

Dedicated Nursing Associates & DNA
Safety Committee Meeting Minutes

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| Date Of Meeting: 03/27/2020 |
| Time of Meeting: 02:00 PM |
| Location of Meeting: <i>Teleconference. Conference Line: 412-430-0330, 351293-7634</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.**
 - **Article on Safe Lifting and Movement of Nursing Home Residents**
6. **Round table discussion – New Business**
 - **Article on OSHA Guidance on Preparing Workplaces for COVID-19**
 - **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: 03/27/2020

Time meeting *02:00 PM*
started:

Meeting Chairperson:
Danielle Reilly

| <u>Present</u> | <u>Absent</u> |
|-----------------|------------------|
| Danielle Reilly | Michelle Kratzer |
| Chris Young | |
| Melissa Spagnol | |
| Heidi Zedlar | |
| Christina Zappa | |
| Jenna Highfield | |
| Roya Fashandi | |
| Amber Lukcik | |
| Nikki Raveling | |
| Julie Mcswaney | |
| Jessica Gibson | |

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

**Previous meeting minutes from (02/2020) were read and
approved: x Yes No**

**Review of Accidents/Incidents Since the Last Meeting (employee, non-
employee, vehicle accidents, near misses, property, & other)**

| Date: | Cause / Description: | Corrective Action: |
|-------------------------------|--|--|
| 3/20/2020 | Right foot struck by mechanical lift | Become more aware of surroundings |
| 3/9/2020 | Strained back during a patient transfer | Proper body mechanics |
| 12/26/2019 (reported late) | Bit in the hand by client's dog | Assess the client's home before placing nurses |
| 1/28/2020 (reported late) | Suspected to have contracted Mono from a patient she was caring for. | Do not share certain items with patients. Practice universal precaution |

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|--|--|
| (Claim denied due to lack of evidence) | |
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Status / Progress of Uncompleted Old Business

| <u>Old Business Item:</u> | <u>Updates:</u> |
|---|-------------------------|
| Safe Lifting and Movement of Nursing Home Residents | Uploaded to DNA Website |
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| | |
| | |

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>Jenna</i> | <i>OSHA Guidelines on Preparing a Workplace for COVID-19</i> | Jenna- upload to DNA website |
| <i>Group</i> | <i>Discuss new incidents</i> | |
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Other Reports or Guest Speakers

| <u>Guest Name:</u> | <u>Topic Discussed / Presented to the Group</u> |
|---------------------------|--|
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| Meeting Adjourned: | 2:15PM |
| Next Meeting: | 4/2020 |
| 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.*