      *02:00 PM*  
**started:**

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

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

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

**Previous meeting minutes from (02/2018) 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>
3/11/19	Back Strain. Large patient fell. Strained back when assisting in lifting the patient back up.	Talk to employee about using proper body mechanics.
3/14/19	Back and hip. Tripped over a broom that was on the floor in the kitchenette.	Talk to employee about being more aware of surroundings.
3/16/19	Injured wrist. Was helping patient from wheelchair to bed and injured her wrist in the process.	Talk to employee about using proper body mechanics.

3/19/19	Splash in eye. Was prepping insulin package, when she opened it, the insulin splashed in her eye.	Practice careful medicine preparation.
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### **Status / Progress of Uncompleted Old Business**

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
Wandering Patients	

### **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>
Danielle Group	Fall Prevention Management Discuss new incidents	

### **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>	By Danielle Reilly at 02:15 PM
<b>Next Meeting:</b>	4/25/2019 at 03:00 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.**