

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

<b>Date of Meeting:</b> 05/29/2020
<b>Time of Meeting:</b> 01:30 PM
<b>Location of Meeting:</b> Teleconference. Conference Line: 412-430-0330, 289688 - 4419

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 CDC Article on Stress and Coping during COVID-19 and CDC Article on Running Essential Errands**
6. **Round table discussion – New Business**
  - **Article on Managing and Preventing Hypoglycemia**
  - **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**

<b>Meeting Date: 05/29/2020</b>		<b>Time meeting started:</b>	<i>01:30 PM</i>
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<b>Meeting Chairperson: Danielle Reilly</b>	
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<b><u>Present</u></b>	<b><u>Absent</u></b>
Amber Lukcik	
Nikki Raveling	
Jenna Highfield	
Roya Fashandi	
Chris Young	
Melissa Spagnol	
Danielle Reilly	
Julie Mcswaney	
Heidi Zedlar	
Christina Zappa	

Agenda for today's meeting was reviewed by all members: ~~X~~Yes \_\_No

Previous meeting minutes from (04/2020) 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	Injury Causation (Description)	Assignment/ Client/WC Company	Injured Body Part (Body Part, Left/Right, Lower/Upper)	Follow Up (Communication, Contact Facility, Treatment, Education, etc.)	Recommended Corrective Action	Is Claim Ongoing? Current Outcome
Example	Strained body part while performing specific activity	Long Term Care, Travel/PRN, Hospital, Eastern Alliance	Body part Left, Right, Center Lower/Upper If needed: Top, Bottom, Front, Back	- Sought treatment at MedXpress - Emailed employee on [date with treatment information] - Sent article on how to avoid specific injury - Sent post-test to take after reading article	How to prevent the injury and additional training on how to perform activity properly	- Claim ongoing - Light duty until [date] - Not working due to light duty
5/1/2020	Bit by resident and was hit with a rod off of a set of blinds	Long Term Care/ Travel, Key Risk	Left wrist		Combative training on how to de-esclate	
5/1/2020	Finger smashed in pill crusher	Facility, Travel, Key Risk	Left index finger		Equipment training - how to use pill crusher properly	
5/20/2020	Felt a pop in her back when assisting with dressing a patient	Facility Ohio BWC	Back		Use of assisted devices, such as gait belts and lifts as necessary, proper body mechanics	
5/21/2020	After finishing passing out trays of food, their diabetic sugar became low causing left leg to give out. Fractured right foot and sprained left foot	Facility, Travel Ohio BWC	Right foot		Hypoglycemic training education/post test	
5/10/2020	Administering resident insulin shot, was throwing needle away, needlestick in finger	Long Term Care, Travel, Key Risk	Left middle finger		Provide needlestick training and education	

5/26/2020	Strained back transferring client from bed to chair that were the same height	Home Health, WPA Homecare Key Risk	Lower back		Transfer patient education/post test	
5/20/2020	Developed hives after giving a patient a shower, (Unknown reaction)	Long Term Care, Travel, Key Risk	Whole body		Suggest following up with Dermatology	
5/12/2020	Transferring tools into truck, unaware which tool caused laceration	Corporate, Key Risk	Left thumb		Be more aware of surroundings	
5/15/2020	Slipped on wet floor and pulled hamstring	Long Term Care, Shreveport, Key Risk	Hamstring		Slip/wet floor education/ post test	
5/9/2020	Tripped on oxygen Tubing on the floor and fell on hands and knees	Long Term Care Travel, Key Risk	Right side/shoulder		How to navigate dark toom and be cognizant of surroundings	
5/19/2020	Employee was assisting with a 500 lb patient, patient jerked backwards causing strain	Long Term Care, Travel, Key Risk	Right side/arm		Request more assistance/have transfer devices present	

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

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
CDC Article on Stress and Coping during COVID-19 and CDC Article on Running Essential Errands	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>Christina</i>	Upload article and minutes to DNA website	Jenna Highfield
<i>Group</i>	<i>Discuss new incidents</i>	

### **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>	2:00 PM
<b>Next Meeting:</b>	6/2020
<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.***