

## **Safety Committee Meeting Agenda**

<b>Date Of Meeting:</b> 2/27/2020
<b>Time of Meeting:</b> 2:30 PM
<b>Location of Meeting:</b> <i>Corporate Office - 6536 William Penn Hwy Rt 22, Delmont, PA 15626</i>

- 1. Roll Call**
- 2. Vote in new members**
- 3. Review agenda for this meeting.**
- 4. Review and approve last month's meeting minutes.**
- 5. Review of workplace accidents that have occurred since the last meeting; discuss contributing cause, root cause, and corrective actions.**
- 6. Review the status of old business and the committee's suggested corrective actions.**
  - **OSHA Occupational Hazards in Home Healthcare**
- 7. Round table discussion – New Business**
  - **Safe Lifting and Movement of Nursing Home Residents**
  - **Discuss workers comp issues and go over ones that are consistently happening**
  - **Next Member to come up with next topics for discussion**
- 8. Recommendations to management**

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

**Meeting**  
**Date: 2/27/2020**

**Time meeting**      *2:30 PM*  
**started:**

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

<b><u>Present</u></b>	<b><u>Absent</u></b>
Jenna Highfield	Chris Young
Julie Mcswaney	Danielle Reilly
Roya Fashandi	
Christina Zappa	
Jessica Gibson	
Melissa Spagnol	
Heidi Zedlar	
Nikki Raveling	
AMber Luckik	

**Agenda for today's meeting was reviewed by all members: XYes \_\_\_No**

**Previous meeting minutes from (1/2020) were read and  
approved: XYes \_\_\_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>
2/7/2020	Neck strain after repetitive lifting of patients	Proper body mechanics
2/4/2020	Experienced pain in her shoulder during a patient transfer	proper body mechanics
2/4/2020	Contracted pink eye from facility (2 residents she had contact with had pink eye)	wear gloves
2/9/2020	Strained lower back when attempting to lift a seated resident from their wheelchair	proper body mechanics

2/11/2020	Fell down a set of stairs at a client's house when trying to get a vacuum out of a closet located at the top of the stairs	Be more aware of surroundings
2/24/2020	Strained right shoulder while lifting a patient	Proper patient transfer
2/14/2020	Slipped on oil when entering a client's garage, falling directly on her knee	Be more aware of surroundings
2/13/2020	Fell down a set of stairs when taking out the garbage at a client's house	Be more aware of surroundings
2/8/2020	Back strain from repetitive lifting of patients along with scratches	De escalation techniques

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

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
Article on Occupation Hazards in Home 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>	Safe Lifting and Movement of Nursing Home Residents	Upload to website
<i>Group</i>	<i>Discuss new incidents</i>	Amber find new article

### **Other Reports or Guest Speakers**

<b><u>Guest Name:</u></b>	<b><u>Topic Discussed / Presented to the Group</u></b>
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Amber Luckik and Nikki Raveling voted in as new members
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Meeting Adjourned:	2:45PM
Next Meeting:	3/2020
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.*