

Dedicated Nursing Associates & DNA
Safety Committee Meeting Minutes

Date of Meeting: 07/30/2020

Time of Meeting: 02:30 PM

Location of Meeting: *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. **Vote out Current Member(s)**
5. **Vote in New Member(s)**
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 Workplace Violence in Healthcare – Understanding the Challenge"**
6. **– New Business**
 - **Article on "American Academy of Orthopedic Surgeons, Lifting Techniques for Home Caregivers"**
 - **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: 07/30/2020		Time meeting started:	<i>02:30 PM</i>
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Meeting Chairperson: Danielle Reilly	
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<u>Present</u>	<u>Absent</u>
Jenna Highfield	Amber Lukcik
Danielle Reilly	Heidi Zedlar
Melissa Spagnol	
Chris Young	
Christina Zappa	
Roya Fasandi	
Julie McSwaney	
Cassandra Angelone	
Nikki Raveling	

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

Previous meeting minutes from (06/2020) were read and approved: ☒ Yes ☐ No

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

Date	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
7/4/2020	IW experienced spasms from her right side to her stomach after lifting and moving patients during her shift. IW stated the workload that day was heavier than normal.	Contract/ Long Term Care/ Key Risk	Mid/ Lower back on right side.	Follow up appointment for 8/4, has also been referred to physical therapy. Education sent proper body mechanics.	Asking for assistance if she knew her workload was heavy for that day. Proper education on reporting procedures.	Ongoing
7/16/2020	IW slipped when attempting to sidestep a co-worker in the hallway.	Contract/ Long Term Care/ Key Risk	Right Thigh	MRI scheduled for 8/5, will set follow up appoint after the MRI. Education sent awareness of surroundings.	Being more careful in general.	Ongoing
7/15/2020	IW felt a pop in left shoulder when attempting to catch a resident who was falling back on purpose.	Contract/ Long Term Care/ Key Risk	Left Shoulder	Attending PT sessions completed her first one 7/28. Education sent combative patient.	Follow up to facility on giving warning in chart that this could happen.	Ongoing
7/20/2020	IW's foot became caught in bed alarm cord and IW fell over onto right arm	Per Diem/ Long Term Care/ Key Risk	Right Arm	Appointment with Ortho on 7/28. Education sent awareness of surroundings.		Ongoing
7/16/2020	Injured left wrist after washing and changing a dementia patient. Patient is 2X for a transfer, but she was positioned in bed, only requiring one nurse.	Contract/ Long Term Care/ Key Risk	Left Wrist	Appointment with Ortho on 7/28. Education sent ergonomic guidelines for nursing homes.	Follow up with Heidi	Ongoing

7/3/2020	Client got their riding lawn mower caught on a ramp. As she was helping move the mower off, she felt something pull in the left side of Gluteal region	Per Diem/ Home Health/ Eastern Alliance	Left Gluteal region	Was attending PT, has stated it causes her more pain, currently has an ortho consult for 7/30. Education on workers' rights were sent.	Follow up that she understands her employee rights. Tina – follow up with WC to see if this claim will be allowed	Ongoing
7/4/2020	While at farmers market, the client's electric wheelchair ran over her foot	Per Diem/ Home Health/ Eastern Alliance	Right Foot	Can return to work on 8/3 with no restrictions but must wear a fracture shoe. Follow up in 4 weeks around 8/14.	Be more aware of surroundings	Ongoing
7/16/2020	IW Strained neck and back after being rear ended while driving client home from doctor's appointment.	Per Diem/ Home Health/ Eastern Alliance	Neck and Back	Employee was able to return to work on 7/20.		Closed, Returned to Work.
7/20/2020	IW was walking down steps to client's basement to get food out of the freezer when she tripped over client's cat on last step. She caught herself with right arm on a wooden table at the bottom of the staircase.	Per Diem/ Home Health/ Eastern Alliance	Right Arm	Signed Refusal of Treatment		IW returned to work 7/21/2020. No lost time.
7/20/2020	IW was working with an unfamiliar resident who was stiff and difficult to move. While she was waiting for help, she tried to rotate the resident onto side away from her when resident kicked his leg	Per Diem/ Long Term Care/ Eastern Alliance	Right Knee	May return to work as of 7/28. Employee has been offered shifts.	Check in to see if they are offered work. Familiarize herself with client prior to going into shift.	Released to return to work.

	back and struck her in the front of her knee. (1 assist for bed mobility)					
7/20/2020	IW was entering work tent when she stepped on a cover for wires causing her foot to fall to the left.	Per Diem/ (National Beef, conducting temp checks)/ Eastern Alliance	Left Ankle	Signed refusal of treatment.	Be more aware of surroundings	IW scheduled to return to work on 7/31/2020.

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
OSHA Workplace Violence in Healthcare – Understanding the Challenge	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>Group</i>	American Academy of Orthopedic Surgeons, Lifting Techniques for Home Caregivers	Jenna - upload to DNA website
<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:	3:00 PM
Next Meeting:	8/2020
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.***