

Safety Committee Meeting Minutes

Date Of Meeting: 1/31 /2020
Time of Meeting: 1:30 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.**
 - **OSHA Ergonomics**
- 6. Round table discussion – New Business**
 - **OHSA's Occupational Hazards in Home Healthcare**
 - **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: 1/31/2020

Time meeting *1:30 PM*
started:

Meeting Chairperson:
Danielle Reilly

<u>Present</u>	<u>Absent</u>
Heidi Zedlar	Danielle Reilly
Jenna Highfield	Melissa Spagnol
Roya Fashandi	
Christina Zappa	
Chris Young	
Michelle Kratzer	
Julie McSwaney	

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

**Previous meeting minutes from (12/2019) 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:
12/25/19	Pulled back muscle when bending over to put shoes on a resident	Proper Body Mechanics
1/8/20	Fell on snow and ice when walking through the parking lot	Aware of surroundings
1/6/20	Felt pain in her neck when she leaned forward to dress a patient.	Proper Body Mechanics
1/27/20	Strained back when rolling a patient without second person for a two-person lift	Proper Body Mechanics

1/29/20	Strained knee when getting up from using the toilet	Proper Body Mechanics

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
Article on OSHA Ergonomics	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>	OSHA's Occupational Hazards in Home Healthcare	Upload to website - Jenna
<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:	1:45PM
Next Meeting:	2/2020
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.*