

Dedicated Nursing Associates & DNA
Safety Committee Meeting Minutes

Date of Meeting: 08/27/2020

Time of Meeting: 11:30 AM

Location of Meeting: Suite 202 Conference Room or 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 "American Academy of Orthopedic Surgeons, Lifting Techniques for Home Caregivers"**
6. **– New Business**
 - **Article on "NIOSH How to Prevent Latex Allergies"**
 - **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: 08/27/2020	Time meeting started: <i>11:30 AM</i>
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Meeting Chairperson: Danielle Reilly
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<u>Present</u>	<u>Absent</u>
Jenna Highfield	
Casandra Angelone	
Roya Fashandi	
Heidi Zedlar	
Melissa Spagnol	
Chris Young	
Danielle Reilly	
Nikki Raveling	

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

Previous meeting minutes from (07/2020) 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
8/19/20	IW was administering a blood sugar test; the IW poked the fingertip but had to get a replacement glucometer. Instead of re-poking the finger the IW squeezed the original poke and blood squirted out and splashed into the R eye.	Long Term Care/Travel/ Ohio BWC	Right Eye	IW flushed eye and followed up with supervisor to confirm the patient did not have any communicable disease. Signed Refusal of Treatment	Initial corrective action: Emailed Blood Borne Pathogen Information and information on how to properly perform a needlestick Information on 8/19/2020 Follow up Corrective Action: NA	Closed. Returned to work on 8/20/2020
8/21/20	IW slipped on baby oil that was spilled on the floor next to resident's bed. Did not see spill due to it being under a rolling table she had just moved behind her.	Long Term Care/ Travel/ Key Risk	Left Foot	IW propped up foot and applied ice on site. Signed Refusal of Treatment	Initial Corrective Action: Emailed article on Slip, Trip and Fall Prevention for Healthcare Workers on 8/25/2020 Follow up Corrective Action: Ensure there is complete understanding of article sent and she fully understands importance of being aware of her surroundings	Closed. Returned to work on 8/25/2020

8/25/20	After administering shot to resident, IW was attempting to place the protective cover back on the needle, she grabbed the needle itself instead of protective cover. Admitted to moving too quickly.	Long Term Care/ Per Diem/ Ohio BWC	Left Middle Finger	IW went to Emergency Room where she was given a tetanus shot, blood test and was advised to follow up with OT. No restrictions issued.	Initial Corrective Action: Sent Needle Stick Education via email on 8/26/2020 Follow up Corrective Action: Ensure IW understands article sent. Review policy and procedure at facility she is working regarding needle recapping	Ongoing. IW needs to schedule follow up blood work, per BWC
8/24/20	IW slipped on water when exiting resident's room into the hallway with tray in hand. IW landed on her hands and feet and twisted her right ankle. Determined that resident spilled water outside the room but IW had not noticed.	Long Term Care/Travel/ Ohio BWC	Right Ankle	IW was released to full duty beginning on 8/29/20 We are in possession of facility incident report she completed.	Initial Corrective Action: Sent NIOSH education on Slip, Trip and Fall Prevention for Health Care Workers. Follow up Corrective Action: Ensure IW understands education provided. Ensure she is aware of her surrounding before moving about a patient's room	Closed. Able to return to work on 8/29/2020

Status / Progress of Uncompleted Old Business

<u>Old Business Item:</u>	<u>Updates:</u>
American Academy of Orthopedic Surgeons, Lifting Techniques for Home Caregivers.	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>	<i>Discuss new incidents</i>	
<i>Group</i>	<i>Article on: NIOSH How to prevent Latex Allergies</i>	

Other Reports or Guest Speakers

<u>Guest Name:</u>	<u>Topic Discussed / Presented to the Group</u>
Peaches Newby	

Meeting Adjourned:	11:45AM
Next Meeting:	9/2020
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.*