

**Dedicated Nursing Associates & DNA**  
**Safety Committee Minutes – Eastern Alliance**

**Date of Meeting:** 10/28/2020

**Time of Meeting:** 10:30 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 "Sprains and Strains Prevention "**
6. **– New Business**
  - **Article on " NIOSH How to Prevent Musculoskeletal Disorders, Home Healthcare Workers "**
  - **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: 10/29/2020</b>		<b>Time meeting started:</b>	<i>10:30 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>
Heidi Zedlar	Christopher Young
Cassandra Angelone	
Christina Zappa	
Roya Fashandi	
Melissa Spagnol	
Jenna Highfield	
Danielle Reilly	
Nikki Raveling	

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

Previous meeting minutes from (09/2020) 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
No new injuries as of 10/26/20						

**Status / Progress of Uncompleted Old Business**

<b><u>Old Business Item:</u></b>	<b><u>Updates:</u></b>
Sprains and Strains Prevention	Uploaded to DNA Website

## New Business (Round Table Discussion)

<u>Committee Member Name:</u>	<u>Topic / Hazard Identified:</u>	<u>Responsibility Assigned To Whom &amp; Action To Be Taken:</u>
Group	Discuss new incidents	
Group	Article on: " NIOSH How to Prevent Musculoskeletal Disorders, Home Healthcare Workers "	Jenna ensure documents are uploaded to DNA website

## Other Reports or Guest Speakers

<u>Guest Name:</u>	<u>Topic Discussed / Presented to the Group</u>
Carly Greci	Provided yearly training to Safety Committee members

<b>Meeting Adjourned:</b>	11:00AM
<b>Next Meeting:</b>	11/2020
<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.*