

Dedicated Nursing Associates & DNA
Safety Committee Meeting Minutes

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| Date of Meeting: 04/24/2020 |
| Time of Meeting: 11:00 AM |
| Location of Meeting: Teleconference. Conference Line: 412-430-0330 Code: 289688 |

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 OSHA Guidance on Preparing Workplaces for COVID-19**
6. **Round table discussion – New Business**
 - **CDC Article on Stress and Coping during COVID-19 and CDC Article on Running Essential Errands**
 - **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: 04/24/2020

Time meeting *11:00 PM*
started:

Meeting Chairperson:
Danielle Reilly

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

Melissa Spagnol

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

Previous meeting minutes from (03/2020) were read and approved: Yes No

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

| Date: | Cause / Description: | Corrective Action: |
|--------------|--|--|
| 4/1/2020 | Felt pain in wrist when helping a patient get up from her wheel chair into the shower room (Key Risk, facility)) | Proper body mechanics |
| 4/14/2020 | Shocked while plugging in call bell (Key Risk, facility) | Determine if she operated the call bell incorrectly and if there was a maintenance issue |

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|-----------|---|---|
| 4/14/2020 | Strained back when she lunged forward to stop client from falling (EAI, homecare) | Be more aware of the client and surroundings. Determine if they need any assistive devices or other supports |
| 4/14/2020 | Strained back when attempting to stop a patient from falling (EAI, facility) | Determine if they need any assistive devices or other supports Be aware of all order for specific patients in terms of lift requirements |
| 4/9/2020 | Strained back when replacing a trash bag (Ohio, facility) | Ask for assistance of a bag is too heavy |

Status / Progress of Uncompleted Old Business

| <u>Old Business Item:</u> | <u>Updates:</u> |
|--|-------------------------|
| OSHA Guidance on Preparing Workplaces for COVID-19 | 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>Christina</i> | CDC Article on Stress and Coping during COVID-19 and CDC Article on Running Essential Errands | Jenna- upload to DNA website |
| <i>Group</i> | Discuss new incidents | |
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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: | 11:15 PM |
| Next Meeting: | 5/2020 |
| 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.*